

Maryland Natural Resources Police

Policy Manual

AGENCY VALUES

Values Statement

The NRP is committed to creating an organizational culture wherein training and leadership will foster integrity, respect, and quality of internal operations.

Core Values

NRP personnel will be committed to the following core values to guide their conduct:

- **INTEGRITY** - employees shall:
 - Uphold public trust by maintaining the highest standards of ethical and moral character by obeying all laws, regulations, orders, and policies.
 - Respect the constitutional rights of all people.
- **COURTESY** - employees shall:
 - Refrain from responses of uncontrolled anger.
 - Commit to providing impartial enforcement and unbiased service to all.
- **DEDICATION** - employees shall:
 - Provide dedicated and compassionate assistance to people.
 - Commit to the Mission, Vision, and Values of the agency.
- **PROFESSIONALISM** - employees shall:
 - Present a neat, clean, and professional appearance.
 - Perform duties in an accurate and timely manner.
 - Utilize appropriate and respectful language when dealing with all people.
 - Never use unnecessary force.

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Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Maryland Natural Resources Police to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Maryland Natural Resources Police to limit its members to only exercise the authority granted to them by law.

While this agency recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This agency does not tolerate abuse of law enforcement authority.

100.3 AUTHORITY OF THE MARYLAND NATURAL RESOURCES POLICE

Officers of the Maryland Natural Resources Police have the state-wide police authority in accordance with Md. Code NR §1-201.1 and Md. Code NR § 1-204, Md. Code TA § 11-147.

100.4 INTERSTATE POLICE OFFICER POWERS

Police officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters the following states as follows:
 1. In Delaware, while in the pursuit of a person believed to have committed a felony, a misdemeanor or a violation of the motor vehicle code (11 Del. C. § 1932).
 2. In the District of Columbia, while in pursuit of a person who has committed a felony or who the pursuing officer has reasonable grounds to believe has committed a felony (D.C. Code § 23-903).
 3. In Pennsylvania, while in fresh pursuit of a person in order to arrest him/her (42 Pa.C.S. § 8922).
 4. In Virginia while in fresh pursuit of a person to arrest him/her for committing a felony (Va. Code § 19.2-79).
 5. In West Virginia while in fresh pursuit of a person to arrest him/her for committing a felony (W. Va. Code § 62-11-1).
 6. In Virginia while in continuous pursuit of an offender across Maryland-Virginia water boundary (Md. Code NR 1-210).

Whenever an officer makes an arrest in Delaware, the District of Columbia, Pennsylvania, Virginia or West Virginia, the officer shall take the offender to the appropriate judicial officer where the arrest occurred as soon as practicable (11 Del. C. § 1933; D.C. Code § 23-902; 42 Pa.C.S. § 8923; Va. Code § 19.2-79; W. Va. Code § 62-11-2).

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100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Maryland constitutions.

Oath of Office

101.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths are administered to sworn officers.

101.2 POLICY

It is the policy of the Maryland Natural Resources Police that sworn officers affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Agency and the dedication of its members to their duties.

101.3 OATH OF OFFICE

All sworn officers shall take and subscribe to the oath required by the Maryland Constitution (Md. Const. Art. I § 9). If a member is opposed to taking an oath, he/she shall be permitted to substitute the word "affirm" for the word "swear."

[See attachment: Oath of Office.pdf](#)

101.4 SANCTITY OF LIFE PLEDGE

All officers are required to sign an affirmative written sanctity of life pledge (NRP-001 7-2022 Sanctity of Life Pledge) to respect every human life and act with compassion toward others (Md. PS § 3-524).

Commanders shall ensure a completed and signed (live signatures only, documents with electronic signatures are not acceptable) Sanctity of Life Pledge (NRP-001) form is submitted to Headquarters to the Adjutant's attention for each sworn member under their command. This form is submitted yearly and due by July 15.

Policy Manual

102.1 PURPOSE AND SCOPE

The manual of the Maryland Natural Resources Police is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this agency. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

The provisions of this section are applicable to all manuals of the Maryland Natural Resources Police Department.

102.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this agency under the circumstances reasonably available at the time of any incident.

102.3 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Maryland Natural Resources Police and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the State, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for agency administrative action, training or discipline. The Maryland Natural Resources Police reserves the right to revise any policy content, in whole or in part.

102.4 AUTHORITY

The Superintendent shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Superintendent or the authorized designee is authorized to issue General Orders, which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

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102.5 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Administrator - Any person whose primary responsibilities involve direction, management, or administrative support.

Adult - Any person 18 years of age or older (Md. Code CJ § 3-8A-01).

APS - Adult Protective Services.

Area - A territory assigned to a Region normally comprised of one or more Districts.

Bureau - An organizational unit within the Agency providing specialized services.

Chain of command - Agency rank structure through which information, directives, and orders are passed from the Superintendent to all members of the Agency, and conversely, the flow of information from the members through their superiors to the Superintendent.

Charge - A written accusation alleging the commission of a violation or infraction of a law, rule, order, regulation, or procedure.

Chief - A police employee designated by the Superintendent to be accountable for the operations of the Field Operations Bureau, Support Services Bureau, and Special Services Bureau. Normally, a police employee at the Chief's level will be at the rank of Major. The term Chief also refers to a civilian employee designated by the Superintendent to be accountable for the operations of the Administrative Services Bureau.

Civilian - Employees and volunteers who are not sworn peace officers.

CJIS - Maryland Criminal Justice Information System.

COMAR - Maryland Code of Regulations (Example: COMAR 10.38.03.02).

Commander - A commissioned officer designated by the Superintendent to be accountable for the operations of an Office, Bureau, Division, Region, Area, or Unit.

Commissioned rank - Lieutenant Colonel, Major, Captain, and Lieutenant. This term does not include the Superintendent.

Committee - A group of persons authorized by the Superintendent to perform a task, function, review, or other specific action, and provide recommendations.

Contractual employee - A person hired for a set period of time and paid to perform a certain job function, but is not entitled to certain benefits (e.g., sick leave, annual leave, paid holidays).

Contractual officer - A MPTSC certified employee who has full law enforcement authority.

Custodian of Records - The authorized person having physical custody and control of the records of the Agency (Md. Code GP § 4-101).

Agency/NRP - The Maryland Natural Resources Police.

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Department - Maryland Department of Natural Resources.

Director - A civilian employee of the NRP designated by the Superintendent as the person accountable for the operation of a Division.

District - A geographical subdivision of an Area.

DJS - Maryland Department of Juvenile Services.

DPSCS - Maryland Department of Public Safety and Correctional Services.

Duty officer - A police supervisor who is temporarily designated by a Commander, as the first point of contact in a Bureau, Division, Region, Area, District, Unit, or Section.

Employee - Any person employed by the Agency.

Installation - An NRP building or office that is maintained separate from headquarters.

Insubordination - Disobedience of an order, policy, procedure, or regulation.

Investigator - A law enforcement officer whose primary duty involves in-depth investigations.

Leave of Absence - An extended period of time during which an officer is excused from active duty without pay.

Manual - The Maryland Natural Resources Police Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Md. Code - Maryland Annotated Codes (Example: Md. Code PS § 1-301). Following are abbreviations for sections of the Maryland Annotated Codes referenced in this Policy Manual:

- **CJ** - Courts and Judicial Procedure
- **CL** - Commercial Law
- **CP** - Criminal Procedure
- **CR** - Criminal Law
- **CS** - Correctional Services
- **ED** - Education
- **EL** - Election Law
- **ET** - Estates and Trusts
- **FL** - Family Law
- **GP** - General Provisions
- **HG** - Health – General
- **HS** - Human Services
- **IL** - Insurance Law

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- **LE** - Labor and Employment
- **LG** - Local Government
- **NR** - Natural Resources
- **PS** - Public Safety
- **SG** - State Government
- **SP** - State Personnel and Pensions
- **TG** - Tax – General
- **TR** - Transportation

Md. Const. - Maryland Constitution (Example: Md. Const. Art. IV § 44).

MDOT - Maryland Department of Transportation.

MEMA - Maryland Emergency Management Agency.

Member - Any person employed or appointed by the Maryland Natural Resources Police, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Civilian employees
- Volunteers

METERS - Maryland Electronic Telecommunications Enforcement Resource System.

Motor vehicle - As defined in the Transportation Article, of the Annotated Code of Maryland.

MPTSC - Maryland Police Training and Standards Commission.

MSP - Department of Maryland State Police.

MVA - Motor Vehicle Administration.

Non-commissioned rank - Sergeant, Corporal, Master Officer, Senior Officer, Officer First Class, and Officer.

OAG - Maryland Office of the Attorney General.

Office - An organizational branch of the Agency that is ranked above a Bureau.

Officer - Those employees, regardless of rank, who are sworn members of the Maryland Natural Resources Police.

Officer-in-Charge - The highest-ranking officer that is in command and shall be held responsible. When several members of the same rank are present, senior officer shall be applied to the officer with the longest amount of continuous service holding that rank within the Agency.

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On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Police Officer - Those employees, regardless of rank, who are sworn members of the Maryland Natural Resources Police.

Police vehicle - An agency emergency vehicle equipped with an audible siren and visual red, white, and/or blue signals utilized by the Agency in the execution of official police duties.

Police vessel - An agency vessel equipped with flashing blue lights or signal devices utilized by the Agency in the execution of official police business.

Rank - The title of the classification held by an officer.

Region - A territory of the State comprised of one or more Areas.

Regional/Area Office - An NRP facility that is maintained separate from headquarters, to which personnel are assigned.

Regulation - A rule or order having the force of law, issued by an executive authority. An authoritative ruling dealing with details of procedure.

Rule - Any rule, procedure, order, or other directive adopted by the Superintendent and/or Agency. A rule, as used here, is not for any purpose a rule within the meaning of the Administrative Procedure Act, State Government Article, Title 10, Annotated Code of Maryland.

Section - A separate unit within a Bureau or Division that performs a specialized function.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Special Orders - Those orders issued by the Superintendent or other Commanders relating to some specific circumstance or situation, usually of a temporary nature that ordinarily does not affect the entire Agency.

State - The State of Maryland.

Subordinate - Any member of the Agency who is lower in rank than another higher-ranking member.

Supervisor - A person in a position of authority that may include responsibility for assignment, scheduling or discipline of other agency members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

Team - A specialized group within NRP.

Unit - A group or position within the Agency tasked with specific duties.

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Vessel - As described in the Natural Resources Article, Title 8, Subtitle 701, of the Annotated Code of Maryland.

Violation - An infringement of rule, law, policy, regulation, or procedure.

102.6 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the agency network for viewing and printing. No changes shall be made to the manual without authorization from the Superintendent or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.7 PERIODIC REVIEW OF THE POLICY MANUAL

The Superintendent will ensure that the Policy Manual is periodically reviewed and updated as necessary.

102.8 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Commanders will ensure that members under his/her command are aware of any Policy Manual revision.

All agency members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Bureau Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

Agreements

103.1 AGREEMENTS & MOUS

[MOU_MSP_Aviation](#)

[MOU_Treaty_Obligations-Foreign_Nationals](#)

[MOU_US_Customs](#)

[MOU_US_DEA](#)

[MOU_USCG_Boating_Safety](#)

[MOU_USCG_Marine_Casualties and Boating _Accidents](#)

[MOU_USCG_Maritime_Safety-Security](#)

[MOU_USFW](#)

Chapter 2 - Organization and Administration

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Agency and defines general responsibilities of agency members.

200.2 POLICY

The Maryland Natural Resources Police will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Agency. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 OFFICE OF THE SUPERINTENDENT

The Superintendent is appointed by the Secretary of the Department of Natural Resources and is the commander of the NRP. The authority of the Superintendent to administer the NRP is conferred by the Secretary.

The Superintendent administers the activities and operations of the NRP and makes all rules necessary to promote the effective and efficient performance of the Agency.

The following personnel report directly to the Superintendent:

- (a) Deputy Superintendent
- (b) Adjutant
- (c) Public Information Officer
- (d) Strategic Planning & Leadership Development Coordinator

Adjutant

- A. The functional duties of the Adjutant include, but are not limited to:
 - 1. Managing headquarters,
 - 2. Administering the Superintendent's projects and programs,
 - 3. Coordinating updates, additions and revisions to the NRP Policy Manual,
 - 4. Coordinating projects and programs with other governmental organizations and units within DNR, and
 - 5. Performing other duties as assigned by the Superintendent and/or Deputy Superintendent.

Organizational Structure and Responsibility

200.4 DEPUTY SUPERINTENDENT

The Deputy Superintendent is second in command of the NRP and serves as Acting Superintendent in the absence of the Superintendent. The following groups report directly to the Deputy Superintendent:

- (a) Administrative Services Bureau
- (b) Support Services Bureau
- (c) Special Services Bureau
- (d) Field Operations Bureau

200.4.1 ADMINISTRATIVE SERVICES BUREAU

The Administrative Services Bureau is managed by a chief civilian administrator. This Bureau consists of the NRP Human Resources (HR) and Fiscal Support Sections.

A. NRP Human Resources Section

1. The functional duties of the NRP Human Resources Section supervisor include, but are not limited to:
 - (a) Supervising NRP Human Resources Section staff in all matters relating to payroll and personnel management.
 - (b) Serves as liaison with DNR Human Resources Service (HRS) Staff to coordinate entry-level job postings.
 - (c) Coordinates with DNR HRS and personnel from other DNR units.
 - (d) Coordinates the random drug testing program for the Agency.
 - (e) Assists the Chief of Administrative Services Bureau with other duties as needed.
 - (f) Provides administrative support to the agency in the area of personnel actions (e.g., hiring, promotions, transfers, benefits, applications, and changes).
 - (g) Provides guidance regarding payroll issues, and personnel actions as needed.

B. Fiscal Support Section

1. The functional duties of Fiscal Support Section personnel include, but are not limited to:
 - (a) Providing support in the areas of budget preparation,
 - (b) federal grant management, procurement, including contract development and execution, and
 - (c) reviews and approves all travel/training requests, working fund requests, expense accounts, credit card logs, etc.

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- (d) Provides assistance to agency employees on financial matters in order to ensure the fiscal integrity of the Agency.

200.4.2 SUPPORT SERVICES BUREAU

- A. The Support Services Bureau is commanded by a major, and:
 - 1. each division is commanded by a captain;
 - 2. each unit is commanded by a lieutenant; and
 - 3. each section is supervised by a sergeant.
- B. The Support Services Bureau consists of the following divisions:
 - 1. Training and Supply Division,
 - 2. Communications Division, and
 - 3. Recruitment, Safety Education and Hiring Division.
- C. Training and Supply Division
 - 1. The Training and Supply Division consists of the following:
 - (a) Training Unit, which includes the following sections:
 - 1. Entry-Level Training Section:
 - (a) This section develops curricula and administers all entry-level and the field training program.
 - (b) Administers NRP's Training Academy.
 - 2. In-Service Training Section:
 - (a) Provides yearly mandated training for all LEOs.
 - (b) Responsible for the issuance of agency training bulletins.
 - (b) The Supply and Maintenance Unit
 - (a) The functional duties of the Supply and Maintenance Unit commander include:
 - (a) Serving as the Agency quartermaster.
 - (b) Overseeing Agency firearms inventory.
 - (c) Serving as the Matapeake Property/Evidence Custodian.
 - (b) The Supply and Maintenance Unit consists of the following sections:
 - (a) Wireless Communications Section:
 - (a) Installs and maintains equipment for MD First tower sites on DNR managed lands.
 - (b) Installs and maintains emergency/communications equipment on NRP vehicles/vessels as well as equipment operated by other DNR units.

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- (c) Program and service portable, vehicle and vessel 700mhz radios.
 - (b) Supply Officers Section:
 - (a) Orders and issues all equipment, uniforms, and parts as requisitioned.
 - (c) Marine Maintenance Section:
 - (a) Performs agency vessel maintenance.
 - (d) The Supply and Maintenance Unit Administrative Officer functional duties include but are not limited to:
 - (a) Coordinating body armor grants and ensuring annual inspection of agency body armor.
 - (b) Preparing contracts for uniforms, vessels, parts, and services.
 - (e) The Supply and Maintenance Unit Agency Fleet Coordinator and Inventory Control Officer's functional duties include but are not limited to:
 - (a) Coordinating with DNR Fleet Services to oversee NRP's vehicle fleet.
 - (b) Processing entries and requests for removal of sensitive and capital inventory items.
- 2. Communications Division
 - (a) The Communications Division consists of the following:
 - 1. Communications Center Records & Warrants Unit:
 - (a) Communications Center Section:
 - (a) Maintains 24 hour/7 days a week radio communications, checks for warrants and arrest histories, documents incidents of complaints, and dispatches calls to personnel as required.
 - (b) Records and Warrants Section:
 - (a) Maintains records of citations, warnings, investigative reports, and issues certified records and reports
 - (b) Enters, verifies, and maintains all warrants issued by the Maryland judicial system assigned to the Agency.
 - (c) Orders and issues citation books.
 - (c) Law Enforcement Technical Support Section
 - (a) Manages and maintains all LE computer systems.

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- (b) Ensures proper function of all Mobile Data Terminal Systems and hardware.
 - (c) Provides analytical information, upon request.
- 3. Recruitment, Safety Education and Hiring Division (RSEHD)
 - (a) The commander of the Recruitment, Safety Education and Hiring Division serves as the agency's Health and Safety Officer, whose primary function is to coordinate and act as the liaison for all health and safety activities.
 - 1. For more information, see the "Communicable Diseases" policy.
 - (b) The RSEHD consists of the following:
 - 1. Recruitment and Cadet Section
 - (a) The supervisor of the Recruitment and Cadet Section reports directly to the Recruitment, and Safety Education Division Commander, whose functional duties include but are not limited to:
 - (a) Overseeing the training and assignment of NRP Cadets; and
 - (b) Overseeing the recruitment of qualified applicants.
 - (c) Safety Education and Outreach Unit consists of the following:
 - (a) Reserve Officer (RO) Section
 - (a) This section consists of volunteer reserve officers who assist with accomplishing the Agency's mission (e.g., boating safety inspections, ceremonies, role players for training).
 - (b) The Reserve Officer Coordinators are civilian contractual employees and are responsible for:
 - (a) Overseeing reserve officer activities.
 - (b) Keeping all qualification standards, training standards, and other detailed information pertaining to the Reserve Officer Program.
 - (c) Performing other duties as assigned.
 - (b) Safety Education Section
 - (a) Manages projects and programs that promote and provide the public with hunting and boating education and safety courses.

200.4.3 SPECIAL SERVICES BUREAU

- A. The Special Services Bureau is commanded by a major, and:
 - 1. each division is commanded by a captain;
 - 2. each unit is commanded by a lieutenant; and

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3. each section is supervised by a sergeant.
- B. The Internal Affairs Unit commander reports directly to the Special Services Bureau Chief and serves as the Agency's victim's rights advocate under PS 3-108.
1. The Internal Affairs Unit consists of two sections, with the following functional duties:
 - (a) Internal Affairs Section:
 - (a) Investigates allegations of misconduct by agency members.
 - (b) Conducts annual audits of agency property and evidence rooms.
 - (c) Investigates Use of Force incidents.
 - (d) Maintains internal records of complaints and investigations as appropriate.
 - (e) Complies and submits the serious police officer-involved Incidents and Officers Discipline Report on an annual basis to MPTSC.
 - (b) Background Investigations Section:
 - (a) Ensures the integrity and character of potential employees of the NRP, both sworn and civilian, by conducting background investigations.
- C. The Special Operations Division (SOD) consists of the following:
1. Homeland Security & Intelligence Unit and the Criminal Investigation and Response Team Unit.
- D. The Homeland Security & Intelligence Unit consists of the following Sections:
1. Task Force Section
 - (a) Members of this section are assigned to either Covert Operations (CO) or to a Task Force.
 - (b) The purpose of Covert Operations is to detect and suppress the problem of deliberate, organized, and significant violations of the NR laws. CO shall target major commercialization of wildlife violations and unlawful activity concerning threatened or endangered species by utilizing officers who work in an undercover capacity.
 - (c) The purpose of the Task Forces is to expand Maryland's capacity to control drug trafficking and drug abuse. The Task Forces shall provide intelligence on suspected illegal drug activity occurring on and adjacent to the state's waterways.
 2. Homeland Security & Intelligence Section
 - (a) Intelligence -MCAC & MDANG
 - (b) The MLEIN Program monitors radar units and cameras stationed throughout the Chesapeake Bay region.

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- (c) MEMA
 - (d) Maryland Wildlife Crime Stoppers
 - (e) The Homeland Security & Intelligence Section:
 - i. Monitors radar units and cameras stationed throughout the Chesapeake Bay region.
 - ii. Coordinates and assists in the evaluation of NRP's capabilities, training, and current policies in relation to identified Homeland Security targets and issues.
 - iii. Works with allied agencies and task forces to benefit Maryland's Homeland Security and maritime interdiction efforts.
 - iv. Assists with compiling intelligence to better prepare officers for a response to a marine-related terrorist incident.
 - v. Is responsible for the identification of and assisting in the application for grants and other funding sources relating to Homeland security issues and incidents.
 - vi. Gang Related Intelligence:
 - (a) The supervisor of the section will oversee the compilation of all gang-related intelligence occurring within or on all DNR-owned properties, managed lands, and waters of the State.
3. The Criminal Investigations & Response Team Unit consists of the following sections:
- (a) Aviation Section:
 - i. Provides aerial support dedicated to conservation, and boating law enforcement activities, this may also include but is not limited to Search and Rescue, Homeland Security, or other law enforcement activities as needed.
 - (b) Criminal Investigations Section:
 - i. Criminal Investigations Section:
 - (a) Criminal Investigators shall:
 - (a) Be responsible for in-depth criminal investigations and death investigations as determined and assigned by the Commander.
 - (b) Be the liaison with the Maryland State Police Crime Lab, State Medical Examiners' Office, and other law enforcement agencies concerning criminal investigations.
 - (c) Assist with search and seizure warrant preparation and service.

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- (d) Provide interview/interrogation and crime scene processing assistance to field operations personnel.
 - (e) Provide instruction and guidance to field operations personnel on investigative techniques and procedures.
 - (f) Conduct investigations that are assigned by the Special Operations Division Commander, Special Operations Unit Commander, or the CIS Supervisor.
- (b) Operating procedures for the CIS shall be maintained by the Commander of the Special Operations Division.
- (c) Special Response Section (SRS):
- i. The purpose of the Special Response Section is to provide ancillary support within the Agency as needed in specialized/focused areas. The Commander of the Special Operations Division shall maintain Standard Operating Procedures (SOP) for all specialized response teams. The SOPs are available to all agency personnel.
 - ii. The following teams make up the Special Response Section:
 - (a) Canine Teams (K-9):
 - i. The primary purpose of Canine Teams is to provide specialized resources (canines) to assist field officers, allied agencies, and the citizens of the state in support of the Agency's mission.
 - ii. Canine Teams can be utilized for the following:
 - (a) Tracking violators.
 - (b) Locating missing persons.
 - (c) Detecting concealed wildlife or fish.
 - (d) Area searches for evidence recovery.
 - (e) Human remains detection.
 - (f) Public relations events.
 - iii. Canine handlers shall maintain their current field assignment and be supervised by their assigned Area supervisors.
 - (b) Underwater Operations Team (UOT):
 - i. The UOT can provide the following specialized services.
 - (a) Body recovery.
 - (b) Evidence recovery.
 - (c) Investigations.

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- (d) Maintenance.
 - (e) Side-scan sonar operations.
 - ii. The UOT shall come under the direction of the Special Operations Division.
- (c) Mobile Field Force (MFF)
- (d) Tactical Response Section (TRS)
 - 1. The TRS consists of three specialized teams:
 - (a) Tactical Response Team (TRT)
 - i. The purpose of the Tactical Response Team (TRT) will serve as the primary resource to assist in the coordination of land-based search and rescue missions and tactical operations for the Maryland Natural Resources Police. The TRT will provide specialized services in support of the agency, as well as allied agency operations.
 - (a) The TRT can assist field officers with the following operations.
 - (b) Tactical Tracking/Search.
 - (c) Tactical Patrol.
 - (d) Search and Rescue.
 - (e) Surveillance and Reconnaissance.
 - (f) Warrant Service.
 - (g) Evidence Search.
 - (h) Special events security.
 - (i) Maritime Tactical Operations.
 - (j) Woodland Tactical Operations.
 - ii. TRT members shall come under the direction of the Special Operations Division.
 - (b) Tactical Boat Operators (TBO) Team
 - i. TBOs can be utilized in special details including heightened alerts in and around Critical Infrastructure, safety and security zone enforcement, as well as special events (e.g., Bay Bridge walk/swim, Blue Angels, or Presidential/ Vice Presidential details), and can be utilized on special missions in which the TRT may need to be deployed. TBO's will be assigned on a temporary basis as needed to deliver the TRT, Underwater Operations Team (UOT), or allied agency

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- tactical teams during maritime missions and other pre-planned assignments.
- ii. TBOs will receive enhanced training in the following skill sets:
 - (a) High-speed vessel operation.
 - (b) Non-compliant boarding operations and techniques.
 - (c) Shouldering and herding techniques.
 - (d) Safety and Security Zone enforcement operations.
- (c) Tactical Emergency Medic Support (TEMS) Team:
 - (a) The purpose of the TEMS Team is to assist field force, support services, SOD, and allied agencies with trained personnel to provide emergency medical support for high-risk police operations, training and special assignments.
 - (b) At a minimum, TEMS team members shall be certified EMT-B (Maryland Emergency Medical Technician Basic).
 - (c) The Agency's drone program is administered within the TEMS Team.

200.5 FIELD OPERATIONS BUREAU

- (a) the Field Operations Bureau is commanded by a major, and:
 - 1. each region is commanded by a captain;
 - 2. each area is commanded by a lieutenant; and
 - 3. each district is supervised by a sergeant.
- (b) The Field Operations Bureau consists of the following:
 - 1. Eastern Region
 - 2. Southern Region.
 - 3. Central Region
 - 4. Western Region
- (c) Regions are composed of two Areas.
- (d) Each Area is composed of two (2) to four (4) Districts.

200.6 COMMAND PROTOCOL

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Organizational Structure and Responsibility

200.6.1 CHAIN OF COMMAND

Each NRP sworn law enforcement position has a rank designation. Unless otherwise stated, all NRP communications will follow the chain of command. The NRP ranks in descending order are as follows:

Rank Names	Rank Abbreviations
Colonel (Superintendent)	Col.
Lieutenant Colonel (Deputy Superintendent)	Ltc.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.
Sergeant	Sgt.
Corporal	Cpl.
Master Officer	M/Off.
Senior Officer	S/Off.
Officer First Class	Ofc.
Officer	Off.

Although civilian employees are not assigned a rank, they will be expected to follow the chain of command while conducting Agency business.

200.6.2 SUCCESSION OF COMMAND

The Superintendent exercises command over all members of the Maryland Natural Resources Police. During planned absences, the Superintendent will designate the Deputy Superintendent to serve as the acting Superintendent.

Except when designated as above, the order of command authority in the absence or unavailability of the Deputy Superintendent shall be the most senior Major.

200.6.3 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Agency. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Underwater Operations), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.7 AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Organizational Structure and Responsibility

200.8 COMMANDERS/DIRECTORS

The term commander refers to a commissioned officer. Directors are civilian employees with the same administrative responsibilities as commanders.

Commanders and directors are responsible for the overall operation of their area of responsibility to include:

- (a) Compliance with NRP policies, procedures, and regulations
- (b) Proper supervision
- (c) Employee performance and morale
- (d) Public safety
- (e) Public relations
- (f) Facility management
- (g) All other matters which may affect the effective and efficient daily operation of their command

200.9 DUTY OFFICERS

Commanders shall designate a Duty Officer who shall hold the rank of sergeant or above. Acting sergeants may serve as Duty Officers.

- (a) Commanders shall ensure a Duty Officer is listed daily on work schedules.
- (b) Duty Officer duties and responsibilities:
 - 1. Acts as a conduit or liaison and assumes the role of supervisor in the absence of the Commander, and/or the respective supervisors are not working.
 - 2. Facilitates, coordinates, and provides direction to others as needed during their assigned rotation.
 - 3. When a response is needed the Duty Officer is expected to respond within a reasonable time frame or they are expected to relay the necessary information to another Supervisor or Commander that may be closer.
 - 4. The shift of a Duty Officer will start and end when the Duty Officer enters and leaves their Area of responsibility, not when they enter and leave their normally assigned district.

200.10 SUPERVISORS

Police and civilian supervisors will actively oversee the performance of subordinates to ensure compliance with all NRP policies, procedures, and regulations. Supervisors:

- (a) serve as Duty Officer's,
- (b) complete employee evaluations, and
- (c) perform all the duties assigned to a first line supervisor.

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Organizational Structure and Responsibility

200.11 CORPORALS

Corporals are responsible for prompt and proper action in all police matters, and the rendering of prompt, efficient, and courteous service in the manner prescribed by law, regulation, policy, and procedure. Corporals also:

- A. Lead the work of subordinate officers by directing law enforcement activities;
- B. assign and review work;
- C. provide training as needed or directed by the supervisor;
- D. shall assume responsibilities of command in the absence or at the direction of an officer more senior in rank; and
- E. provide input to the supervisor for the creation and/or implementation of work plans including:
 1. stakeouts, takedowns, and
 2. other special in-depth investigations.

200.12 OFFICERS

Officers are responsible for prompt and proper action in all police matters, and the rendering of prompt, efficient, and courteous service in the manner prescribed by law, regulation, policy, and procedure.

General Orders/Special Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing General and Special Orders.

201.2 POLICY

General Orders and Special Orders will be used to modify policies and procedures of the Maryland Natural Resources Police.

201.3 GENERAL ORDER PROTOCOL

General Orders will be utilized to issue directives, and notify members of changes to forms or other documents (e.g., Emergency Operations Plan).

The Adjutant to the Superintendent or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders shall be numbered consecutively and incorporate the year of issue, beginning with the number "100", which indicates the order originated from the Office of the Superintendent.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Superintendent.

201.4.2 SUPERINTENDENT

Only the Superintendent or the authorized designee may approve and issue General Orders.

201.5 SPECIAL ORDERS

The Superintendent, chiefs, and commanders, issue Special Orders. They announce policies or procedures related to a specific circumstance, event, policy, or procedure that is of a temporary or self-canceling nature.

A Special Order issued should only impact the personnel within the bureau, region, area, division, or unit under which the Special Order is issued.

All Special Orders will be forwarded to the Adjutant to the Superintendent. The commander issuing the Special Order will review to ensure it is not in conflict with current policy. Adjutant to the Superintendent should verify whether the policy is appropriate for Agency-wide application.

The Adjutant to the Superintendent will ensure all special orders are saved to the common drive.

201.5.1 SPECIAL ORDER PROTOCOL

The Adjutant to the Superintendent will:

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General Orders/Special Orders

- (a) Review the draft to ensure continuity with existing policies procedures or regulations, as well as format.
- (b) Distribute drafts to the Command Staff for comments and recommendations.
- (c) Prepare orders consistent with the Command Staff response for the Superintendent's approval and signature.
- (d) Assign a number consecutively and incorporate the year of issue.
- (e) Ensure the order is saved to the common drive.
- (f) Ensure the order is distributed appropriately.

201.6 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the General and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

201.7 CANCELLATION AND AMENDMENTS OF ORDERS

- (a) All orders remain in effect until the termination date, it is amended, superseded, or canceled.
- (b) Orders will be amended by the issuance of a new number containing the specific change, or will be rewritten as a new order rescinding the original.
- (c) An order that amends, rescinds, supersedes, or refers to previous orders, will include the appropriate notation (order number, etc.) necessary to locate the material to be corrected or canceled.
- (d) The Adjunct to the Superintendent will ensure all orders are saved to the common drive.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Maryland Natural Resources Police and responsibilities of its members pertaining to large scale emergencies and the Maryland Department of Emergency Management operating under the State of Maryland Emergency Operations Core Plan.

202.2 POLICY

The Maryland Natural Resources Police will prepare for large scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The State Emergency Operations Plan complies with the State of Maryland's Emergency Operations Core Plan, as part of the Comprehensive Emergency Management Program (Md. Code PS § 14-109; Md. Code PS § 14-110). This plan provides guidance for State emergency operations within and outside its borders as may be required.

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Maryland Natural Resources Police, the Superintendent, Deputy Superintendent or the authorized designee may activate the NRP Emergency Operations Plan in response to a major emergency.

The declaration of a local state of emergency may only be made by the State's principal executive officer or the appointee if required by the circumstances. Such a declaration activates the jurisdiction's response (if not already activated) and recovery plan (Md. Code PS §14-111; Md. Code PS § 14-403).

Upon activation of the plan, the Superintendent or the authorized designee should contact the Maryland Department of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies (Md. Code PS §14-701; Md. Code PS §14-801; Md. Code PS § 14-601; Md. Code CP § 2-105).

202.3.1 EMERGENCY OPERATIONS PLAN (EOP)

The State has identified certain incidents that will trigger the NRP Emergency Operations Plan. The incidents include the following types of manmade or natural disasters:

- Hurricanes/tropical storms
- Flooding:
 - Tidal/coastal flooding
 - Flash and inland flooding
- Severe winter weather:
 - Snow storms
 - Ice storms

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- Dam failure
- Earthquakes
- Fixed nuclear facility incidents
- Aircraft accidents
- Boating accidents/marine casualties
- Acts of Terrorism

The NRP EOP can be found on the NRP website in the Manuals section.

[See attachment: Emergency Operations Plan July 2020](#)

202.3.2 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Maryland Natural Resources Police are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Superintendent or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.4 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Electronic versions of the Emergency Operations Plan are available on the DNR Common Drive and on the NRP internal website. Paper copies shall be maintained at all agency offices. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented.

202.5 CONTINUITY OF OPERATIONS (COOP) PLAN

The NRP COOP Plan is designed to minimize the impact of a manmade or natural disaster upon its facilities and infrastructure so it can continue to provide its essential functions.

The NRP has identified the following events or potential events that can adversely impact the NRP's ability to continue essential functions and services to citizens, personnel, contractors, and visitors:

NATURAL EVENT	MANMADE EVENT
Earthquake	Major building malfunction
Flood	Chemical emergencies
Severe heatwave	Crime
Hurricane	Fire
Pandemic Influenza	Hazardous material
Severe Thunderstorm	Nuclear power plant emergency
Severe winter storm	Terrorism - bombing
Tornado	Terrorism - biological

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Tsunami	Terrorism - chemical
Wildfire	Terrorism - radiological

The NRP is committed to the safety and protection of its employees, operations, and its facilities. The COOP Plan provides the NRP and its staff members a framework that is designed to minimize potential impacts during a natural or man-made emergency or disaster.

Should a major emergency or disaster event occur that impacts NRP's essential functions, the NRP COOP Plan will provide procedures, guidance, direction, and a framework to restore the Agency's essential functions within 12 hours of the event and continue essential for up to 30 days.

Leadership and personnel will continue to recognize the responsibilities to public safety, search and rescue, and emergency response and they will exercise their authority to implement the COOP Plan in a timely manner when confronted with events impairing the Agency's essential functions.

In the event of an emergency, the NRP may need to rely on services of adjacent jurisdictions and organizations for recovery. Thus, the COOP Plan can serve as a basis for future development of a regional plan with neighboring organizations or entities that could incorporate mutual aid agreements, alternate facility locations, and inter-organizational communications plans to ensure a coordinated response in the event of an emergency.

If properly implemented, the COOP Plan will reduce or prevent disaster-related losses.

The NRP COOP Plan can be found on the NRP website in the Manuals section.

202.6 EMERGENCY OPERATIONS PLAN REVIEW

The Superintendent or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Superintendent or the authorized designee should appropriately address any needed revisions.

202.6.1 EMERGENCY OPERATIONS COMMITTEE

The Emergency Operations Committee shall have the following responsibilities and memberships :

(a) Responsibilities

1. Review and update the Emergency Operations Plan annually or as needed.
2. Identify training needs.
3. Review emergency operations as needed.
4. Make recommendations for changes in emergency operation procedures.
5. Recommend changes and acquisition of emergency equipment.
6. Review After-Action Reports as needed of real-world incidents and exercise/drills.
7. Promote inter-agency communications and cooperation.

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8. Meet quarterly or as needed.

(b) Membership

1. The NRP Emergency Operations Committee will consist of the following:

Emergency Operations Committee
Captain of the Special Operations Division
Captain of the Eastern Region
Captain of the Southern Region
Captain of the Central Region
Captain of the Western Region
Captain of the Communications Division
Captain of the Training and Supply Division
Sergeant of the Homeland Security and Intelligence Section

202.7 TRAINING

The Agency should participate in training that incorporates full or partial exercises, tabletops or command discussions.

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Agency shall administer a training program that will meet the standards of federal, state, local and the Maryland Police Training and Standards Commission (MPTSC) training requirements. It is a priority of this agency to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of agency members.
- (c) Provide for continued professional development of agency members.
- (d) Ensure compliance with MPTSC rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Unit Commander to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and agency-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Unit Commander shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and agency-required, minimum-mandated training of officers and other members.

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:

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1. National Incident Management System (NIMS) training.
- (b) State-mandated training:
1. MPTSC-approved Police Entry Level Training Program or, when applicable, the Comparative Compliance Training Course and successfully pass the licensing examination before being issued a police officer certification (COMAR 12.04.01.09).
 2. MPTSC-approved entrance-level firearms training and qualification (COMAR 12.04.02.04).
 3. No less than the MPTSC-required duration of field training (COMAR 12.04.01.17).
 4. No less than 18 hours of MPTSC-approved training annually (COMAR 12.04.01.12).
 5. Annual MPTSC-approved firearms training and qualification (COMAR 12.04.02.08).
 6. Promotion of an officer to a first-line, or higher, supervisor position requires successful completion of MPTSC-approved supervisor training no more than two years preceding, or one year after, the promotion.
 7. Promotion of an officer to a first-line, or higher, administrator position requires successful completion of MPTSC-approved administrator training no more than two years preceding, or one year after, the promotion.
 8. If MPTSC-approved supervisor training has not previously been completed, supervisor training shall also be completed within the same timeline.
 9. Completion of MPTSC-approved training program on life-saving techniques, including CPR, every two years (Md. Code PS § 3-207; COMAR 12.04.01.12).
 10. The proper level and use of force and other related training requirements, including the collection of a signed training completion document from each trainee (Md. Code PS § 3-207; Md. Code PS § 3-524).
 11. Sensitivity to cultural and gender diversity (Md. Code PS § 3-207).
 12. Issues related to individuals with physical, intellectual, developmental, and psychiatric disabilities (Md. Code PS § 3-207).
 13. Any additional training required by the MPTSC (Md. Code PS § 3-207).
- (c) Additional State, DNR, or NRP mandated training.

203.5 TRAINING COMMITTEE

The Superintendent has established a Training Committee, which assists with identifying training needs.

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The Training Committee (TC) is comprised of those outlined in Procedure 1400 ("Committees, Boards and Panels").

The Training and Supply Division Commander is the chairperson.

Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Superintendent may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Agency to determine possible training needs.

The Training Committee should convene quarterly to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the chairperson. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident but should focus on the type of training being recommended.

The chairperson will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Agency and the available resources. Training recommendations as determined by the chairperson shall be submitted up the chain of command to the senior staff for review.

203.6 TRAINING REQUESTS

The NRP Training Academy shall complete the training request paperwork for any course that is mandated by the Maryland Police and Correctional Training Commission (MPCTC). No training request paperwork needs to be submitted by the officer or their chain of command.

It is the responsibility of the submitting member to allow sufficient time for the request to be reviewed.

All requests to attend training, seminars, conferences must include the following forms:

- (a) Routing Slip (NRP 511)
- (b) Out-Service Training Request (NRP 745)
- (c) Travel/Training Request (NRP 746)
- (d) A brochure/catalog/flier describing the training

Training requests shall route in the following manner:

- (a) All requests for training offered by organizations outside the NRP shall be submitted to the employee's immediate supervisor for processing.

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- (b) The supervisor will either endorse or deny the requested training and forward to the Area Commander for concurrence. In order to maximize efficiency, training requests, including the 511 may be submitted electronically.

The Area Commander will:

- (a) Either endorse or deny the training and make the appropriate notation on the NRP 511.
- (b) All approved training requests will be forwarded through the chain of command to the Superintendent's office for final processing. Each rank in the chain will provide an endorsement on the 511.
- (c) All denied requests will be returned to the requesting officer with a Memorandum (NRP 510) with a brief explanation as to the reason for denial. A copy of the NRP 510 and 511 will be forwarded through the chain of command to the Office of the Superintendent where a training request file is maintained. This file will be purged every three years by the Superintendent's Administrative Aide.

Each rank in the chain of command shall offer an endorsement/opposition on the NRP 511 for the Bureau Chief's consideration and final approval. The Bureau Chief will add their endorsement and ensure that all required paperwork is complete and accurate. All training paperwork shall be sent to the Superintendent's Administrative Aide. The Administrative Aide will obtain any required approval signatures.

- (a) If any member of the chain of command denies the request, it will be returned to the member with a brief explanation as to the denial.
- (b) For training requests that require MPCTC enrollment, the Lieutenant, in addition to the above steps, shall send a PDF copy to the academy administrator to reserve a seat in the course prior to full approval.
- (c) Once final approval is given, a copy shall be sent from the Colonel's office, the academy, and respective NRP personnel.
- (d) If the request is denied for an MPCTC course, the academy shall cancel the reservation.
- (e) Request paperwork must reflect the cost of any lodging request at the MPCTC Sykesville facility. Officers shall not reserve/utilize lodging without prior approval.
- (f) Under no circumstances will employees register for a course that has an associated cost prior to final approval.
- (g) All training or travel out of state, regardless of cost or if free, must have final approval.
- (h) In order to ensure a seat, employees may register for free in-state training/seminars prior to final approval.
- (i) If an employee is unable to attend an enrolled training, it is the responsibility of the employee and the employee's supervisor to ensure proper notification is made at the earliest possible time so that a refund can be obtained and the seat opened to others. Employees who fail to attend scheduled training may face disciplinary action.
- (j) Officers should forward a copy of any training completion certificates to the academy administrator for inclusion in their training file.

Training

203.7 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisors. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or agency necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 - 1. Document his/her absence in a memorandum to his/her supervisor.
 - 2. Make arrangements through his/her supervisor or the Commander to attend the required training on an alternate date.

203.8 PROMOTIONAL TRAINING

Within one year of the date of promotion to sergeant/first-line supervisor or lieutenant/management, the following training will be conducted:

- (a) Sergeant - First-Line Supervisor Training - Typically a 10-day course that includes problem-solving exercises focusing on the fundamental skills required of first-line supervisors and is taught to both law enforcement and correctional officers.
- (b) Lt. - First Line Administrators Training – Typically 6.5-day course that facilitates the understanding of effective management and leadership. Instructors guide students through scenario-based learning, role-player activities, and problem identification and resolution geared to either law enforcement or correctional officers.

203.9 NOMINATIONS TO THE FBI ACADEMY AND OTHER EXECUTIVE LEADERSHIP TRAINING

Applications will only be accepted from officers holding the rank of Lieutenant or above. Applications on file should be resubmitted annually.

Selections must meet host agency criteria.

203.10 TRAVEL REGULATIONS

Expenditures for official travel may be considered as reimbursable only if incurred in accordance with COMAR 23.02.01.

Training

203.11 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Maryland Natural Resources Police Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training and Supply Division Commander.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training and Supply Division Commander. Members should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Agency.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisors. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.12 TRAINING RECORDS

The Training Unit Commander is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.13 TRAINING UNIT COMMANDER

The Training Unit Commander is responsible for developing, reviewing, updating, and maintaining the agency training plans so that required training is completed. The Training Unit Commander should review the training plans annually.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Agency.

204.2 POLICY

Maryland Natural Resources Police members shall use email in a professional manner in accordance with this policy and current law, remaining aware that emails are subject to public disclosure under the Maryland Public Information Act (Md. Code GP § 4-101 et seq.).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any agency technology system (see the Information Technology Use Policy for additional guidance).

204.4 EMPLOYEE RESPONSIBILITIES

Employees shall check their email each shift.

204.5 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Agency.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Agency are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.6 EMAIL ENCRYPTION

Employees can be held civilly and criminally liable for the loss of Personally Identifiable Information (PII)

Electronic Mail

The Code of Federal Regulations defines PII as:

2 CFR § 200.79 Personally Identifiable Information (PII): PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Email encryption should be used for all email containing Personally Identifiable Information (PII) or other sensitive information.

Email encryption will not be used for routine communication that does not contain PII or other sensitive information.

204.7 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Maryland Public Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law (Md. Code SG § 10-610; COMAR 14.18.02.04).

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Agency communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Agency.

205.2 POLICY

The Maryland Natural Resources Police will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDERS

Personnel Orders may be issued periodically by the Superintendent or the authorized designee to announce and document promotions, re-assignments, hiring and appointment of new members, reinstatements, separations, or other changes in status.

- (a) Personnel Orders will only be prepared with the Superintendent's approval.
- (b) Personnel Orders will be distributed to all members of the Natural Resources Police electronically
- (c) The Personnel Section will maintain the record copy of all personnel orders electronically.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Agency are not misused, all official external correspondence shall be on agency letterhead. Agency letterhead may not be used for personal purposes. All correspondence that is going to be forwarded through the chain of command shall have a Routing Slip (NRP-511) attached.

Electronic correspondence shall contain the sender's agency-approved signature.

205.5 LETTERHEAD PAGE FORMAT

LETTERHEAD

(TWO LINES)

DATE

(FOUR LINES) (SPECIFY TYPE OF ORDER) **ORDER NO. 00-0000**

(ONE LINE)

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Administrative Communications

TO:

(ONE LINE)

FROM:

(ONE LINE)

SUBJECT:

(ONE LINE)

(TAB) **BODY**

205.6 MEMORANDA

Memoranda shall be a formal means of communication within the Agency. The memoranda will:

- (a) Direct the actions of an employee in specific situations or circumstances that do not warrant a General Order or Special Order.
- (b) Provide clarification, information, or instructions on compliance with policies, procedures, or regulations.
- (c) Not deviate from or conflict with established policies, procedures, or regulations unless approved by the Superintendent or their designee.
- (d) Affect the Agency on a statewide basis and will be identified by the unit code number, when prepared by the Superintendent or Deputy Superintendent.
- (e) Have a record copy maintained by the originating source.

205.7 DETAILED REPORTS

Detailed reports will be to transmit official information within the Agency on NRP Letterhead:

- (a) Convey NRP business
- (b) Submit a suggestion
- (c) Submit a request

205.8 SURVEYS

All surveys made in the name of the Agency shall be authorized by the Superintendent or the authorized designee.

205.9 TRAINING PUBLICATIONS

Training Publications are intended to be informative in nature.

A training publication may be used to define or emphasize a policy, procedure, or regulation.

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Agency and members throughout all Bureaus.

206.2 POLICY

The Maryland Natural Resources Police will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Agency. The needs of its members should be balanced with the needs of the Agency for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Agency.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Bureau Commanders for each Bureau and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any collective bargaining agreements or memorandums of understanding and activity levels to meet the needs of members and the goals of the Agency.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Maryland Natural Resources Police identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide identification cards to qualified former or retired officers as provided in this policy.

207.3 DEFINITIONS

Good Standing – A status of a current law enforcement officer who does not have any open or unresolved administrative complaints or criminal charges relating to his/her police employment that likely would result in termination of employment; or a status of a former law enforcement officer who was not dismissed from police employment for actions that violated the mission, vision and core values/code of ethics of the agency, and/or who did not have any open or unresolved administrative complaints or criminal charges that likely would have resulted in termination of employment at the time of separation from service.

207.4 LEOSA

The Superintendent may issue an identification card for LEOSA purposes to any qualified former officer of this agency who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this agency as an officer.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this agency.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this agency where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.4.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Maryland Natural Resources Police qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Agency to meet the active duty standards for qualification to carry a firearm.

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207.4.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this agency, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 - 2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by federal or applicable state law or by a private person or entity on his/her property if such prohibition is permitted.

207.5 MARYLAND RETIRED LAW ENFORCEMENT OFFICER IDENTIFICATION CARD

The Superintendent shall provide a retiring officer with an identification card within 45 days after the officer's retirement if the officer (Md. Code PS § 3-513):

- (a) Retired in good standing for reasons other than mental instability.
- (b) Before retirement, was certified by the Maryland Police Training and Standards Commission (MPTSC), had statutory powers of arrest in Maryland and completed an applicable probationary period.
- (c) Pays a fee set by the Maryland Natural Resources Police (not to exceed \$20).

Upon request, any officer who retired prior to Oct. 1, 2015, shall be issued an identification card if the criteria set forth above are satisfied.

207.5.1 MARYLAND RETIRED LAW ENFORCEMENT OFFICER IDENTIFICATION CARD FORMAT

A Maryland retired law enforcement officer identification card shall be in the form approved by the MPTSC and include the information specified in Md. Code PS § 3-513.

207.6 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Office of the Superintendent of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

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The retiree is responsible for obtaining the proper handgun training and qualification for active law enforcement officers. The retiree may obtain handgun certification and a LEOSA certification card from the MPTSC.

207.6.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Agency for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Agency.
- (b) Remain subject to all applicable Agency policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.
 1. Sign a Criminal History Check Background Release of Information form allowing the agency to receive the results of the check.

207.7 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Agency. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Superintendent. The decision of the Superintendent is final.

207.8 FIREARM QUALIFICATIONS

The Lead Firearms Instructor may provide former officers from this agency an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Lead Firearms Instructor will maintain a record of the qualifications and weapons used.

Committees, Boards, and Panels

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the establishment and responsibilities of Agency committees, boards, and panels.

208.2 POLICY

The Agency has established committees and boards to offer guidance, expertise, and recommendations to the Office of the Superintendent and participates in external committees as appropriate.

208.3 AUTHORITY

The Superintendent may authorize the convening of the appropriate committees, boards, or panels to conduct reviews or other specific actions and to provide recommendations to the appropriate authority based on a committee's review.

Committee members shall notify their appropriate supervisor of their duties and responsibilities of the assigned committee and shall be accordingly relieved from normally assigned duties.

Committee Chairs or lead Agency representatives assigned to a committee will be responsible for providing a status briefing at the monthly Commanders' meetings. They will also submit written reports to the Superintendent or Bureau Commander as appropriate.

208.4 CURRENT ESTABLISHED NRP COMMITTEES, BOARDS, AND PANELS

The following is a list of current established NRP Committees, Boards and Panels:

- Awards Review Board
- Disability Panel
- Fair Practices Work Group
- Firearms Committee
- Use of Force Committee
- NRP Review Board
- Training Committee
- Reassignment Review Board
- Emergency Operations Committee
- Vehicle Committee
- Vessel Committee

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- Uniform Committee
- Technology Committee
- Ad Hoc Committees
- Use of/Show of Force Review Board
- Tidal Fish Advisory Committee
- Sport Fish Advisory Committee
- Wildlife Advisory Committee
- Waterfowl Advisory Committee
- Atlantic States Marine Fisheries Committee
- Maryland Aquaculture Coordinating Council

208.4.1 FAIR PRACTICES WORKGROUP

The NRP has established the Fair Practices Work group as a mechanism within the Natural Resources Police that will provide the employee with an avenue of communications and means of resolving issues concerning any unfair practices by management.

The mission of the Fair Practices Work Group shall be to review Agency Policies and Procedures, and any other concerns related to the issue of fair practices.

The work group will be responsible for identifying those issues that may give the appearance or perception of being biased or otherwise prohibited by administrative policy, executive order, regulation, or law.

Upon identifying the aforementioned concerns or practices, the Work Group will advise the Fair Practices Officer and the Superintendent of its findings, along with any recommendations for eliminating such bias.

When Natural Resources Police personnel are confronted with problems that they prefer not to discuss with their immediate supervisor, this work group provides employees with a method of resolving their concerns.

This ability of employees to openly and freely communicate concerns to their work group representatives, and the ability of work group members to discuss topics with their peers is a key to the success of the mission of the Fair Practices Work group.

All Natural Resources Police personnel shall render the requested assistance and cooperation necessary to ensure that the Fair Practices Work group is able to accomplish its assigned task.

Members of the Fair Practice work group will be rotated on a five year term so that various members of the agency have an opportunity to participate.

Representatives from each Area/Region, a representative from the Support Services Bureau, Special Services Bureau, and a chairperson who shall be appointed by the Superintendent.

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Committees, Boards, and Panels

208.4.2 NRP REVIEW BOARD

The NRP Review Board is responsible for reviewing the following types of incidents:

- (a) Lost or damaged State property
- (b) Departmental vehicle accidents
- (c) Departmental vessel accidents
- (d) Any other issue as determined by the Superintendent, which necessitates a review process

Purpose of the NRP Review Board:

- (a) To review, discuss, and make a determination of non-preventable or preventable for vehicle and vessel accidents, and incidents involving lost or damaged State property.
 - 1. The NRP Review Board chairperson shall submit the Board's findings to the charged officer's Regional / Divisional Commander. For preventable incidents, the Review Board shall take appropriate corrective action, and notify the officer's commander in writing of the corrective action.
- (b) For all other types of incidents received by the NRP Review Board, the Board shall not issue a recommendation, but shall review for consistency in the application of Agency policy, and ensure that any identified training issues are forwarded to the Training Academy Commander.
 - 1. The chairperson for the NRP Review Board shall submit the results of specific incident reviews to the affected officer's commander.
 - 2. The chairperson for the NRP Review Board shall submit any identified training issues directly to the Training Academy Commander.
 - 3. The Training Unit Commander shall be responsible for addressing any training issues that are identified by the Review Board, by way of updated basic training, in-service training, and training bulletins.
- (c) The chairperson for the NRP Review Board shall maintain a log of incidents reviewed, and if applicable, the finding issued, and corrective action taken.
- (d) For procedures regarding the reporting, completion, and routing of forms relating to departmental vehicle and vessel accidents, see:
 - 1. PROCEDURE 501, "Agency Vehicle Accidents", and/or
 - 2. PROCEDURE 1211, "Departmental Vessel Accidents".

Submission of all other incidents to the NRP Review Board shall be in accordance with NRP policy and procedure:

- (a) The involved party shall include a detailed written report with an incident number and any other supporting documentation/reports.
- (b) Through the chain of command to the Chairman of NRP Review Board.

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- (c) Supervisors shall review the report and attach a Routing Slip (NPR 511) and forward it through the chain of command.
- (d) A Bureau Commander shall serve as the Chairman of the NRP Review Board.

208.4.3 VEHICLE, VESSEL, UNIFORM AND TECHNOLOGY COMMITTEES

The Vehicle, Vessel, Uniform and Technology Committees shall have the following responsibilities and memberships:

- (a) Responsibilities:
 1. Review current and new equipment/uniforms/technology for efficiency and effectiveness.
 2. Submit proposals through Support Services Bureau Commander for senior command review and Superintendent's selection.
 3. Meet quarterly.
- (b) Membership:
 1. Committees will consist of NRP Captains holding the chair, at least five non-commissioned officers, and one additional member involved in the use and/or purchase of equipment, technology and uniforms.
 2. The Supply and Maintenance Unit Commander will serve as an Ad Hoc member on the vehicle, vessel and uniform committees.
 3. The Law Enforcement Technology Supervisor and Wireless Communications Supervisor will serve as an Ad Hoc member on the Technology Committee.
 4. SLEOLA may place a representative on each of these committees.
 5. Membership on these committees shall be for a 3 year term.
 6. Meetings shall be held quarterly with additional meetings scheduled as needed.

208.5 LIAISON COMMITTEES/COMMISSIONS

The following is a list of current committees/commissions on which NRP serves as a liaison:

- Tidal Fish Advisory Commission
- Sport Fish Advisory Commission
- Wildlife Advisory Commission
- Waterfowl Advisory Committee
- Atlantic States Marine Fisheries Commission
- Maryland Aquaculture Coordinating Council

Personnel assigned to the above shall have the following responsibilities:

- (a) Represent the Agency at the respective committees providing input on proposed regulation changes as needed.

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- (b) Provide information/trends as needed and appropriate to committees on activities related to their cause.
- (c) Provide timely updates through the chain of command to the Superintendent on discussions that have the potential to affect the Agency.

Committee terms and meeting frequency:

- (a)
 - 1. Tidal Fish Advisory Committee
 - (a) Three year term
 - (b) Meets quarterly
 - 2. Sport Fish Advisory Committee
 - (a) Three year term
 - (b) Meets quarterly
 - 3. Wildlife Advisory Committee
 - (a) Three year term
 - (b) Meets eight times per year
 - 4. Waterfowl Advisory Committee
 - (a) Three year term
 - (b) Meets as needed
 - 5. Atlantic States Marine Fisheries Committee/Joint Enforcement Agreement
 - (a) Agency representatives are position specific to the Eastern Region
 - (b) Law enforcement committee meets bi-annually
 - 6. Maryland Aquaculture Coordinating Council
 - (a) Three year term
 - (b) Meets bi-monthly

208.6 AD HOC COMMITTEES

Ad Hoc Committees shall have the following responsibilities and memberships:

- (a) Responsibilities:
 - 1. Are established for a specific purpose or need.
 - 2. Comply with the Superintendent's mandates or other mandates that affect the committee.
- (b) Membership:
 - 1. Committee chair(s) will hold the rank of Lieutenant or above and are selected at the discretion of the Superintendent.
 - 2. The Superintendent may solicit input from the Union's Labor/Management Committee regarding the selection of the members of this Committee.

Committees, Boards, and Panels

208.7 NRP ASSIGNMENTS TO COMMITTEES/BOARDS/PANELS/GROUPS/LIAISONS

The appointment of chairs, liaisons and members shall occur via the issuance of revisions to Procedure Chapter 1400.

Unless otherwise noted, appointments are for three years; however, some members are position-specific and will change automatically with changes in personnel.

Unforeseen circumstances such as promotions, retirements, etc., may require the replacement of members.

If a vacancy arises, the Chair or Lead Representative shall notify the Office of the Superintendent and recommend a replacement via the Adjutant. The Adjutant shall coordinate the naming of a replacement with Senior Command, then issue a subsequent revision to the associated procedure.

Members may serve more than one term.

Chapter 3 - General Operations

Use of Force

300.1 PURPOSE AND SCOPE

To authorize when members may use force, and to establish duties before, during, and after the use of force.

300.1.1 DEFINITIONS

Definitions related to this policy include:

CHOKEHOLD: a physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation. Chokeholds are prohibited unless the use of deadly force is justified.

DEADLY FORCE: force which is intended to cause death or serious physical injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.

DE-ESCALATION TECHNIQUES: taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of techniques, such as command presence, advisements, warnings, verbal persuasion and tactical repositioning.

IMMINENT THREAT: a person presents an imminent threat when the person has the means and ability to harm the member or another person, and the member reasonably believes the person intends to deliver that harm.

LESS-LETHAL FORCE: force that, when employed as designed, intended, and consistent with policy and training, is not likely to cause death or serious physical injury. Devices may include, but are not limited to, batons or O.C. spray.

REASONABLE, NECESSARY, AND PROPORTIONAL: the review of every use of force will be to determine whether it was reasonable, necessary, and proportional in light of the totality of the circumstances that were known, or should have been known, to the member, and in light of NRP policy.

1. **REASONABLE:** a member uses reasonable force when the member uses no more force than is required to perform a lawful purpose.
2. **NECESSARY:** force is necessary only when no reasonably effective alternative exists. When force is necessary, members will use force in a manner that avoids unnecessary injury or risk of injury.
3. **PROPORTIONAL:** proportionality measures whether the force used by the member is rationally related to the level of resistance or aggression confronting the member, or the law enforcement objective.

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RESISTANCE: members may face the following types of resistance to lawful orders:

1. **ACTIVE RESISTANCE:** when a person moves to avoid detention or arrest but does not attack or attempt to attack the member or another person. Attempts to leave the scene, fleeing, hiding from detection, physical resistance to being handcuffed, or pulling away from the member's grasp are all examples of active resistance.
2. **PASSIVE RESISTANCE:** when a non-assaultive person fails to comply with a member's commands without attempting to flee. Examples include, but are not limited to, going limp, refusing to speak, standing stationary and not moving based upon lawful direction, and/or verbally signaling an intention to avoid or prevent from being taken into custody.

SERIOUS PHYSICAL INJURY: physical injury that creates a substantial risk of death or causes permanent or protracted serious disfigurement or loss or impairment of the function of any bodily member or organ.

TOTALITY OF THE CIRCUMSTANCES: consists of all facts and circumstances surrounding any event that are known or reasonably should have been known at the time. The facts and circumstances may include, but are not limited to: whether an offense has occurred; the nature of the offense; the seriousness of the offense; the size and strength of the subject; the number of subjects; the availability of weapons; whether the subject is exhibiting signs of mental illness or is experiencing a behavioral health crisis; whether the person suffers from a medical or behavioral health disability, physical or hearing impairment, is impaired by alcohol or drug use, or may be non-compliant due to a language barrier; other force options; availability of non-force options including tactical repositioning, moving to cover, or other de-escalation techniques; environmental factors such as backdrop; and the availability of back up and specialized units.

USE OF FORCE: any physical strike, or contact with an instrument, of a person; any intentional attempted physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes: discharge of a firearm, use of chemical agents, use of impact weapons, use of an electronic control weapon, taking a subject to the ground, and any physical contact that includes control techniques. The term does not include a member's mere presence, verbal commands, escorting or handcuffing a person with minimal or no resistance.

300.2 POLICY

Members may not use force against a person unless, under the totality of the circumstances, the force is reasonable, necessary and proportional to prevent an imminent threat of physical injury to a person or to accomplish a legitimate law enforcement objective. The decision to use force requires careful attention and continual assessment of the situation, threats, options, and risks, with the goal of resolving the encounter peacefully. Members who use force that is not reasonable, necessary, and proportional will be subject to corrective action, possible discipline, possible criminal prosecution, and/or civil liability.

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300.2.1 REFERENCES

MD. CODE ANN., CRIM. LAW §3-201

MD. CODE ANN., PUB. SAFETY §3-524

300.2.2 CORE PRINCIPLES

- A. **ASSESSMENT:** members will continuously assess each situation and change their response as circumstances change. Members may be justified in using force in one instance, but not justified in using force later in the same incident. The actions of the suspect and the member will be assessed throughout the entire encounter, not simply the moment the member uses force.
- B. **DE-ESCALATION TECHNIQUES:** when time, circumstances, and safety allow, member will take steps to gain compliance and de-escalate conflict without using force in accordance with the De-Escalation policy found within this manual.
- C. **PEACEFUL RESOLUTIONS:** members will avoid the use of force unless it is not reasonably possible to do so.
- D. **RETALIATORY FORCE:** members are prohibited from using force against persons lawfully engaged in First Amendment-protected activities solely to punish persons for fleeing, resisting arrest or assaulting an officer, or for any other retaliatory reason.
- E. **SANCTITY OF HUMAN LIFE:** members will make every effort to preserve human life in all situations.
- F. **USE OF FORCE (REASONABLE, NECESSARY AND PROPORTIONAL):** members will use only the force reasonable, necessary, and proportional to respond to the threat or resistance to effectively and safely resolve an incident, and will immediately reduce the level of force as the threat or resistance diminishes.
- G. **VALUE AND DIGNITY OF PEOPLE:** members will respect and uphold the value and dignity of all people at all times.

300.2.3 GENERAL PROVISIONS FOR USE OF FORCE

- A. Members have the authority to use force that is reasonable, necessary and proportional.
- B. When practical, members should announce force will be utilized prior to the application of force.
- C. Members may only use weapons and/or techniques that are authorized by policy and on which the member is trained, unless warranted by the totality of circumstances.
- D. Members will cease the use of force as soon as:
 - 1. the person on whom the force is used is under their control or no longer poses an imminent threat of physical injury or death to themselves or to another person; or

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2. they determine the force will no longer accomplish a legitimate law enforcement objective.

300.2.4 CRITICAL THINKING

- A. To the extent that time and circumstances allow, prior to using force, members will use a critical thinking and decision-making framework to analyze and respond to incidents. This framework will allow members to uphold the sanctity of life and protect themselves by slowing down and stabilizing a situation to minimize the likelihood of a use of force incident. Using this framework, members will:
 1. assess the situation, threats, and risks;
 2. gather relevant facts about the incident;
 3. consider their police powers and the law/NRP policy;
 4. identify other options and determine the best course of action (the member might have to delay or even abandon a law enforcement objective if the only way to accomplish the objective is through using force that, under the circumstances, would likely result in harm that far exceeds the value of the interest the member seeks to protect through the use of force); and
 5. act, review and re-assess the situation.

300.2.5 RESTRAINED PERSONS

- A. Members will not use force against those who are handcuffed or otherwise restrained, except in exceptional circumstances where the totality of circumstances makes it reasonable and necessary to prevent injury or escape. Generally, members should not use force against a handcuffed or restrained person if the person's actions only present a risk of property damage.
- B. Members are cautioned that force that may be proportional against an unrestrained person may not be proportional when used on a restrained person. As with any use of force, members are required to use de-escalation techniques and critical thinking in order to avoid the use of force.
- C. Members will not position a restrained person face-down as it may cause positional asphyxia. Additionally, members will avoid placing suspects on their backs as it can cause nerve damage to the wrist and forearm area. Restrained persons should be seated or placed on their side.

300.2.6 USE OF DEADLY FORCE

- A. Members may use deadly force only when the member reasonably believes the action is in defense of any human life in imminent danger of death or serious bodily injury.
- B. Members will not use deadly force unless de-escalation and less-lethal force options have been tried and failed, or are not safe based on the totality of circumstances.
- C. The use of deadly force will always be the last resort.

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300.2.7 RESTRICTIONS ON THE USE OF DEADLY FORCE

- A. Prior to the decision to employ deadly force, members will consider environmental conditions such as field of fire, backdrop, bystanders, potential for ricochet, possibility of over- penetration, and other risks to life.
- B. When safety permits, members should identify themselves as law enforcement and state their intention to use deadly force before using a firearm or employing any form of deadly force.
- C. Deadly Force will not be used to subdue people whose conduct is a threat only to property or against those who are only a threat to themselves.
- D. The following actions are prohibited unless the use of deadly force is authorized and no reasonable alternatives exist:
 - 1. discharge of a firearm at a person;
 - 2. strikes with any hard object, such as a baton, flashlight, radio, weapon stock/ handle, etc. to the person's head, neck, sternum, spine, groin, or kidneys;
 - 3. intentional strikes of a person's head against a hard, fixed object including, but not limited to, a roadway, concrete floor, wall, or iron bars;
 - 4. kneeling or kicking a person's head, neck, back, or torso, including "knee drops" onto a prone person;
 - 5. use of chokeholds or vascular neck restraints;
 - 6. discharge of a less-lethal launcher to the chest, neck, or head at close range;
 - 7. the use of any force on a person whose health, age, condition, or circumstances are reasonably known to make it likely that death or serious physical injury will occur.
- E. Firing warning shots and firing into crowds is prohibited.
- F. Members will not fire a weapon from or at a moving vehicle, except:
 - 1. to counter an immediate threat of death or serious physical injury to the member or another person, by a person in the vehicle using means other than the vehicle; and
 - 2. to counter a situation where the member or another person is in the path of the vehicle and cannot move to safety. Members will not position themselves in the path of a moving vehicle where they have no option but to use deadly force.

300.2.8 REQUIRED ACTIONS

- A. Duty to Intervene
 - 1. All members have a duty to intervene to prevent or stop the use of force by another law enforcement officer beyond what is authorized by law, if they have a reasonable opportunity and ability for intervention.
 - 2. Members will immediately report such incidents to a supervisor.
- B. Duty to Provide Medical Assistance

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1. Whenever there is a visible injury, complaint of injury, signs of medical distress, or when medical attention is requested by any person, members will promptly render basic first aid consistent with their training and will request medical assistance through communications personnel.
 2. If a person has been subjected to impact by any type of less-lethal force including batons or O.C. spray, the person will be provided medical treatment. If the person refuses medical treatment or leaves the location (e.g., an unlawful gathering dispersed by less-lethal force that voluntarily leaves without aid), members must document the actions taken to identify and render aid to the person.
- C. Children, Youth and/or Person Experiencing Behavior Health Disorders or a Crisis
1. During encounters with children, youth, and/or persons experiencing behavioral health disorders or a crisis, members will employ developmentally-appropriate, trauma-informed tactics including, but not limited to, using a calm and natural demeanor, and avoiding threatening language.
 2. Members should account for any fear-based reactions that children, youth, and/or persons experiencing behavioral health disabilities or in crisis may experience during an encounter with law enforcement.
 3. If attempts to de-escalate an encounter with a child, youth, or person experiencing a behavioral health disability or in crisis are unsuccessful to resolve the incident, and a use of force is reasonable, necessary, and proportional, members should consider personalized factors of the individual, including: apparent age; body size; strength of the member relative to the individual; and the risk posed by the individual.
 4. In the case of injury resulting from a use of force, in addition to the other requirements outlined in this policy, the member will ensure the child or young person's parent, guardian, or other responsible adult, is promptly notified.

300.2.9 REPORTING

- A. Following a use of force incident, members will notify a supervisor immediately.
- B. In addition, any member with knowledge that another member used force, must also immediately report the incident to a supervisor.
- C. Members will fully document all use of force incidents that they were involved in or observed in accordance with the "Reporting Requirements for Use of Force/Civilian Injury Incidents" policy.

300.2.10 LESS-LETHAL FORCE

- A. When reasonable, necessary and proportional, a member may use various forms of less-lethal force within the scope of their NRP training and only after they have received:
 1. initial training and demonstrated proficiency with the weapon or technique;
 2. a copy of the policy that addresses the use of the weapon or technique;

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3. training on the policy that addresses the use of the weapon or technique.
- B. Certain less-lethal weapons are authorized for use by certain units (e.g., Tactical Response Team) and the use of these weapons will be governed by a local Standard Operating Procedure.

300.2.11 TRAINING

- A. All members will:
1. undergo training on when a law enforcement officer may or may not draw a firearm or point a firearm at a person and on enforcement options that are less likely to cause death or serious physical injury, including scenario-based training, de-escalation tactics and techniques, and reasonable alternatives to decrease physical injury; and
 2. sign a training completion document, the NRP-002 (Use of Force Training Affirmation) stating the member understands and will comply with the Maryland Use of Force statute.
- B. All members will receive initial and annual training on the law and the Agency's use of force policy and will demonstrate proficiency with all approved lethal weapons and electronic controlled weapons that they are authorized to use. Training for all other less-lethal weapons and weaponless control techniques will be provided initially and at least biennially.
1. All proficiency training will be monitored by a certified instructor.
 2. All training and proficiency will be documented.
 3. Remedial training will be completed and documented in accordance with the procedures established by the Training Unit for those who are unable to qualify with an authorized weapon prior to resuming their duties.

Reporting Requirements for Use of Force/ Civilian Injury Incidents

301.1 PURPOSE AND SCOPE

To describe the reporting requirements related to use of force and/or civilian injury incidents.

301.2 DEFINITIONS

BLUE TEAM – A web-based application enabling users to document and monitor incidents including, but not limited to: citizen/external complaints, internal complaints, firearm discharges, use of force incidents, vehicle pursuits and departmental collisions.

DEADLY FORCE: force which is intended to cause death or serious physical injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.

SERIOUS PHYSICAL INJURY: physical injury that creates a substantial risk of death or causes permanent or protracted serious disfigurement or loss or impairment of the function of any bodily member or organ.

SHOW OF FORCE: the pointing of a firearm, electronic control weapon or less-lethal launcher at a person.

USE OF FORCE: any physical strike, or contact with an instrument, of a person; any intentional attempted physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes: discharge of a firearm, use of chemical agents, use of impact weapons, use of an electronic control weapon, taking a subject to the ground, and any physical contact that includes control techniques. The term does not include a member's mere presence, verbal commands, escorting or handcuffing a person with minimal or no resistance.

301.3 POLICY

Following all use of force and/or civilian injury incidents, members will adhere to the procedures and reporting requirements of this directive.

301.4 REFERENCES

MD. CODE. ANN., PUBLIC SAFETY § 3-514

MD. CODE ANN., STATE GOV'T, § 6-106.2

Attorney General Independent Investigations Division (IID) Protocols

301.5 NOTIFICATION PROCEDURES FOR CERTAIN INCIDENTS

- A. The following incidents require immediate notification to the supervisor or duty officer responsible for the area in which it occurs:

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1. all firearm discharges, with the exception of practice on a firing range, when a member dispatches a wounded, injured or dangerous wild animal, or black bear conditioning;
 2. all deadly force incidents; and
 3. any police-involved incident that results in death or serious physical injury of a civilian.
- B. Upon being notified, the supervisor or duty officer will contact their commander, the Special Operations Division Duty Officer, and, if applicable, the involved member's commander.
- C. In instances described in sections a2 and a3 above, the Special Operations Division Duty Officer will initiate the response of:
1. the Criminal Investigation Unit,
 2. if applicable, the Maryland State Police Crash Team (if the incident involves a collision) via the MSP HQ Duty Officer;
 3. if applicable, the Maryland State Police Crime Scene Unit (if crime scene processing is requested) via the MSP HQ Duty Officer;
 4. Attorney General's Independent Investigation Division (IID);
 5. Internal Affairs Unit (IAU); and
 6. the Public Information Officer.
- D. The involved member's commander will, through their chain of command, notify their bureau chief who is responsible for notifying the Superintendent.
- E. The following will apply if the incident occurs outside Maryland:
1. The involved member will immediately notify the DNR Communications Center, who will notify the involved member's supervisor or their Duty Officer;
 2. In addition to the notifications required in section C, the supervisor or Duty Officer will notify the involved member's commander.
 3. Any necessary criminal investigation will be conducted by the law enforcement agency having jurisdiction. The Criminal Investigation Unit and the IAU will act as liaisons with the investigating agency.

301.6 OFFICER'S RESPONSIBILITIES AND RIGHTS

A member involved in a deadly force incident or any police-involved incident that results in death or serious physical injury of a civilian:

- A. should not discuss the incident with anyone other than the investigators assigned to conduct the criminal and administrative investigation, or the member's counsel;
- B. will be afforded the rights provided by law and NRP policy; and
- C. will be permitted legal representation, if requested.

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301.7 INITIAL RESPONSE TO USE OF FORCE INCIDENTS

- A. A supervisor will respond to the scene of any incident during which a member used physical force and caused serious physical injury and will:
 - 1. if necessary, ensure emergency medical services have been notified;
 - 2. make the notifications required by section 301.5 above, if the notifications have not already been made;
 - 3. begin to gather the facts surrounding the incident;
 - 4. when a member's firearm is discharged, secure the firearm for further investigation; and
 - 5. ensure evidence is gathered and reviewed, to include all known video recordings.
- B. The commander of the involved member will respond to all deadly force incidents or any police-involved incident resulting in death or serious physical injury of a civilian and will:
 - 1. consult with the IAU and the Criminal Investigation Unit to determine who will conduct the administrative and/or criminal investigation; and
 - 2. when a member's firearm is discharged, arrange for an immediate replacement firearm to be issued to the member, if appropriate.
- C. The Attorney General's IID will lead all investigations for police-involved incidents that result in the death or injuries that are likely to result in the death of a civilian.
 - 1. State law and the IID protocols which include provisions for the public information plan and the role of the local state's attorney will be followed.
 - 2. The Criminal Investigation Unit, in coordination with the In-Service Training Unit, will ensure training is provided to all commanders and supervisors on how IID related incidents are managed. In addition, awareness training addressing IID-related incidents will be provided to all sworn employees.
- D. The procedures outlined in the Critical Incident Stress Management policy will be followed for any critical incident.

301.8 SUPERINTENDENT'S ORDER OF LIMITED DUTY STATUS

- A. Whenever a member is directly involved in a deadly force incident or any police-involved incident that results in the death of a civilian, the member's commander will, as soon as practical, provide the member with a signed NRP-837, Superintendent's Order to Perform Administrative Duties & Limitations on Use of Police Powers, placing the member in a limited duty status.
- B. Until ordered by the Superintendent, the member will not take any police action, except while acting in self-defense, or to defend another person from death or serious injury. This restriction applies at all times, to include secondary employment.
- C. The member may retain and carry the member's badge and NRP-issued firearm; however, the member may not wear a NRP uniform or drive a marked police vehicle.

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- D. Once the Superintendent determines the member should return to full duty, the Superintendent will complete a NRP-838, Return to Duty Order, which will be provided to the member through the chain of command.
- E. The Superintendent reserves the right to change the duty status and modify the restrictions at any time should additional information become available.
- F. Nothing in this policy will preclude the application of the Emergency Suspension of Police Powers section of this manual if deemed appropriate, by the employee's commander, in consultation with the on-scene investigators.

301.9 DOCUMENTATION REQUIREMENTS

- A. All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.
- B. Whenever a citizen is injured or alleges he has been injured, the supervisor will ensure photographs are taken and submitted as appropriate.
- C. Blue Team Entry and Routing procedure
 - 1. Involved officer
 - (a) Whenever the level of force used during an arrest, or while a suspect is in custody, is greater than that normally required to handcuff a suspect, or whenever a person is injured or alleges he has been injured, each member who used force will complete a Blue Team incident and RMS incident report. Members who witness a Use of Force Incident, but do not use force will document their observations in a supplemental RMS incident report. Officer / Citizen witnesses will be identified in the Blue Team incident as such.
 - (b) Each officer who shows force as defined above will complete a Show of Force Blue Team incident. This will be in addition to the Use of Force Blue Team incident and RMS incident report, if applicable.
 - (c) The above reports will be submitted by the involved officers before the end of the shift during which the Use of Force / Show of Force occurred. If the Use of Force results in death or serious physical injury, the supervisor shall complete the Blue Team incident.
 - (d) Upon completion of the Blue Team incident, the incident will be forwarded to the supervisor of the next rank for investigation.
 - 2. Investigating Supervisor / Duty Officer
 - (a) **Within 24 hours** from which the incident occurred:
 - (a) The supervisor will review the incident for completeness and approve both the RMS report and Blue Team incident.
 - (b) The supervisor will upload and attach any photos, the approved RMS report and any supplements to the Blue Team incident using the edit incident function.

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- (c) Once their review is completed, the supervisor will enter their findings in the comments section in Blue Team and forward the incident to the Area/Unit Commander for review.
- 3. Reviewing Supervisor
 - (a) The Area /Unit Commander will complete a Use of Force Review, document whether the incident was within conformance of Policy and forward the completed incident to the Captain.
 - (b) Once the Blue Team incident is forwarded to the Captain's level, the Captain shall perform a final review of the incident and forward it directly to the IAU Commander in IAPro.
 - 1. The incident will then be sent to the NRP Review Board for final disposition.
- 4. Internal Affairs Unit (IAU) Commander
 - (a) Once the Blue Team incident is forwarded to the IAU Commander, the Commander shall review the incident and distribute the incident to the Commander of the Training Unit.
 - (b) As soon as practical, but within 7 calendar days of the incident absent extenuating circumstances, the Commander of the Training Unit and Internal Affairs Unit will submit their comments regarding the incident in the routing section of the Blue Team incident.
 - (c) The IAU will then forward the incident to the NRP Use or Force Review Board.
- D. The NRP Review Board shall conduct or assign the completion of the Use of Force review, as appropriate.
- E. Annually, the Superintendent should direct a documented review and analysis of agency use of force and firearms discharges to minimally include policy suitability, policy compliance and training needs.

301.10 DOCUMENTATION REQUIREMENTS--FIREARMS DISCHARGE

- A. All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.
- B. Blue Team Entry and Routing procedure
 - 1. Supervisor
 - (a) Within 24 hours from which the incident occurred, a Firearm Discharge incident will be completed by the investigating supervisor.
 - (b) Investigating supervisors will complete and submit a Blue Team Incident and RMS report for all firearms discharges, with the exception of practice or qualifying on a firing range, black bear conditioning or when using their firearm to kill a wounded, injured or dangerous wild animal. Discharging

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their firearm to kill a wounded, injured or dangerous domestic animal will be documented with a Blue Team Incident and RMS report.

- (c) If applicable a Use of Force incident will be completed in addition to the Firearms Discharge incident in Blue Team.
- (d) The routing procedure for all incidents will follow those outlined in section 301.9.

301.11 USE OF FORCE REVIEW BOARD

See the section of this manual entitled "Use of Force Review Board".

De-Escalation

302.1 PURPOSE AND SCOPE

To ensure members use de-escalation techniques to reduce threats, gain the voluntary compliance of persons, and safely resolve a situation. When feasible, reducing the need for force allows members to secure their own safety as well as the safety of the public.

302.2 DEFINITIONS

DE-ESCALATION TECHNIQUES: taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of techniques, such as command presence, advisements, warnings, verbal persuasion and tactical repositioning.

TOTALITY OF THE CIRCUMSTANCES: consists of all facts and circumstances surrounding any event that are known or reasonably should have been known at the time. The facts and circumstances may include but are not limited to: whether an offense has occurred; the nature of the offense; the seriousness of the offense; the size and strength of the subject; the number of subjects; the availability of weapons; whether the subject is exhibiting signs of mental illness or is experiencing a behavioral health crisis; whether the person suffers from a medical or behavioral health disability, physical or hearing impairment, is impaired by alcohol or drug use, or may be non-compliant due to a language barrier; other force options; availability of non-force options including tactical repositioning, moving to cover, or other de-escalation techniques; environmental factors such as backdrop; and the availability of back up and specialized units.

USE OF FORCE: any physical strike, or contact with an instrument, of a person; any intentional attempted physical strike or instrumental contact that does not take effect; or any significant physical contact that restricts the movement of a person. The term includes: discharge of a firearm, use of chemical agents, use of impact weapons, use of an electronic control weapon, taking a subject to the ground, and any physical contact that includes control techniques. The term does not include a member's mere presence, verbal commands, escorting or handcuffing a person with minimal or no resistance.

302.3 REFERENCES

MD. CODE ANN., PUB. SAFETY, § 3-524

302.4 CORE PRINCIPLES

- A. **ASSESSMENT:** members will continuously assess each situation and change their response as circumstances change. Members may be justified in using force in one instance, but not justified in using force later in the same incident. The actions of the

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suspect and the member will be assessed throughout the entire encounter, not simply the moment the member uses force.

- B. **AVOIDING ESCALATION:** members will not do or say anything that escalates an encounter, unless necessary to achieve a lawful purpose.
- C. **IMPORTANCE OF DE-ESCALATION IN CERTAIN ENCOUNTERS:** the use of de-escalation techniques is especially important to maintain member and citizen safety during encounters with children, youth, and persons experiencing a behavioral health disorder or crisis.
- D. **PEACEFUL RESOLUTIONS:** members will avoid the use of force unless it is not reasonably possible to do so.
- E. **SANCTITY OF HUMAN LIFE:** members will make every effort to preserve human life in all situations.
- F. **SOUND TACTICS:** members will comply with Agency policy, follow training, exhibit sound tactics, and will be held accountable for poor tactical decisions, including failure to de-escalate and uses of force that violate the law or NRP policy.
- G. **USE OF FORCE (REASONABLE, NECESSARY AND PROPORTIONAL):** members will use only the force reasonable, necessary, and proportional to respond to the threat or resistance to effectively and safely resolve an incident, and will immediately reduce the level of force as the threat or resistance diminishes.
- H. **VALUE AND DIGNITY OF PEOPLE:** members will respect and uphold the value and dignity of all people at all times.

302.5 EXAMPLES OF DE-ESCALATION TECHNIQUES

De-Escalation Techniques may include, but are not limited to:

- A. Communication techniques to calm an agitated subject and promote rational decision making such as:
 - 1. ensuring whenever possible, only one member communicates and addresses the person (the presence of multiple officers issuing commands to an agitated subject may escalate the incident by increasing the likelihood of miscommunication, and is less likely to result in a peaceful resolution);
 - 2. regulating vocal tone, pitch and body language (e.g., speaking slowly in a calm voice, rather than shouting commands);
 - 3. sharing the member's name, asking the person their name, and exhibiting a genuine willingness to listen;
 - 4. practicing procedural justice techniques, such as explaining the member's actions and responding to questions (e.g., directly answering questions about why the police are there or taking action);
 - 5. verbal persuasion (e.g., explaining how the person would benefit from cooperation);

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6. verbal advisements (e.g., respectfully explaining the person's rights or what the police want the person to do);
 7. verbal warnings (e.g., notifying the person of the consequences of continued noncooperation and then offering the person a chance to cooperate); or
 8. avoiding unnecessary display of weapons, including a firearm, a expandable baton or OC Spray.
- B. Decreasing exposure to the potential threat by moving to a safer position. This may involve:
1. creating distance;
 2. seeking cover;
 3. tactical repositioning; or
 4. in appropriate circumstances, concealment.
- C. Slowing down the pace of the incident by slowing speech and/or applying the critical thinking framework, including:
1. waiting out the person;
 2. avoiding immediate physical confrontation;
 3. calling for extra resources, whenever possible such as:
 - (a) additional members;
 - (b) specially trained members and/or resources (e.g., negotiators, behavioral health care providers, TRT, bilingual members, etc.); or
 - (c) members equipped with less-lethal weapons.
 4. identifying other options and determining the best course of action (the member might have to delay or even abandon a law enforcement objective if the only way to accomplish the objective is through using force that, under the circumstances, would likely result in harm that far exceeds the value of the interest the member seeks to protect through the use of force).

302.6 REQUIRED ACTION BY OFFICERS

- A. As part of their tactical planning, members should begin to think through de-escalation techniques prior to arriving on the scene.
- B. Members will use de-escalation techniques to attempt to reduce threats, gain voluntary compliance of persons, and safely resolve a situation.
- C. Members will perform their work in a manner that avoids unduly jeopardizing their own safety or the safety of others through poor tactical decisions including, but not limited to, immediately approaching a subject without proper evaluation of the situation, failing to leave sufficient space between the member and the subject, closing the reactionary gap, or escalating a situation.

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- D. When time and circumstances reasonably permit, members should consider whether a subject's lack of compliance is a deliberate attempt to resist or an inability to comply based on factors including, but not limited to: medical conditions; behavior health disability; developmental disability; physical limitation; language barrier; drug interaction, and/or behavioral health crisis.
 - 1. A member's awareness of these factors, when time and circumstances reasonably permit, will then be balanced against the facts of the incident facing the member when deciding which options are most appropriate to bring the situation to a safe resolution.
- E. During encounters with children, youth, and/or persons experiencing behavioral health disorders or a crisis, members will employ developmentally-appropriate, trauma-informed tactics including, but not limited to, using a calm and natural demeanor, and avoiding threatening language.
 - 1. Members should account for any fear-based reactions that children, youth, and/or persons experiencing behavioral health disabilities or in crisis may experience during an encounter with law enforcement.
 - 2. If attempts to de-escalate an encounter with a child, youth, or person experiencing a behavioral health disability or in crisis are unsuccessful to resolve the incident, and a use of force is reasonable, necessary, and proportional, members should consider personalized factors of the individual, including: apparent age; body size; strength of the member relative to the individual; and the risk posed by the individual.
- F. Any force used will be de-escalated immediately as resistance decreases. If the individual stops resisting, the member will stop using force.

302.7 REQUIRED TRAINING

- A. The Training Unit will provide members with de-escalation training, in the Academy and during annual in-service training.

Use of Force Review Board

303.1 PURPOSE AND SCOPE

This policy establishes a process for the Maryland Natural Resources Police to review the use of force by its members.

This review process shall be in addition to the investigation conducted by the Office of the Attorney General's Independent Investigations Division (IID).

303.2 POLICY

The Maryland Natural Resources Police will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

303.3 ADMINISTRATIVE ASSIGNMENT

Generally, whenever a member's actions or use of force in an official capacity, or while using agency equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment by the Superintendent. The Superintendent may exercise discretion and choose not to place a member in an administrative assignment.

303.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another. All other use of force reports will be reviewed by the Chairperson and a determination made whether review by the Review Board is appropriate.

The Use of Force Review Board will also review all firearms discharges that are not excluded in the Agency's Firearms Policy.

The Superintendent may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

It will be the responsibility of the Bureau Commander of the involved member to notify the Superintendent of any incidents requiring board review. The involved member's Bureau Commander will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

303.4.1 COMPOSITION OF THE BOARD

The Superintendent should staff the Use of Force Review Board with the following individuals, as appropriate:

- (a) A Major who is not in the same bureau as the involved member will serve as chairperson.
- (b) The Regional/Division Commander of the involved officer(s).
- (c) The Commander of the Training Unit.
- (d) The Commander of the Criminal Investigations and Response Team Unit.

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- (e) The Commander of the Internal Affairs Unit.
- (f) Lead firearms instructor
- (g) Command of the Communications Center
- (h) A peer officer/agency member
- (i) A law enforcement officer from an outside law enforcement agency, as appropriate
- (j) Agency instructor for the type of weapon, device or technique used

303.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information.

The board does not have the authority to recommend discipline.

The board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, agency policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

The board shall make one of the following recommended findings:

- (a) The member's actions were within agency policy and procedure.
- (b) The member's actions were in violation of agency policy and procedure.

The board may also recommend additional investigations or reviews, such as administrative investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Superintendent within 15 days.

The Superintendent shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and will determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the appropriate Commander for review and necessary action. If the Superintendent concludes that discipline should be considered, an internal investigation will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Internal Affairs Unit.

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303.5 DEADLY FORCE REVIEW BOARD PROCEDURES

The Internal Affairs Unit Commander will present the case to the board. The case file will include the reports of the IID and the Internal Affairs Unit.

- (a) At the chairperson's direction, the board may hear testimony from the involved officer(s), witness(es), investigator(s), or other applicable parties.
- (b) Due to the board performing an administrative function, sworn personnel whose testimony is required will appear before the board in accordance with their requirement to obey lawful orders. In cases where the testimony of an individual who is not an employee is needed, compliance with the request to testify will be on a voluntary basis.
- (c) Members of the board may not discuss the case under review with any person not authorized by the chairperson to have knowledge of the case.

Chairperson's Duties and Responsibilities:

- (a) Convene the board after any criminal and/or administrative charges have been resolved. If no charges are placed, the chairperson will convene the board at the earliest practical date.
- (b) Notify board members of the date, time, and location that the board will convene.
- (c) Summon witnesses and acquaint witnesses with the purpose and function of the board.
- (d) Instruct board members as to the confidentiality of the material to which they will have access, their duties and responsibilities, and the procedures which will be followed.
- (e) The chairperson may allow discussion of issues and details of the case with any person he/she deems necessary, in order that the board is fully and completely apprised of all circumstances bearing on the case.
- (f) The chairperson will take reasonable steps to ensure that outside parties, such as expert witnesses, who are consulted on matters under review, do not divulge confidential information.
- (g) The chairperson will function as a working member of the board during its deliberations, conclusions, and final recommendations. Should deliberations end in a deadlock the chairperson shall have the deciding vote.

Handcuffing and Restraints

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

304.2 POLICY

The Maryland Natural Resources Police authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and agency training. Restraint devices shall not be used to punish, to display authority or as a show of force.

304.3 USE OF RESTRAINTS

Only members who have successfully completed Maryland Natural Resources Police-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest
- The demeanor and behavior of the arrested person
- The age and health of the person
- Whether the person is known to be pregnant
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes
- Whether the person has any other apparent disability

304.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

304.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

304.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

304.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

When transporting prisoners, officers will be expected to use handcuffs and or other agency approved restraining devices. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

As a general rule, prisoners should not be handcuffed with their hands in front of their body while on land (see Transportation by Vessel). In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size or disability, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

304.5 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only agency-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

304.6 PRISONER TRANSPORT

When transporting prisoners, beginning and ending mileage/hours will be relayed to the Communications Center.

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304.6.1 TRANSPORTING IN VEHICLES

- (a) When transported in a patrol vehicle, the prisoner will be properly restrained and situated in the right front seat wearing the seat belt.
- (b) If more than one prisoner is transported, an additional officer should be summoned and should sit behind the driver to increase security or utilize an additional patrol vehicle for transportation purposes.

304.6.2 TRANSPORTING BY VESSEL

- (a) When transporting prisoners by vessel, officers need to be especially attentive to ensure the safety of all persons involved. Careful attention should be taken to locate prisoners on vessels so that the officers(s) have sufficient time to react should the prisoner attempt to overcome them.
- (b) As a general rule, prisoners being transported by vessel should be handcuffed in front of their body unless they are extremely uncooperative.
- (c) Any prisoner taken into custody and transported by a vessel shall at all times be properly secured in a Type I personal flotation device.
- (d) If an officer is alone and transporting a prisoner in an outboard unit, the preferred location for the prisoner is on the bow seat or on the deck.
- (e) Officers should take the necessary precautions to ensure that the prisoner does not have access to a weapon.
- (f) If two officers are present, the prisoner should be situated on the operator's seat between them, again being sure they do not have access to a weapon.

304.6.3 TRANSPORTATION BY COMMERCIAL AIRCRAFT

With the ever-present possibility of criminal or terrorist activities involving commercial aircraft, the Transportation Security Agency (TSA) has established stringent procedures which govern both the carriage of prisoners and having law enforcement offices armed onboard commercial aircraft.

For a state or local law enforcement officer (LEO) to fly armed and to escort a prisoner on board commercial aircraft, the TSA procedures shall be followed in accordance with the requirements outlined in the Code of Federal Regulations, Title 49, § 1544.219 (Carriage of Accessible Weapons) and § 1544.221 (Carriage of Prisoners Under the Control of Armed Law Enforcement Officers).

304.7 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints via the CAD system.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report. Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.

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- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

304.8 TRAINING

Subject to available resources, the Training Unit Commander should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Agency.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Control Devices

305.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

305.2 POLICY

In order to control individual subjects who are violent or who demonstrate the intent to be violent, the Maryland Natural Resources Police authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Superintendent may also authorize other positions or individual agency members to use specific control devices.

305.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this agency only if the device has been issued by the Agency or approved by the Superintendent or the authorized designee.

Only those members who have successfully completed agency-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

305.4 RESPONSIBILITIES

305.4.1 SUPPLY AND MAINTENANCE UNIT COMMANDER RESPONSIBILITIES

The Supply and Maintenance Unit Commander shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

305.4.2 TACTICAL RESPONSE TEAM (TRT) SPECIALIZED CONTROL DEVICES

The Special Operations Division Commander or the authorized designee shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

305.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the appropriate

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Commander for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

305.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

305.6 LAUNCHABLE CHEMICAL AGENT GUIDELINES

The deployment of launchable or thrown chemical agents is limited to the Agency's TRT. Chemical agents may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the on-scene Commander/supervisor or Tactical Response Team Commander/Supervisor/Team Leader may authorize the delivery and use of these chemical agents, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

305.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of agency members or the public.

305.7.1 OC SPRAY

Uniformed members carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

305.7.2 PEPPER PROJECTILE SYSTEMS

This capability is limited to the Agency's Tactical Response Team.

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should

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not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

The Tactical Response Team Supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to the Tactical Response Team Supervisor and documented on the appropriate written report. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

305.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

305.8 POST-APPLICATION NOTICE

Whenever chemical agents or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean-up will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

305.9 KINETIC ENERGY PROJECTILE GUIDELINES (37/40 MM LAUNCHER BEAN BAG ROUND AND STINGER ROUNDS)

Generally, this capability is limited to the Agency's Tactical Response Team.

This agency is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

305.9.1 DEPLOYMENT AND USE

Only agency-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

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- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other agency members and/or other people.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

305.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

305.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

When they are not deployed, shotguns will be unloaded, and properly and securely stored in police agency vehicles. When deploying a kinetic energy projectile shotgun, TRT members shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

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Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

305.10 TRAINING FOR CONTROL DEVICES

The Training Unit shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the member's training file.
- (c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

305.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation by the Office of Attorney General's Independent Investigations Division ("IID") and the Maryland State Police ("MSP"), both of whom lead the primary criminal investigation of police-involved incidents that result in the death of a civilian or injuries likely to result in death.

In other incidents not covered by this policy, the Superintendent or designee may decide that the investigation will follow the process provided in this policy.

306.2 POLICY

The policy of the Maryland Natural Resources Police is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

306.3 DEFINITIONS

Officer-Involved Death - means the death or potential death of an individual resulting from an action or an omission of a law-enforcement officer while the law-enforcement officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of his or her law enforcement duties.

The following are examples of, but not limited to, the types of incidents that IID and MSP should be notified about: shootings that are fatal or result in the likelihood of death, use of force incidents that are fatal or result in the likelihood of death, deaths occurring while an individual is in police custody, and vehicle pursuits by law enforcement that result in death or the likelihood of death.

Qualifying incidents include any act or omission of a law-enforcement officer while the law-enforcement officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of his or her law enforcement duties.

On-Scene Incident Commander - the on-site individual responsible for the incident scene. The On-Scene Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the incident site. The first uninvolved officer on-scene, regardless of rank, will serve as the On-Scene Incident Commander until relieved by a higher ranking officer.

306.4 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- (a) A criminal investigation of the involved officer's actions.
- (b) A criminal investigation of the suspect's actions.
- (c) An administrative investigation as to policy compliance by involved officers.

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- (d) A civil investigation to determine potential liability.

306.5 CONTROL OF INVESTIGATIONS

The following outlines the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

The IID will determine whether an incident is police-involved and whether an injury is likely to result in death.

306.5.1 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The Office of the Attorney General's Independent Investigations Divisions ("IID") and the Maryland State Police ("MSP") will lead the investigation of all alleged or potential officer involved deaths of civilians as mandated by Maryland Annotated Code, State Government Article § 6-106.2.

306.5.2 COLLATERAL CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

Because the IID solely investigates law-enforcement personnel, NRP may need to conduct criminal investigations and prosecutions of non-police criminal activity arising from the same general incident as IID investigations.

IID personnel will collaborate with the NRP in every case in which there is a collateral criminal investigation. All efforts will be made to find solutions that allow for the proper investigation and potential prosecution of both the IID case and the collateral criminal case without causing prejudice to either case. Where the two investigations share witnesses, the IID and NRP will coordinate, to the extent possible, prior to conducting interviews.

If the IID declines to investigate the non-police criminal activity, identification of the agency that will control the investigation may be reached in the same way as with any other crime.

306.5.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

306.6 NOTIFICATIONS

The following notifications shall be made when an officer-involved death or potential death occurs.

306.6.1 INVOLVED OFFICER

An officer-involved in an Officer-Involved Death or potential death shall:

- notify the DNR Communications Center of the incident, location, need for EMS, and any other appropriate or pertinent information
- ensure that the Duty Officer or an on-duty supervisor is notified.

306.6.2 ON-SCENE INCIDENT COMMANDER

The on-scene incident commander should provide, to the best of their ability, the following preliminary information when contacted by MSP:

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- date and time of the incident
- location of the incident, of any other crime scene, and of any other witnesses
- the type of incident that led officers to the scene
- the number of involved and witness officers
- whether anyone is deceased or injured
- whether the media is on-scene.

Will provide updates as necessary to the Duty Officer/On-Duty Supervisor and Area/Unit Commander.

306.6.3 DUTY OFFICER / ON-DUTY SUPERVISOR

Immediately upon learning of an Officer-Involved Death or potential death, the Duty Officer/on duty supervisor shall:

- notify the MSP Headquarters Duty Officer at 410-653-4474
- provide contact information for the on-scene incident commander with responsibility for the initial crime scene response
- notify the Area/Unit Commander.

It is more important that the notification to MSP occurs quickly than to wait to obtain all pieces of information.

If NRP is uncertain whether an incident qualifies for notification, NRP should contact MSP at the above number. The on-scene commander will be contacted as quickly as possible by a member of the IID or MSP.

306.6.4 COMMANDERS

The Area/Unit Commander of the involved officer shall:

- notify the next Commander up the chain.
- contact the Critical Incident Stress Management Team.
- Ensure a command text page gets sent out as soon as practical.

Each commander shall notify the next person up the chain of command until the Superintendent is notified.

The Regional/Division Commander of the involved officer shall notify the PIO.

306.7 INITIAL RESPONSE

The following procedures are guidelines used in the initial response of an officer-involved shooting or death.

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The NRP will maintain control over the crime scene until the arrival of MSP. The IID has distributed protocols for evidence collection and media contacts, which should be followed prior to MSP's arrival at the scene.

The NRP will maintain scene security, including traffic control, until the on-scene investigation is complete and the scene is released. The NRP will provide security for any individuals in custody until either treated and booked, relieved by the Division of Corrections as a bedside commitment or transferred to the Office of the Chief Medical Examiner.

While initial notification should always go to MSP at 410-653-4474, appropriate NRP personnel may reach out with additional questions to the on-call IID investigator at 410-576-7070.

306.7.1 INVOLVED OFFICERS

Officers involved in a shooting or death shall take the following actions, as soon as practicable:

- render aid within their level of training and request emergency medical services if a person is injured
- secure the scene to the best of their ability
- make the notifications in accordance with section 304.6 above.
- unless injured, remain at the scene until cleared to leave
- not discuss the case with anyone except their attorney, supervisory and investigative personnel.

306.7.2 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved NRP Officer will be the on-scene incident commander and assume the following responsibilities until properly relieved. This officer should, as appropriate:

- Secure the scene, identify and eliminate hazards for all those involved.
- Take reasonable steps to render appropriate first-aid and obtain emergency medical attention for injured individuals.
- Request additional resources from the Agency or other agencies.
- Coordinate a perimeter or pursuit of suspects.
- Check for injured persons and evacuate as needed.
- Brief the MSP representative when contacted.
- Brief the supervisor upon arrival.

306.7.3 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved NRP supervisor should ensure completion of the duties as outlined above, plus:

- Attempt to obtain a brief overview of the situation from any uninvolved officers.

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- In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

If necessary, the supervisor may administratively order any NRP officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

- Provide all available information to the Area/Unit Commander and the Communications Center. If feasible, sensitive information should be communicated over secure networks.

Take command of and secure the incident scene with additional NRP members until properly relieved by a commander or an MSP investigator.

Each involved NRP officer should be given an administrative order not to discuss the incident with other involved officers or NRP members pending further direction from a supervisor.

306.7.4 DUTY OFFICER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Duty Officer or on-duty supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by a higher ranking officer who arrives on the scene.

The Duty Officer shall:

- ensure appropriate notifications are made in accordance with section 304.6 above.
- respond to the scene or direct another supervisor to respond to the scene.

306.7.5 SPECIAL OPERATIONS DIVISION

Ensure that criminal investigations personnel are responding to the scene.

Ensure that any personnel entering the scene are either debriefed or complete a supplemental report.

Provide assistance as requested by the IID and MSP.

306.7.6 AREA/UNIT COMMANDER

Ensure a member of the Command Staff proceeds immediately to the scene and:

- Assume command of the scene to the extent of the Agency's involvement.
- Confer with the Internal Affairs Unit.

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- Arrange for the involved officer to receive a spare firearm, if appropriate. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other.
- Place all involved officers on Administrative Leave.
- Have the involved officer sign the NRP 837 Administrative Duties and Restrictions form.

306.8 EVIDENCE COLLECTION, STORAGE, AND ANALYSIS PROTOCOLS

The following protocols are intended to govern the gathering and preservation of evidence at those scenes. Because no protocol can cover all situations, please call the MSP Headquarters Duty Officer at (410) 653-4474 or the on-call IID investigator at (410) 576-7070 with any questions that arise prior to IID's arrival on scene.

306.8.1 COLLECTION OF PHYSICAL EVIDENCE AT THE SCENE

Personnel from the MSP Forensic Sciences Division ("MSP-FSD") and Criminal Enforcement Division will oversee the collection of evidence at the scene of potential IID investigations and will make every effort to arrive at the scenes of IID investigations within one to two hours from notification.

Cases Where There is no Imminent Threat to Evidence

- (a) In all cases in which there is no imminent threat to losing, damaging, or contaminating evidence, the evidence should be collected by personnel from the MSP-FSD.
- (b) In these cases, personnel from the NRP will not collect evidence but will locate, identify and secure all crime scenes and evidence until MSP-FSD personnel arrives.

Cases Where There is an Imminent Threat to Evidence

- (a) An imminent threat to evidence is defined as a situation in which evidence will be lost, damaged, or contaminated if personnel on the scene do not take action. Examples include, but are not limited to, weather (rain, wind, flood, heat) and potential interference (civilian, medical personnel, animals) with evidence.
- (b) If there is an imminent threat to any evidence and crime scene personnel from an allied agency or the NRP are present, then the local crime scene personnel should document, photograph, and collect that evidence as per their own protocols prior to the arrival of MSP-FSD crime scene personnel. If the evidence must be processed in order to preserve it from threat, the NRP may do so. Evidence that is not subject to an imminent threat will be left for MSP-FSD crime scene personnel to process.
- (c) If there is an imminent threat to any evidence and no crime scene personnel (MSP-FSD or local) are present, then the sworn personnel on-site should document, photograph, and collect that evidence rather than wait for crime scene personnel to arrive. If time allows, the sworn personnel from the NRP should contact IID personnel for guidance prior to the collection of evidence. Evidence that is not subject to an imminent threat will be left for MSP-FSD crime scene personnel to process.

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- (d) If personnel from the NRP collects evidence, the name of the personnel collecting the evidence and the reason for collection should be documented and provided to the IID as soon as possible.
- (e) If personnel from the local LEA collects evidence, they should ask the IID whether to transfer the evidence to MSP-FSD or process it themselves.
- (f) The guiding principle for when there is a threat to evidence is that it is always better to collect the evidence in some manner rather than losing the evidence or having it damaged or contaminated.

306.8.2 COLLECTION OF OTHER EVIDENCE AT SCENE

Video Evidence

- (a) The NRP should identify all personnel who are equipped with a Body-Worn Camera (BWC) and/or Mobile Video System (MVS) that potentially captured any aspect of the encounter, including footage from before and after the incident. Any BWC and/or MVS footage should be secured and turned over to IID personnel.
- (b) The NRP should begin to identify all video surveillance evidence prior to the arrival of IID personnel.

Involved and Witness Officers

- (a) The NRP should identify and separate all involved and witness officers. If possible, the NRP should contact IID personnel prior to any removal of an involved or witness officer.
- (b) If there is an imminent need to remove the involved or witness officer from the scene, the NRP should, if possible, photograph the officer while on scene and contact IID personnel prior to transport for further guidance. If an officer must be transported from the scene before being photographed or his or her firearm being recovered, he or she should, if possible, be transported in a car with an operating camera and/or in the company of an officer wearing an operating BWC.
- (c) Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Civilian Witnesses

- (a) The NRP should identify, separate, and maintain all possible civilian witnesses and ask them to remain present until IID personnel arrives to conduct interviews.
- (b) In cases where a civilian witness needs to be transported from a scene, the NRP should, if possible, contact IID personnel prior to transport for further guidance.
- (c) If a witness is unwilling to wait on scene for the arrival of IID personnel, the NRP should attempt to conduct an interview of that individual, to collect any video or other evidence they might have, and to obtain the contact information for the witness to include his/her name, date of birth, address, phone number, and vehicle registration information.

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- (d) If possible, any on-scene interaction with the civilian witnesses should be recorded and documented. These recordings and documentation should be maintained and will be collected by the arriving IID personnel.

306.8.3 COLLECTION OF EVIDENCE FOR COLLATERAL INVESTIGATIONS

If IID personnel determine that evidence is necessary for an IID investigation, the evidence will, barring, an imminent threat to the evidence, be collected by the MSP-FSD and submitted to the MSP-FSD. This will occur even if the NRP believes the evidence is necessary for a collateral criminal investigation.

If IID members determine that evidence is not required for an IID investigation, the NRP may collect, store and analyze the evidence according to their normal practices or procedures. The NRP may also request that the MSP-FSD personnel collect that evidence at the scene and provide it to the NRP for its own future analysis.

306.8.4 DEATH NOTIFICATION

If there has been a police-involved incident that results in the death of a civilian or injuries likely to result in death, IID personnel will make the next-of-kin notification to the family of the involved decedent. At the discretion of the IID, a representative from the NRP may accompany IID personnel to the next-of-kin notification.

If extenuating circumstances prevent the IID from making a timely notification, the NRP can make the next-of-kin notification after consulting with the IID. During that notification, the NRP will provide the family with contact information for the IID and will also provide the IID with the contact information of the involved family.

Following the next-of-kin notification, and throughout the course of the investigation, the IID will be the primary point of contact with the decedent's family.

306.8.5 SUBMISSION OF EVIDENCE

All evidence collected as part of an IID investigation should be submitted to the MSP-FSD regardless of who collects the evidence.

If there is a dispute as to whether evidence is part of an IID investigation, IID personnel will make the final determination regarding the evidence.

If potential IID evidence is submitted to a crime lab other than the MSP-FSD, the IID will request or subpoena the evidence so that it can be transferred to the MSP FSD.

Requests for Transfers of IID Evidence

- If a local LEA determines that it needs possession of evidence submitted to the MSP-FSD for its own investigation or prosecution, it may request the transfer of evidence.
- IID personnel will address evidence transfer requests on a case-by-case basis. Every effort will be made to accommodate transfer requests if they do not prejudice an IID investigation or potential prosecution.

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306.8.6 ANALYSIS OF EVIDENCE

IID personnel may request the analysis and testing of evidence collected for IID Investigations that they deem appropriate.

Because of the increased burden these cases will place on the MSP-FSD, the FSD Director may request that other accredited and licensed crime labs in the State perform the analysis. Insofar as practical, the MSP-FSD will not send any evidence related to the IID investigation to the crime lab in the same jurisdiction as the officer under investigation. The MSP-FSD will notify the IID if this transfer occurs.

NRP requests for analysis of IID Evidence.

- If NRP determines that it would like evidence that has been submitted to the MSP-FSD to be analyzed, it may request that the MSP-FSD conduct the analysis.
- IID personnel will determine if the analysis should be done on a case-by-case basis depending on the request and the resources available at the time of the request.
- If NRP's request for analysis is denied, IID personnel will make every effort to transfer the evidence to another accredited and licensed crime lab as soon as practicable without prejudicing the IID investigation or potential prosecution.

306.9 REPORTS BY INVOLVED NRP OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this agency shall retain the authority to require involved NRP officers to provide sufficient information for related incident reports to facilitate the apprehension and prosecution of those individuals.

While the involved NRP officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive involved NRP officers of the right to consult with legal counsel prior to completing any such incident report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures.

306.10 ADDITIONAL RESPONSIBILITIES

The following procedures provide guidance on actions required after the initial response to an officer-involved shooting or death.

306.10.1 INVOLVED OFFICERS

Complete a first report of injury. This report is to document any physical or psychological injury that the involved officer may have experienced associated with the incident. On the NRP 447 "First

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Report of Injury or Illness” in block 45, it should designate that this type of injury or illness is a “Police-Involved Shooting” or “Police-Involved Death” as appropriate.

306.10.2 INVOLVED OFFICER AREA/UNIT COMMANDER

If the involved officer is unable to complete an NRP 447 First Report of Injury form, the Area/Unit Commander will ensure that a supervisor assists with the completion of the report as outlined in 304.8.1. The Area/Unit Commander shall also ensure the completion of entries in Blue Team for Use of Force/Show of Force/Firearm Discharge, as appropriate, for each involved officer as outlined in Policy 301.

306.10.3 INVOLVED OFFICER'S REGIONAL/DIVISION COMMANDER

- Schedule physiological services for the involved officer within 24 hours or the next business day through the NRP Personnel Section who will make arrangements through DNR Human Resources.
- Review and approve all reports in RMS and Blue Team. Forward Blue Team entries to IAU as outlined in Policy 301.
- Shall serve or appoint another to serve as the direct liaison between the officer and the Agency concerning all matters related to appointments (e.g., interviews, depositions, physiological services) and assignments while the officer is in an administrative leave/duty status.
- Ensure coordination with the involved officer and the NRP Training Unit for a firearms judgmental course prior to the officer's return to duty. This course should build and instill confidence in the officer and should not simply serve as a qualification course of fire.

306.10.4 SPECIAL OPERATIONS DIVISION

- Complete an applicable RMS investigative report and route through the chain of command for review.
- Communicate with the IID in reference to obtaining a declination letter, if warranted. Once obtained, this declination letter (indicating the State's Attorney's Office is declining to prosecute the officer for any wrongdoing) will be immediately forwarded to the Office of the Superintendent, and the original will be placed into the IA case file if one exists. If none exists, it shall be placed in a case file created by SOD related to the matter.
- If the State's Attorney's Office or IID does not provide a declination notice based on their opinion or the need for further investigation, this information will be immediately conveyed to the Office of the Superintendent in writing.

306.10.5 INTERNAL AFFAIRS UNIT

- Police-involved incidents that result in the death of a civilian or injuries likely to result in death shall receive an Administrative Review to determine whether such action was in conformance with NRP policies and procedures. This is an administrative review. This

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does not automatically initiate an internal investigation, although one may be initiated depending on the circumstances of the incident.

- The Internal Affairs Unit Commander will have responsibility for the completeness of the firearms-related administrative review.
- The Internal Affairs Unit will maintain the records of incidents involving the discharge of firearms by sworn personnel.
- All copies of reports shall be forwarded to IAU upon adjudication of criminal proceedings.

306.10.6 TRAINING UNIT

The NRP Training Unit will oversee the involved officer's participation in a firearms judgmental course of fire, prior to the officer's return to duty. This course should build and instill confidence in the officer and should not simply serve as a qualification course of fire.

306.11 ADMINISTRATIVE REVIEW/INVESTIGATION

Police-involved incidents that result in the death of a civilian or injuries likely to result in death shall receive an Administrative Review to determine whether such action was in conformance with NRP policies and procedures. This is an administrative review. This does not automatically initiate an internal investigation although one may be initiated depending on the circumstances of the incident.

When an administrative review/investigation is conducted, interviews and interrogations of members shall be subject to agency policies and applicable laws (Md. Code PS § 3-101 et seq.).

- (a) Any officer involved in a shooting or death shall be requested or administratively compelled to provide a blood sample for alcohol/drug screening. This must be coordinated with the IID. Absent consent from the officer, such compelled samples and the results of any such testing shall not be admissible or discoverable in a criminal proceeding against the police officer (Md. Code PS § 3-107d3i).
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information. The administrative interview shall be conducted separately from any criminal interview.

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1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview (Md. Code PS 3-109).
3. Administrative interviews should be recorded.
4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Garrity rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Agency to determine compliance with applicable policies.
6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.
7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

306.12 CIVIL LIABILITY RESPONSE

A member of this agency may be assigned to work exclusively under the direction of the legal counsel for the Agency to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

306.13 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video or other video or audio recordings prior to providing a recorded statement or completing reports. _

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or IID, as appropriate.

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306.14 ADMINISTRATIVE LEAVE

Each involved NRP officer shall be given reasonable paid administrative leave (as allowed by Md. Code PS § 3-112) following an officer-involved shooting or death. It shall be the responsibility of the supervisor to make schedule adjustments to accommodate such leave.

Officers involved in shootings will immediately be placed on administrative leave with pay and will remain at home pending the psychological/physical appointment and release by the State Medical Director (COMAR 17.04.11.17). Once released by the State Medical Director, officers will continue on administrative duty at an Area Office or other designated location pending the final review of the incident and declination letter from the States Attorney. The following conditions apply to officers involved in police shootings who have been released by the State Medical Director upon first visit:

- (a) Is relieved of all non-life-threatening law enforcement responsibility. Will not wear the police uniform, but may be armed.
- (b) Will be assigned an unmarked state vehicle.
- (c) Will only be released to full duty after release by State Medical Director, and the internal review is complete.
- (d) Before returning to full duty, officers will comply with the mandates set forth by Agency policy and will sign the Order to Return to Full Duty (NRP-838).
- (e) If the State Doctor recommends officers have no law enforcement powers and requires follow-up appointments, officers will be placed on no-duty status and will not carry a weapon or be assigned a state vehicle.
- (f) Administrative duty status can be re-evaluated at any time by the Agency.

The following is required for an officer to return to full duty:

- (a) Criminal investigation is completed.
- (b) Review of Internal Affairs Unit completed.
- (c) Letter of Declination from State's Attorney / Grand Jury.
- (d) Release from State Psychologist / Psychiatrist.
- (e) Officer attends judgmental shoot with personnel from the Training Unit.

306.15 PSYCHOLOGICAL SERVICES

Psychological services for the involved officer will be provided within 24 hours or the next business day through the NRP Personnel Section who will make arrangements through DNR HR. Psychological services may also be provided to any other affected NRP members, upon request.

- Interviews with a mental health professional will be considered privileged
- An interview or session with a mental health professional may take place prior to the member providing a formal interview or report. However, the involved member shall not be permitted to consult or meet collectively or in a group with a mental health professional prior to providing a formal interview or report.

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- A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- Although the Agency will honor the sensitivity of communications with peer counselors, there is no legal privilege to such. Peer counselors are cautioned against discussing the facts of any incident with an involved or witness officer.
- After being scheduled and meeting with a state psychologist and being released back to duty, the officer can then be placed on Administrative Duty in accordance with Agency policy.

306.16 DEBRIEFING

Following an officer-involved shooting or death, the Maryland Natural Resources Police should conduct both a critical incident/stress debriefing and a tactical debriefing._

306.16.1 CRITICAL INCIDENT/STRESS DEBRIEFING

A critical incident/stress debriefing should occur as soon as practicable. The Superintendent's designee is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event. This will allow the officer to express his/her feelings and to deal with the moral, ethical, and/or psychological effects of the incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or valid court order.

Attendance at the debriefing shall only include those members of the Agency directly involved in the incident, which can include support personnel (e.g., police communications operators, other civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Agency, including supervisory and Internal Affairs Unit personnel.

306.16.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Superintendent's designee should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

306.17 MEDIA RELATIONS

Communication with the public and media in the wake of a fatal or potentially fatal incident must balance the public's desire for quick answers, the need for accuracy, and the need to convey the independence of the investigation. We understand that the public wants information soon after an event occurs and that local NRP will often be called on to provide some information before the IID and MSP have fully taken control of the investigation. We also understand that the legislature has assigned responsibility for these cases to the IID and MSP, and it is important to convey to the public that these investigations are in fact being handled independently.

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No involved NRP officer shall make any comment to the media unless he/she is authorized by the Superintendent.

Agency members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

306.17.1 INITIAL MEDIA RESPONSE

The NRP may choose, at its discretion, to defer all public responses to the IID. A member of the IID with responsibility for media response will respond to the scene as soon as is practical.

Whether or not the NRP plans to make a public statement, a PIO or an individual with similar responsibilities who can assist the IID in gathering information will be made available to the IID. That person should begin gathering preliminary information before the IID arrives.

The NRP may also choose to make a public statement or release certain limited information in the immediate aftermath of an incident. To the extent possible, the NRP will consult with IID prior to the release of this information. The NRP may generally include the following information in its public statement:

- The date, time, and location of the incident.
- The type of call for service that led officers to the scene.
- Information concerning injuries sustained by any surviving civilians and/or an officer, and whether any individuals were transported to the hospital.
- How many officers discharged their firearms.
- Whether a weapon was recovered or located on-scene.
- Basic information regarding the age, race, duty assignment, tenure, and current administrative status of the officer(s).
- Each police department will include in their remarks a statement confirming that the investigation into the officers' conduct will be conducted by the Maryland Attorney General's Office Independent Investigative Division, with assistance provided by his/her department as requested.
- Notification of the release of this information should be provided to the IID investigative supervisor or media contact preferably prior to, or at least simultaneously with the public release.

306.17.2 SUBSEQUENT MEDIA RESPONSE

Upon completion of the initial public/media notifications, the NRP may continue to provide periodic updates involving an ongoing community threat, such as a continuing search for a suspect, or any road or business closures. If the NRP wishes to release a written statement detailing the facts already released in the initial media response (see 304.15.1, above), it should consult with the IID before doing so.

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Otherwise, further comment or the release of additional information or materials that could be considered evidentiary or could impact the integrity or outcome of the investigation should come from the IID, not from the NRP. This includes:

- body camera footage;
- in-car camera footage;
- surveillance footage;
- commercial or residential security camera footage;
- crime-scene or other photographs, other than photos related to a continuing search for a suspect;
- photographs or video footage taken by witnesses;
- detailed statements provided by officers/deputies involved;
- detailed statements provided by witnesses or suspects;
- test results of any kind;
- investigative reports;
- autopsy information, including cause/manner of death;
- legal conclusions about an officer's conduct;
- any information that could be considered investigative or evidentiary.

If the NRP believes that the release of such information is necessary, it will consult with and obtain the approval of the IID, to avoid impacting the outcome of the investigation.

The IID will generally release the name of the involved officers within 48 hours of the incident, though that period may be extended if there is a specific reason to believe that an officer's safety is at risk. If the NRP wishes to release the name of the officer itself prior to the IID doing so, it may, after consultation with the IID.

The IID will generally release body camera footage within 14 days of the incident. There may be situations where more than 14 days is necessary, including if investigators need more time to complete witness interviews if there are technical delays caused by the need to redact the identities of civilian witnesses or to allow family members to view the video before it is released to the public.

306.17.3 COMPLETION OF THE INVESTIGATION

Upon completion of the investigation and review by the Maryland Office of the Attorney General, the IID will release a statement confirming that it has completed the investigation and forwarded its report to the relevant State's Attorney's Office. The IID will notify the NRP when its investigation is complete. By statute, the report remains confidential until any prosecution is complete, and therefore the IID will not comment on the content of its report.

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The IID will release the report, with appropriate redactions for confidentiality, within 30 days of a final judgment of all defendants in a prosecuted case, or within 30 days of a determination by the SAO or other relevant prosecutorial entity that they are declining to prosecute.

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307.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

307.2 POLICY

The Maryland Natural Resources Police will equip its members with firearms to address the risks posed to the public and agency members by violent and sometimes well-armed persons. The Agency will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

When on-duty, officers will carry the issued handgun.

When on-duty and not in uniform, the issued handgun may be carried in a plain view manner provided that the officer's badge is prominently worn (i.e. next to the handgun or on a chain around the neck).

307.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Agency and have been thoroughly inspected by the Lead Firearms Instructor. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized agency range (COMAR 12.04.02.03).

All other weapons not provided by the Agency, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by agency policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Bureau Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

Refer to the Firearms Regional Reference Guide for further information relating to firearms. The Training Unit Commander will ensure the Reference Guide is updated at least annually. The Reference Guide is located on the Training Unit page on the internal website.

Shotguns and/or rifles may be issued to non-commissioned officers as requested.

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307.3.1 SHOTGUNS

The authorized agency-issued shotgun is the Remington 870 P 12 gauge. Any questions about an authorized personally-owned shotgun should be directed to a Firearms Instructor.

When not deployed, shotguns carried in vehicles not equipped with locking carriers will be secured with an approved locking mechanism in trunks or storage compartments. If possible, shotguns should be concealed from public view when vehicles are unoccupied.

Shotguns will be carried in "Car Carry Condition" while on patrol, which is defined as:

- (a) Chamber empty
- (b) Action closed
- (c) Hammer down
- (d) Safety on
- (e) Magazine fully loaded with slugs.

307.3.2 PATROL RIFLES

The authorized agency patrol rifle platform is AR-15.223. Any questions about an authorized personally-owned rifle should be directed to a Firearms Instructor.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

Rifles carried in vehicles not equipped with locking carriers will be secured with an approved locking mechanism in trunks and storage compartments. If possible, rifles should be concealed from public view when vehicles are unoccupied.

Rifles will be carried in "Car Carry Condition" while on patrol, which is defined as:

- (a) Chamber empty
- (b) Action Closed

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- (c) Hammer down
- (d) Magazine fully loaded but not inserted into the rifle.

307.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Superintendent or the authorized designee. Officers shall make application for approval to carry a personally owned firearm. Officers shall do so on NRP-740 form (Application to Carry Personally Owned Firearms).

Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the agency list of approved firearms.
- (b) The firearm shall be inspected by a Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the agency qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, serial number and caliber of the firearm to a Firearms Instructor, who will forward the information to the In-Service Sergeant.

307.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry agency or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the agency list of approved firearms.
- (b) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Agency.
- (c) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (d) The handgun shall be inspected by a Firearms Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (e) Ammunition shall be Agency approved. Ammunition will be factory ammunition and not reloaded in any manner. Refer to the Firearms Regional Reference guide for further information.
- (f) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the agency qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly (COMAR 12.04.02.03).

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- (g) Members shall provide written notice of the make, model, serial number and caliber of a secondary handgun to a Firearms Instructor, who will maintain a list of the information.

307.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Superintendent but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as police officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to a Firearms Instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by a Firearms Instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to a Firearms Instructor that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner and that the holster is appropriate and in good condition.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, serial number and caliber of the firearm to a Firearms Instructor, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry agency-authorized ammunition.
- (i) When armed, officers shall carry their badges and Maryland Natural Resources Police identification cards under circumstances requiring possession of such identification.

307.3.6 AMMUNITION

Members shall carry only agency-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all agency-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Agency shall be dispensed by a Firearms Instructor when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from agency-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

Approved ammunition may be found in the Firearms Regional Reference Guide.

Ammunition shall be properly secured and provided the same degree of security as a firearm.

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307.3.7 FIREARMS CONVERSION

An officer shall successfully complete firearms conversion requirements before being authorized to use or carry a different type of firearm than the officer is currently authorized to use or carry (COMAR 12.04.02.09).

307.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

307.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor who will then notify the Agency armorer.

Firearms that are the property of the Agency or personally owned firearms that are approved for agency use may be repaired or modified only by a person who is agency-approved and certified as an armorer in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Agency armorer.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Agency armorer.

Tactical slings, shell carriers, and recoil pads are approved to add to long guns.

307.4.2 HOLSTERS

Only agency-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

307.4.3 TACTICAL LIGHTS

Tactical lights are optional and may be purchased at the officer's expense and only be installed on a firearm carried on- or off-duty after they have been examined and approved by a Firearms Instructor. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it. One accommodating holster will be provided by the Agency.

Officers carrying an approved weapons-mounted light are also required to carry a secondary flashlight at their expense.

Streamlight TLR 1, TLR 1 HL, or TLR 7 are the only agency approved tactical lights.

307.4.4 OPTICS OR LASER SIGHTS

Optics (not including laser sights) may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Lead Firearms Instructor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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Only laser sights issued by the agency will be installed on a firearm carried on- or off-duty.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

307.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Only authorized members, (e.g., officers, hunter safety instructors) may use, clean, or otherwise handle firearms owned or controlled by the Agency.
- (c) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by a firearms instructor. Members shall not dry fire or practice quick draws except as instructed by a Firearms Instructor or other firearms training staff.
- (d) All firearms must be loaded and unloaded in a safe manner and location, and made safe before storage. NRP employees working in a facility equipped with a weapons loading / clearing station shall use the station for these purposes when applicable.
- (e) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded outside of the vehicle.
- (f) Members shall not place or store any firearm or other weapon on agency premises except where the place of storage is locked or as required by any detention facility.
- (g) Any firearm authorized by the Agency to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to a Firearms Instructor approved by the Agency for inspection and repair. Any firearm deemed in need of repair or service will be immediately removed from service and given to the Agency Armorer. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

307.5.1 SUBMERSED FIREARMS

- (a) When an officer's firearm becomes submersed in water, they will flush the firearm and the magazine with fresh water and thoroughly clean it. The rounds of ammunition will be towel dried. The officer will then notify his/her supervisor and an Agency Armorer for further instructions.
- (b) When a firearm has been substantially covered with water, such as by a breaking wave or a drenching rainstorm, but not totally submersed, the officer must still notify his/her immediate supervisor. After notifying his/her immediate supervisor, the officer should contact an Agency Armorer for further instructions.
- (c) If the firearm is totally submersed or if an Agency Armorer wishes to examine it, the supervisor or Agency Armorer may provide the officer with a spare firearm.

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- (d) The Agency Armorer will repair the firearm and return it in accordance with established Agency procedure.

307.5.2 INSPECTION

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

307.5.3 STORAGE AT HOME

Firearms are not to be left in the vehicle when the officer is Off-Duty. Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit agency-issued firearms to be handled by anyone not authorized by the Agency to do so. Members should be aware that negligent storage of a firearm could result in criminal charges and civil liability.

307.5.4 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

307.5.5 THEFT OR LOSS

An officer shall immediately report the theft or loss of a firearm to their supervisor or the duty officer, and DNR Communications Center to obtain an incident number and for entry into NCIC. The supervisor shall follow the steps outlined in procedure.

307.5.6 STORAGE IN VEHICLES AND VESSELS

Handguns left in vehicles will be locked either in the glove compartment or the trunk.

Alternate locking devices will be utilized to secure firearms in vehicles without trunks or glove compartments incapable of being locked.

Handcuffs may be utilized to lock firearms to structural components of the vehicle's interior, and the firearm will be covered to conceal it from view.

Firearms left in vessels will be locked in a compartment concealed from view. Under no circumstances will firearms be stored on vessels when the crew is off-duty or the vessel is unoccupied for an extended period.

307.5.7 TRIGGER LOCKS REQUIRED

The Criminal Law Article, §4-104, requires that a loaded firearm not be accessible to an individual under the age of 16 years. To ensure conformance with that law and promote firearms safety, all Agency issued firearms, when not in use, will be secured by means of an Agency issued trigger

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lock or other device. Additionally, officers should ensure that all personally owned firearms are secured in conformance with §4-104.

307.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training bi-annually with their duty firearms. In addition to bi-annual training, all members will successfully complete a judgmental shoot at least annually with their duty firearms. Members will qualify with off-duty and secondary firearms at least bi-annually. Training and qualifications must be on the required range course meeting minimum standards and requirements (COMAR 12.04.02.08; COMAR 12.04.02.05).

Officers may not use or carry a firearm that has been surrendered or for which authority to carry or use has been withdrawn, except during supervised training to meet the annual firearms training and qualification requirements (COMAR 12.04.02.08(E)(3)).

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

307.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
 1. Unauthorized range make-up.
 2. Failure to meet minimum standards or qualify after remedial training.

Members who repeatedly fail to meet minimum COMAR standards will be placed in a non-officer status and assigned administrative duties.

307.6.2 ANNUAL FIREARMS NON-CERTIFICATION

If an officer fails to successfully complete the annual firearms classroom instruction, training and qualification requirements for an authorized firearm within a calendar year, the Superintendent (COMAR 12.04.02.08(E)(1)):

- (a) Shall remove the firearm, or the authorization to use or carry the firearm if personally owned, from the officer by January 1 of the next calendar year.

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- (b) May not return or authorize the officer to use or carry the firearm until the officer successfully completes the appropriate firearms classroom instruction, training and qualification.

307.6.3 ANNUAL FIREARMS NON-QUALIFICATION

An officer who fails an annual firearms qualification shall successfully complete the annual qualification within 30 consecutive calendar days of the initial attempt (COMAR 12.04.02.08(E) (2)).

If an officer does not successfully meet the qualification requirements, the Superintendent shall immediately:

- Report the officer's failure to qualify to the Maryland Police Training and Standards Commission (MPTSC).
- Require the officer to surrender all agency firearms.
- Withdraw the officer's authority to use or carry personally owned firearms.

307.7 FIREARM DISCHARGE

Except during training, recreational use, black bear aversion tactics, to give alarm or call for assistance, or the dispatching of a sick or injured animal, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

Whether on- or off-duty at the time of the incident, the member shall complete a report and may be required to provide a statement to investigators.

307.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, agency members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, oleoresin capicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

307.7.2 INJURED ANIMALS

When a domestic animal is injured in a traffic accident, the member shall notify the appropriate local organization to give such injured animal medical care (Md. Code TR § 20-106).

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A member may euthanize wildlife that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. The method utilized to euthanize shall be in accordance with Agency training.

307.7.3 WARNING AND OTHER SHOTS

Warning shots are prohibited.

Shots fired for the purpose of summoning aid (3 shots in rapid succession and into the ground/water) may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

307.8 FIREARMS INSTRUCTOR DUTIES

Each range utilized by the NRP will be under the exclusive control of the designated Firearms Instructor. All members attending will follow the directions of the designated Firearms Instructor. The designated Firearms Instructor will maintain a roster of all members attending the range and will submit the roster to the Training Unit Commander after each range date, but not later than 72 hours. Failure of any member to sign in and out with the designated Firearms Instructor may result in non-participation or non-qualification.

Firearms Instructors have the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this agency to verify proper operation. Firearms Instructors and/or Agency armorers have the authority to deem any agency-issued or personally owned firearms unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by a Firearms Instructor and/or Agency armorer.

All firearms will be inspected by a Firearms Instructor according to the established schedule or as directed.

Firearms Instructors have the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

Firearms Instructors shall complete and submit to the Training Unit documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Agency, a list of each member who completes the training. Firearms Instructors should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed.

The Training Unit shall report firearm qualification scores for each firearm the officer is authorized to use or carry to the Superintendent by January 15 of the calendar year immediately following firearms qualification. The Superintendent shall submit the report to the MPTSC by January 31 (COMAR 12.04.02.08(D))

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307.9 FIREARMS COMMITTEE

The Firearms Committee:

- (a) Shall be responsible for:
 - 1. Updating the NRP Firearms Training Manual.
 - 2. Establishing qualification courses as required by the Maryland Police and Correctional Training Commission.
 - 3. Recommending changes to the NRP Firearms Policy.
 - 4. Evaluating weapons, ammunition, leather gear, and other related equipment.
 - 5. Pursuing continuing educational opportunities for the firearms instructors and armorers.
 - 6. Addressing any other firearms related matters.
- (b) Shall be chaired by the Training and Supply Division Commander. Membership includes those specified in Procedure 1400 ("Committees, Boards and Panels").
- (c) Shall meet quarterly, beginning in January of each year. Subcommittee meetings shall be scheduled when necessary.

307.10 USE OF FORCE COMMITTEE

The Use of Force Committee

- (a) Shall be responsible for:
 - (a) Updating the NRP Use of Force Training program.
 - (b) Identifying all training as required by the Maryland Police and Correctional Training Commission as well as federal laws and regulations.
 - (c) Recommending changes to the NRP Use of Force Policy.
 - (d) Evaluating non-lethal weapons, restraints, control devices, and other related equipment.
 - (e) Pursuing continuing educational opportunities for the use of force instructors.
 - (f) Addressing any other use of force related matters.
- (b) Shall be chaired by the Captain of the Training and Supply Division, and include the Lieutenant of the Training Unit, sworn members of the In-Service Training Section, agency-trained defensive tactics instructors, and a member designated by SLEOLA. Specific membership includes those specified in Procedure 1400 ("Committees, Boards and Panels"). This committee is position-specific and will change automatically with changes in personnel.
- (c) Shall meet quarterly, beginning in January of each year. Sub-committee meetings shall be scheduled when necessary.

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307.11 RETIREE BUY-BACK PROGRAM

- (a) When an officer retires from the Agency all of their issued firearms shall be turned into the Supply and Maintenance Unit Commander in order to satisfy separation requirements enumerated elsewhere in this manual.
- (b) All Agency firearm buy-backs upon retirement will be completed in accordance with the current established procedures as published by the Supply and Maintenance Unit Commander.
- (c) At a minimum of 30 days prior to separation, the retiree must contact the Supply and Maintenance Unit Commander to initiate this process.

307.12 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Agency based on the law and published TSA rules.
- (b) Officers must carry their Maryland Natural Resources Police identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Superintendent or the official seal of the Agency and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).
- (c) The Maryland Natural Resources Police must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Maryland Natural Resources Police an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Superintendent authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the agency-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

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- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

307.13 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this agency are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Maryland Natural Resources Police identification card whenever carrying such firearm.
- (b) The officer is not the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other agency policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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308.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.

Blocking -use of police vehicles, signs or flares to prevent the public from driving into the path of a pursuit.

Blue Team – A web-based application enabling users to document and monitor incidents including, but not limited to: citizen/external complaints, internal complaints, firearm discharges, use of force incidents, vehicle pursuits and departmental collisions.

Fresh Pursuit -Pursuit that is continuous and without unreasonable delay, although not necessarily instant pursuit.

Ghost marked vehicles – Solely for the purposes of vehicle pursuits, ghost marked vehicles are to be considered unmarked and shall adhere to the unmarked vehicle guidelines of this policy.

Marked vehicles - A vehicle that is plainly and prominently marked with the Agency's name, emblems, license plates, and emergency equipment designating it as a law enforcement vehicle or vessel.

Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Pursuit-rated Vehicle - an emergency vehicle designed by its manufacturer as being specifically equipped with enhanced features to support vehicle performance during high-speed pursuits.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or another immovable object in the path of the suspect's vehicle. Any method, restriction, or obstruction of a roadway utilized for the purpose of preventing the passage of motor vehicles on a highway in order to affect the apprehension of a suspected violator in a motor vehicle.

Rolling Roadblock - surrounding (boxing-in) a suspect's vehicle with emergency vehicles and/or a fixed object (e.g. guardrail or barrier) while slowing to a controlled stop, forcing the suspect's vehicle to a stop.

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Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Unmarked vehicles - All vehicles not displaying the Agency's name, emblems, or license plates, but equipped with emergency equipment.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

- This definition considers two types of pursuits:
 - **Normal pursuit** – A pursuit of a violator after a violation has been observed, the operator is signaled to stop and complies.
 - **Extended/high-speed pursuit** – A pursuit of a violator after a violation has been observed, the operator attempts to avoid arrest by fleeing in their vehicle or ignores or fails to comply with the officer's signal to stop.

308.2 POLICY

It is the policy of this agency to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

308.3 OFFICER RESPONSIBILITIES

Vehicle/vessel pursuits shall only be conducted using authorized police agency emergency vehicles that are equipped with, and operating emergency lighting and sirens, as required by law (Md. Code TR § 21-106).

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property:

- (a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.
- (b) Exceed the speed limit.
- (c) Disregard regulations governing direction of movement or turning in specified directions.

Violations of the law may form the basis for civil and criminal sanctions.

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308.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle (Md. Code TR § 21-904).

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

- (a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors.
- (d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and police communications operators/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (e) The weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
- (f) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
- (g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.
- (h) Emergency lighting and siren limitations on unmarked police agency vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) The availability of other resources, such as air support assistance.
- (l) The pursuing vehicle is carrying passengers other than on-duty police officers, Agency cadets, police communications operators, or other persons specifically authorized by the Agency. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.
- (m) The pursuing vehicle is towing another vehicle, vessel or trailer. In this circumstance officers shall not engage in a pursuit,

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Due to the capabilities of motorcycles, which exceed those of pursuit-rated vehicles, pursuits involving suspects on motorcycles are generally prohibited. However, under exigent circumstances involving violent felonies against persons, an officer may pursue a motorcycle.

308.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

- (a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.
- (e) Hazards to uninvolved bystanders or motorists.
- (f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.
- (g) When the identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.
- (h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.
- (i) The roadway and environmental conditions are not conducive to continued safe pursuit.
- (j) When adhering to the procedures set forth in this policy, officers and supervisors deciding not to engage in a vehicle pursuit or terminating a pursuit already in progress will not be subject to disciplinary action.
- (k) Anytime a pursuit is terminated, the officer who terminates the pursuit will do the following before the pursuit will be considered to have been terminated:

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1. Announce on the police radio the pursuit has been terminated and the final termination location.
2. Deactivate the police vehicle's emergency equipment (lights and siren).
3. Reduce the vehicle's speed to the posted speed limit and comply with all traffic laws.

Once a pursuit has been terminated, should an officer relocate the vehicle at a later time, it is considered a new pursuit and authorization must be given by a supervisor prior to reengaging in a pursuit.

308.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police agency emergency vehicles should be replaced by marked emergency vehicles whenever practicable (Md. Code TR § 11-118).

The number of vehicles involved will vary with the circumstances. There should be no more than three police vehicles directly involved in a pursuit. Additional units should assist as support units as directed by the supervisor.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

Due to the performance characteristics of 4x4 pick-up trucks and SUV patrol vehicles, these vehicles shall not be routinely utilized in high-speed pursuit situations, unless they are pursuit package rated vehicles.

308.4.1 SPECIALTY VEHICLES

Officers operating a specialty vehicle (e.g., snowmobile, ATV, UTV) in a pursuit, shall operate the vehicle in accordance with the officer's level of training provided by the Agency and this policy. Officers shall also be readily identifiable as a police officer.

308.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police agency vehicles, or any air support.

308.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the

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suspect without unreasonable danger to him/herself or others. The primary pursuit vehicle shall utilize all emergency equipment.

The primary pursuing officer should notify the police communications operators, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

- (a) The location, direction of travel and estimated speed of the suspect's vehicle.
- (b) The description of the suspect's vehicle including the license plate number, if known.
- (c) The reason for the pursuit.
- (d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.
- (e) The number of occupants and identity or description.
- (f) The weather, road and traffic conditions.
- (g) The need for any additional resources or equipment.
- (h) The identity of other law enforcement agencies involved in the pursuit.

Unless relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

308.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

- (a) Immediately notifying the police communications operators of his/her entry into the pursuit.
- (b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
- (c) Broadcasting information that the primary pursuing officer is unable to provide.
- (d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.
- (e) Identifying the need for additional resources or equipment as appropriate.
- (f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

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308.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.
- (b) Because intersections can present increased risks, the following tactics should be considered:
 - 1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
 - 2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.
- (c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:
 - 1. Request assistance from available air support.
 - 2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
 - 3. Request other officers to observe exits available to the suspect.
- (d) Notify the appropriate law enforcement agency if it appears that the pursuit may enter its jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

308.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

308.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

Officers will discontinue direct involvement in the pursuit when the fleeing vehicle is under air surveillance or other monitoring technology has been deployed. Officers should remain at an appropriate distance with emergency equipment activated until otherwise directed.

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The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

308.5.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless requested by the primary unit or directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police agency vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a nonemergency manner, observing the rules of the road.

The involved officers should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

308.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory control will be exercised over all vehicle pursuits involving officers from this agency.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

- (a) Immediately notifying involved officers and the police communications operators of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established agency guidelines.
- (b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercising management and control of the pursuit even if not engaged in it.
- (d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.
- (e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (f) Ensuring that assistance from air support, canines or additional resources are requested, if available and appropriate.
- (g) Ensuring that the proper radio channel is being used.
- (h) Ensuring that the Duty Officer is notified of the pursuit, as soon as practicable.

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- (i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (j) Controlling and managing Maryland Natural Resources Police officers when a pursuit enters another jurisdiction.
- (k) Preparing a post-pursuit review and documentation of the pursuit as required.

308.7 COMMUNICATIONS

If the pursuit is confined within the State limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or police communications operators. If the pursuit leaves the State or such is imminent, involved officers should request a tactical or emergency channel most accessible by participating agencies.

308.7.1 RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the police communications operators is responsible for:

- (a) Clearing the radio channel of nonemergency traffic.
- (b) Coordinating pursuit communications of the involved officers.
- (c) Broadcasting pursuit updates as well as other pertinent information as necessary.
- (d) Ensuring that the appropriate supervisor is notified of the pursuit.
- (e) Notifying and coordinating with other involved or affected agencies as practicable.
- (f) Conducting vehicle and driver checks, if the information is known.
- (g) Assigning an incident number and logging all pursuit activities.

308.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

308.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

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308.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Maryland Natural Resources Police is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this agency shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this agency, the other agency should relinquish control.

308.9.2 PURSUITS EXTENDING INTO MARYLAND

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this agency should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this agency may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this agency to assist or take over a pursuit that has entered the jurisdiction of the Maryland Natural Resources Police, the supervisor should consider:

- (a) The public's safety within this jurisdiction.
- (b) The safety of the pursuing officers.
- (c) Whether the circumstances are serious enough to continue the pursuit.
- (d) Whether there is adequate staffing to continue the pursuit.
- (e) The ability to maintain the pursuit.

As soon as practicable, a supervisor should review a request for assistance from another agency. The supervisor after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this agency will conclude at the State limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this agency may continue only until sufficient assistance is present.

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In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

308.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, blocking or vehicle intercept, rolling roadblock (boxing-in), ramming or roadblock procedures.

308.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

308.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

308.10.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

- (a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:
 1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
 2. All other reasonable intervention tactics have failed or reasonably appear ineffective.

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3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
 4. The suspect vehicle is stopped or traveling at a low speed.
 5. Only law enforcement vehicles should be used in this tactic.
- (b) Ramming a fleeing vehicle shall be prohibited except when the use of deadly force is warranted and should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
 2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.
- (c) Rolling roadblocks (Boxing-in) a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.
- (d) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop. The roadway shall not be completely blocked unless the use of deadly force is warranted. Personnel must exit their vehicles when it is used as a roadblock.

308.11 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public

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and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

308.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

- A. Required Notifications
 - 1. All pursuits will be reported immediately by the officer to their immediate Supervisor.
- B. Blue Team Entry and Routing procedure
 - 1. Involved officer
 - (a) The primary pursuing officer or supervisor shall complete the Vehicle Pursuit incident in Blue Team. If the pursuit results in death or serious physical injury, the supervisor shall complete the Blue Team incident.
 - (b) The pursuing officer shall forward the incident in Blue Team to the supervisor of the next rank for review and investigation. In addition, the officer will complete an incident report in RMS.
 - (c) Officers who are involved in a pursuit as a secondary or support unit will complete a supplemental report in RMS.
 - (d) The above reports will be submitted by the involved officers before the end of the shift during which the pursuit occurred, unless approval to submit the reports at a later time has been authorized by the officer's commander.
 - (e) Upon completion of the Blue Team incident, it will be forwarded to the supervisor of the next rank for investigation.
 - 2. Supervisor
 - (a) The supervisor will review the incident for completeness and approve both the RMS report and Blue Team incident.
 - (b) The supervisor will upload and attach the approved RMS report and any supplements to the Blue Team incident using the edit incident function.
 - (c) Once their review is completed, the supervisor will enter their findings in the comments section in Blue Team and forward the incident to the Area/ Unit Commander for review.
 - 3. Reviewing Supervisor
 - (a) The Area /Unit Commander will complete a Pursuit Review as further outlined in Section 308.14.1 and forward the completed incident to the Captain.
 - (b) Once the Blue Team incident is forwarded to the Captain's level, the Captain shall perform a final review of the incident and forward it directly to the IAU Commander in IAPro.

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1. The incident will then be tasked to the NRP Review Board for final disposition.
- C. The NRP Review Board shall conduct or assign the completion of a post-pursuit review, as appropriate.
 - D. Annually, the Superintendent should direct a documented review and analysis of agency vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

308.13 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

308.14 PURSUIT REVIEW PHASE

Misconduct revealed during the review phase will be handled in accordance with NRP policy.

308.14.1 AREA/UNIT COMMANDER RESPONSIBILITIES

As soon as practical, but within three calendar days, the Lieutenant in the area where the pursuit began will:

- (a) Discuss the pursuit with the involved officer and their supervisor(s);
- (b) Review of radio recordings, as appropriate;
- (c) Review and approve the Blue Team incident;
- (d) Document whether the pursuit was in conformance with policy, note any training suggestions in the comments portion of the Blue Team entry; and
- (e) Forward the completed Blue Team incident to the Captain. The Captain will conduct a final review and forward the incident directly to the Internal Affairs Unit using the "Forward to IAPro" function in Blue Team.

308.14.2 TRAINING UNIT RESPONSIBILITIES

All officers will be trained on this policy, pursuit driving and advanced pursuit tactics (e.g. Roadblocks) in the police academy.

- (a) (a) All pursuit incidents will be forwarded to the Training and Supply Division Commander by the IAU.
- (b) The Lead Driving Instructor will ensure all pursuits are evaluated and that any training considerations are addressed.

Vehicular Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this agency to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (Md. Code TR § 21-106):

- (a) When in pursuit or apprehending a violator or suspected violator.
- (b) When responding to a reported emergency involving possible personal injury, death or significant property damage.
- (c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the police communications operators. The police communications operators shall notify the Duty Officer or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.3.2 CLASSIFYING CALLS FOR SERVICE

The following priority response codes are available to direct response:

- (a) A Priority 1 call directs an expeditious response and authorizes the use of emergency lights and siren. Operations of a vehicle during an emergency response must conform to the requirements of section 21-106 of the Transportation Article.
 - 1. A Priority 1 response is usually prompted by one of the following requests for assistance:
 - 2. All instances in which the safety of an officer is directly threatened.

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3. All situations where there are reasonable grounds to believe human life is in peril and where the police have the primary responsibility for acting.
 4. Other situations where an emergency response could prevent loss of life or serious injury.
- (b) A Priority 2 response is one directing personnel to respond within the posted speed limit. Emergency equipment may be used in certain instances to facilitate response and to expedite movement through traffic if the officer considers it appropriate.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved agency member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the police communications operators.

309.5 SAFETY CONSIDERATIONS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (Md. Code TR § 21-106(c)).

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However, the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (Md. Code TR § 21-106(b)):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand without regard to parking restrictions.

Vehicular Response to Calls

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Duty Officer, field supervisor or the police communications operators of the equipment failure so that another officer may be assigned to the emergency response.

309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the police communications operators. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the police communications operators of his/her determination. Any subsequent change in the appropriate response level should be communicated to the police communications operators by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the appropriate supervisor shall verify that:

- (a) The proper response has been initiated.
- (b) No more than those officers reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment is inappropriate due to the circumstances.

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Vehicular Response to Calls

When making decisions on an emergency response, the supervisor should consider the following:

- The type of call or crime involved
- The type and circumstances of the request
- The necessity of a timely response
- Weather, traffic and road conditions
- The location of the responding officers and the location of the incident

Canine Unit

310.1 PURPOSE AND SCOPE

This policy will identify the purpose and function of the Maryland Natural Resources Police (NRP), Canine Unit (NRP Canine). This policy applies only to the decentralized Canine Unit members.

310.1.1 DEFINITIONS

The following terms have the associated meanings with regard to this policy and the Maryland Natural Resources Police Canine Unit:

Article/Evidence Search - The process of locating and indicating items that contain non-specific human or spent gunpowder scent.

Canine Handler - Anyone assigned to the Canine unit that handles or is in training to handle a canine. Includes Canine Handler, Provisional Handler, and Non-operational Handler.

Canine Team - A human and working dog who train and work together as an operational unit.

Pre-Planned Mission - Any operation, mission, or event with adequate notification of occurrence that allows future planning, resourcing, and scheduling of handlers.

SOD Command - Any ranking member or designee of the Special Operations Division given decision-making authority to supervise an operation or event.

Special Operations Division (SOD) The Criminal Investigations and Response Team Section, which is part of the Special Services Bureau.

Tracking - The propensity or learned ability of a dog to methodically follow odor on the ground (human/ground disturbance) by working the dog close to the pathway.

Wildlife Detection: The process of locating specific animals.

310.2 POLICY

The Maryland Natural Resources Police has a Canine program dedicated to the support of the agency's mission. Canine teams, consisting of a handler and a dog, play a key role in locating resource violations and those responsible for them. Evidence recovery, search and rescue, tracking, article detection, and human remains detection, are all part of the Canine unit's portfolio. Daily patrols and public demonstration events provide examples of the Canine team's abilities which in turn serve as a deterrent to resource violations. Exposure of the program and the Canine to the public enlists an appreciation for resource protection in the state of Maryland. They are not intended to replace the instincts and investigative skills of officers. To ensure optimum results, officers should combine their skills with those of the Canine to meet the agency's objectives.

310.3 CANINE SERVICES

The Canine Unit will provide the following services:

- (a) Tracking

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- (b) Article Detection
- (c) Wildlife Detection
- (d) Human Remains Detection
- (e) Assistance to other law enforcement agencies
- (f) Public education/relations on Department of Natural Resources law enforcement responsibilities

310.4 UNIT POSITIONS

SOD Command – The SOD Command shall provide direction to the Canine Unit, and shall request necessary funding, resources, and adequate personnel to maintain the integrity and functionality of the Canine Unit, as necessary.

Section Supervisor – The Section Supervisor is responsible for the supervision of the Canine Unit. The Supervisor shall ensure the training standards are maintained and that missions and training are properly documented. The supervisor will also assist in directing and allocating the resources necessary to acquire adequate training and equipment. The supervisor will oversee the selection process for assignments of new team members.

Canine Unit, Team Leader – The Canine Unit team leader is responsible for the performance of the Canine Unit. The team leader shall oversee all training, equipment acquisition, and canine selections. They will also assist with handler selections. The team leader will make recommendations as to necessary training and equipment. They will identify and schedule specialized team training and coordinate monthly team training.

Canine Handler – A Canine Handler has at least one canine assigned to them and is considered to be fully operational. A Canine Handler is a sworn law enforcement officer trained, equipped and assigned to the Canine Unit either in a full-time or decentralized status. Canine Handlers must be current on all training and certifications for a particular discipline prior to utilizing the canine for that discipline. Canine Handlers will utilize, train and maintain their canine in compliance with all SOPs and training guidelines.

Provisional Handler – A Provisional Handler is an individual selected for assignment with the Canine Unit but is not yet fully operational. Provisional Handlers may or may not have a canine assigned to them at a particular time. Provisional Handlers will be in a probationary status until all required training and certifications are satisfactorily completed for at least one discipline. Provisional Handlers will attend all scheduled training and at the discretion of the Canine Unit Team Leader, can be used in support functions during Canine missions. If assigned a canine, Provisional Handlers will train and maintain their canine in compliance with all SOPs and training guidelines. Provisional Handlers will not use their canines outside of training or canine care and maintenance until promoted to the position of Canine Handler.

Handler Candidate - A sworn NRP at the rank of Corporal or below who has applied to become a Canine Handler.

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Non-Operational Handler - A handler who is not fully operational due to medical, training or certification deficiencies of either the handler or their assigned canine. A non-operational handler will attend all applicable scheduled training. At the discretion of the Canine Unit Team Leader and in coordination with the Canine Section Supervisor, they may be assigned additional training to return them to operational status. Non-operational handlers will train and maintain their canine in compliance with all SOPs and training. Non-operational handlers will not use their canines outside of training, or canine care and maintenance until returned to the position of handler.

Operational Canine- An operational canine is one that is assigned to a handler and in conjunction with that handler is fully trained and certified in one or more disciplines. The canine must be physically and medically able to function in its assigned discipline(s) and current on all training.

Provisional Canine- A provisional canine is a canine identified as likely possessing the necessary characteristics to be trained as an operational canine in one or more disciplines, but is not yet fully trained and certified.

Non-operational Canine- A canine that is not able to perform its designated duty due to one or more deficiencies. Deficiencies may include but are not limited to physical, medical, training or handler issues.

Canine Candidate - A canine candidate is a canine that is undergoing evaluation to determine if it has the necessary characteristics to be an operational canine.

310.5 HANDLER RESPONSIBILITIES

Handlers are responsible for complying with all Agency and Canine Unit policies and procedures.

- (a) Any charge related to non-compliance with the rules, policies, and procedures of the NRP or the Canine Unit may lead to suspension from the team. This decision will be made at the discretion of the SOD Command in conjunction with the handler's Area/Unit Commander as applicable.

Job performance:

- (a) If a member receives more than two "needs improvement" ratings on his/her six-month appraisal from their field supervisor, they will be placed in a probationary status and may be relieved of their Canine Unit responsibilities. This decision will be made at the discretion of the SOD Command in conjunction with the handler's Area/Unit Commander.
- (b) A handler must notify the SOD command immediately if they receive the above-noted ratings on their appraisal report. Failure to notify the Response Team Section supervisor will result in immediate suspension from the team.

Handlers will respond to missions and training with all required equipment.

- (a) Handlers will reply with their availability to respond to mission/call-out requests received via email, text message, phone, or by radio within 30 minutes of notification unless on extended leave.

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- (b) When arriving on the scene of a mission or training, all equipment will be properly serviced and operational. It is the responsibility of the Handler to notify the Team Leader of any missing and/or non-operational equipment.

Handlers are required to attend scheduled training assignments. Handlers must request and be approved by the Section Supervisor or Canine Unit Team Leader to be excused from pre-scheduled training.

- (a) Training assignments are scheduled at the beginning of the calendar year and shared with all handlers and their commanders. Every effort should be made by the handlers to ensure that another event (i.e. in-service, etc.) is not scheduled on Canine training dates.
- (b) It is the responsibility of the handler to ensure their pre-scheduled training dates and missions are entered onto their Area schedules.
- (c) Handlers that fail to consistently maintain training hours will be placed in a non-operational status. Handlers will return to an operational status upon completion of assigned training.
- (d) The SOD Command will coordinate any related training outside of the pre-scheduled training dates with the handler's Area/Unit Commanders.

Operational status is defined by the following:

- (a) Compliance with all agency policies and procedures
- (b) Training attendance
- (c) Passing the annual NRP fitness test. Handlers are allowed three hours per week for physical training during duty hours. These hours will be scheduled with their supervisor.
- (d) Scoring 80% or higher on NRP semi-annual pistol and shotgun qualification courses
- (e) Achieving satisfactory ratings on his/her six-month performance appraisals by Field Operations Supervisor.

310.6 HANDLER SELECTION

The SOD will publish a vacancy announcement when a vacancy exists on the Canine Unit.

The Section Supervisor will work with the SOD Command to prepare vacancy announcements, set testing dates and locations, and participate in the scoring and selection of candidates.

The SOD Command will forward, through the chain of command, a list of recommended candidates to the Superintendent for final selection to the Canine Unit.

Once a vacancy is identified, the agency will publish an announcement, solicit candidates, and conduct testing as needed.

All applicants must submit the required documents, completed correctly, by the dates outlined in the announcement. Failure to do so will cause the candidate to be removed from consideration.

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Applicants must successfully complete all phases of testing to be considered for membership on the Canine Unit.

310.6.1 ELIGIBILITY AND PROCESS

- (a) Sworn officers of the NRP, holding the rank of Corporal and below are eligible for membership on the Canine Unit.
- (b) Applicants must have three years of certified law enforcement experience.
- (c) Applicants may not be a current member of another special response team.
- (d) Applicants must be willing to work extended shifts, travel to training and Canine utilizations, and be away from home for extended periods for training.
- (e) The Superintendent may make exceptions to the above guidelines.
- (f) Applicants interested in joining the Canine Unit will complete the following forms and return them to the directed person, by the deadlines set forth:
 - 1. An interest form signed by the applicant, the applicant's immediate supervisor, and the Area Commander.
 - (a) By signing the interest form, the applicant's supervisors are endorsing the candidate and acknowledging that the applicant is suitable for extra-duty assignments.
 - 2. An NRP Resume Template (NRP 466-T).
 - 3. Completed NRP Medical Waiver form, with a physician's original signature.
- (g) Applicants will be required to complete a physical fitness test in which the applicant must:
 - 1. Complete 18 push-ups in one minute.
 - 2. Complete 27 sit-ups in one minute.
 - 3. Run 1 ½ miles in 15 minutes 20 seconds.
 - 4. Be able to lift and carry 60 lbs. for 100 yards.
- (h) Applicants will participate in a dog handling practical that consists of basic canine handling tasks as determined by the Canine Team Leader.
- (i) Applicants must own a residence or have a long-term rental agreement on suitable property to house a canine.
 - 1. Applicants may be required to have their residence inspected by the Canine Unit Team Leader or Section Supervisor for the suitability of housing a canine.
- (j) The SOD Command may require applicants to complete an oral interview.
 - 1. The SOD Command will appoint the interview board.
- (k) Applicants will be required to complete an extended period of training and certification as directed by SOD Command.

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- (l) The SOD Command will use the criteria set forth on the NRP Extra-Duty Assignment Scoring Form (NRP-466-S) to rank the respective candidates.
- (m) Final recommendations will be forwarded through the chain of command to the NRP Superintendent for consideration.
- (n) Once the Superintendent approves the final selection, a Personnel Order will be issued, announcing the candidates as provisional handlers with the Canine Unit.

310.7 UNIFORMS

The Agency will provide members of the Canine Team with uniforms that provide for comfort and ease of operation while engaged in missions and training.

Handlers on the Canine Team will properly maintain and care for all issued Team uniforms.

The standard uniform for Canine handlers will be the issued Class D BDUs.

- (a) Canine handlers may replace the ID placard on their external vest with one that reads "Police K-9".
- (b) Canine handlers may wear alternate footwear appropriate to the specific Canine assignment.
- (c) Canine handlers may wear other approved attire such as outerwear, alternate BDUs, hats, and gloves when appropriate to the specific Canine assignment.
- (d) Any alternate uniforms must be approved by the Superintendent.

Upon satisfactory completion of all training requirements, new handlers will have earned a Canine unit pin that is approved by the Superintendent.

- (a) This pin shall be displayed above the nameplate on Class A, Class B, and Class C uniforms.

Handlers may be issued Canine unit-specific uniform items if needed for their discipline to include but not limited to:

- (a) Supplemental body armor
- (b) Camouflage outerwear
- (c) Camouflage BDUs
- (d) Gloves
- (e) Hats or other headgear
- (f) Backpack
- (g) Short sleeve/long sleeve T-shirt
- (h) Insulating layer
- (i) Collared shirt

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Canine unit-specific uniform items will only be worn while actively engaged in, or in transit to or from a Canine patrol, mission, training, or function. It shall not be worn while engaged in routine, non Canine related, field patrol.

Any non-issued items handlers wish to wear/employ must be approved by the Section Supervisor or Team Leader. Morale patches or any non-issued patches shall not be worn/displayed on the uniforms.

310.8 EQUIPMENT

The agency will ensure that all required equipment is made available to handlers of the Canine unit.

Canine Unit Team Leader - The Canine Unit Team Leader, at the direction of the Section Supervisor, will ensure that all handlers are issued the required equipment, and will request any equipment not immediately available through the chain of command.

Canine Handlers - The handler is responsible for the care and maintenance of all issued equipment.

310.9 TRAINING

The Agency will ensure that training is made available to all Canine handlers according to the schedule outlined in this SOP. The training schedule will align with training standards and best practices as prescribed by the Scientific Working Group on Dog (SWDOG).

The Canine Team Leader will work with the Section Supervisor to schedule monthly and in-service training dates, annually.

The Section Supervisor will ensure that all training is conducted according to the guidelines outlined in this policy and that all training is properly documented according to this SOP.

Canine handlers are required to attend all scheduled training unless excused by the Section Supervisor or designee.

- (a) It is the responsibility of the handler to enter pre-scheduled training dates on their Area/Unit's proposed schedule.
- (b) Canine handlers will make every effort not to schedule other training or assignments on Canine training days.

Entry Level Canine Training:

- (a) Provisional handlers will attend all regularly scheduled Canine Unit training whether or not they are assigned a canine.
- (b) Provisional members shall complete an SOD approved training plan and pass all certifications prior to being considered an operational team.
- (c) Prior to being assigned a canine, provisional handlers will complete training in:
 - 1. Basic canine first aid

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2. General canine care
3. Basic canine obedience

Monthly Training:

- (a) Canine teams must conduct a minimum of 16 hours of training a month.
- (b) The SOD Command will establish and distribute scheduled training dates before January 1st of each calendar year. It will be the responsibility of the Team Leader, or his designee to ensure training is conducted in a safe, organized fashion and that the training is relevant and meaningful.
- (c) If training days are missed, they shall be rescheduled.
- (d) A Canine team that does not meet the 16 hour a month training minimum two months in a row will be designated as non-operational until such time as the Team Leader determines that the amount of training missed has been made up sufficiently.

Annual Training:

- (a) The Canine Unit will conduct annual in-service training during one consecutive five (5) day period, twice per year (generally Spring/Fall). Canine team testing and evaluation shall occur during these training sessions. Scheduling of this training will be coordinated with each canine handler's Area Commander and District Supervisor.
- (b) The training period will be structured to provide travel days on the first and last day as necessary.
- (c) The State will provide lodging for the annual in-service Canine training.

310.9.1 TRAINING DOCUMENTATION

Each Canine training evolution will be clearly and completely documented by the team leader or their designee. These records should include, but are not limited to the following information:

- (a) Location of the training
- (b) Time: beginning and ending
- (c) Members present
- (d) Training objective
- (e) Training improvements
- (f) Any relevant comments

310.9.2 CERTIFICATIONS

- (a) Canine teams will be certified in accordance with the standards of the United States Police Canine Association, or other recognized organizations as approved by the Division Commander.
- (b) Canine Verification Standards will be coordinated by the Section Supervisor and will be conducted on an annual basis.

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- (c) Canines that do not pass the Canine Verification Standards for a particular skill set (tracking/article search/ wildlife detection/ cadaver) will have seven days to re-test on the particular component that the canine failed. After the second verification attempt, if the canine fails, a course of training will be developed with the Unit Commander, Section Supervisor, and canine handler to address the issue. Within 30 days from the second attempt, the canines will be given a third opportunity to re-test on the particular component that the canine failed. After the third verification attempt, if the canine fails, a letter to the SOD commander from the Unit commander will outline the problem and any proposed course of corrective action.
- (d) The SOD commander will forward a memorandum to the Superintendent with suggestions or recommendations for the future use of the agency canine who has failed the verification on three consecutive occasions.
- (e) Canines that retire or are dismissed from the unit may be given to the Handler at the discretion of the Superintendent. The Canine Handler may also request that the retired canine maintain their issued K-9 badge.
- (f) Canines that fail a particular portion of the Canine Verification Standards will not be considered operational for the failed skills set until they pass the required standard.

310.9.3 WEEKLY PHYSICAL FITNESS TRAINING TIME

- (a) Handlers will be allotted weekly physical fitness training time.
- (b) All handlers will be granted one hour for physical fitness training while on duty, 3-times per week to maintain physical fitness.
- (c) Field supervisors will pre-approve the training time in order to minimize the impact to shift coverage.
- (d) Handlers will document physical fitness training time on a PT Training Log and will make the log available for inspection for the Section Supervisor/SOD Command upon request.

310.10 REQUIRED LICENSURE (MD. ANNOTATED CODE PS 2-313)

The following is required under PS 2-313:

- A. Each canine used for law enforcement work by the NRP shall have a license issued by the Maryland State Police.
 - 1. A license is obtained via online registration at mdsp.maryland.gov.
- B. A license issued under this section is valid for all canine licensing purposes anywhere in the State.
- C. A license issued under this section is in effect until the earlier of:
 - 1. revocation of the license by the State Police; and
 - 2. removal of the licensed canine from law enforcement work.
- D. The State Police, upon licensure of the canine, shall provide with each license a metal tag that:

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1. is stamped "Department of State Police"; and
2. bears the license number of the dog.
3. The tag shall be affixed to a substantial collar provided by NRP.
4. The tag and collar shall be kept on the licensed dog at all times unless the canine is confined in a kennel or is under the personal charge of the NRP canine handler to whom the dog is assigned.

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311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of the Maryland Natural Resources Police to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic violence (Md. Code FL § 4-514).

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic violence - Abuse occurring between current or former spouses or cohabitants, persons who have a child in common, or persons currently or formerly involved in a dating relationship (Md. Code FL § 4-701(c)).

311.2 POLICY

The Maryland Natural Resources Police's response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this agency to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved. At least two officers will be dispatched when available to each case that involves an allegation of domestic violence.

311.4 INVESTIGATIONS

The following guidelines shall be followed by officers when investigating domestic violence cases to protect the victim from harm (Md. Code FL § 4-502(a)(2)):

- (a) Calls of reported, threatened, imminent, or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

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- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries shall be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Criminal Investigations in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize and remove any firearms upon a consent search or in plain view if appropriate and legally permitted. The officer shall provide information to the owner on the process of retaking possession of the firearm. The Agency shall then provide safe storage during the pendency of any domestic violence proceeding (Md. Code FL § 4-511).
- (i) When completing an incident or arrest report for violation of a court order, officers shall include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers shall take appropriate enforcement action when there is probable cause to believe an offense has occurred.

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail, if applicable.

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.

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2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).
- (b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

- (a) Victims shall be provided with the agency domestic violence information handout, even if the incident may not rise to the level of a crime (Md. Code FL § 4-503).
- (b) Victims should also be alerted to any available victim advocates, shelters, and community resources.
- (c) When an involved person requests law enforcement assistance while removing essential items of personal property, officers shall accompany the person to the family home and stand by while personal clothing and effects are removed (Md. Code FL § 4-502(a)(2)(ii)).
- (d) If the victim has sustained injury or complains of pain, officers shall seek medical assistance for the victim as soon as practicable.
- (e) Officers should ask the victim whether the victim has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a safety concern or if the officer determines that a need exists.
- (f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, officers should seek or assist the victim in obtaining an interim protective order.
- (h) Use the substitute address if the victim is registered in the state Address Confidentiality Program (Md. Code SG § 7-302).
- (i) Prepare a Domestic Violence Supplemental Report (NRP-473), which incorporates the Lethality Assessment Form and advise the victim accordingly. The phone numbers to each county's helpline are listed on the form at the bottom of page 1.

311.6 DISPATCH ASSISTANCE

All calls of domestic violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Police Communications Operators are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that police communications operators check whether any of the involved persons are subject to the terms of a court order.

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311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state (Md. Code FL § 4-508.1(b)).

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.
- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.8.1 COURT-ORDERED SURRENDERED FIREARMS

If a respondent surrenders a firearm to the Agency under a temporary or final court order, the officer shall provide the respondent information on the process for retaking possession of the firearm. The officer shall transport and store the firearm in a protective case, if one is available, and in a manner intended to prevent damage to the firearm during the time the protective order is in effect (Md. Code FL § 4-506.1).

If a defendant in a criminal case who is ordered to surrender firearms pursuant to Md. Code CP § 6-234 transfers a firearm to the Agency, the officer receiving the firearm shall issue the person transferring the firearm a written proof of transfer containing:

- (a) The name of the person transferring the firearm.
- (b) The date the firearm was transferred.
- (c) The serial number (or identifying marks if the firearm was manufactured before 1968), make, and model of the firearm.

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- (d) Any other information required by state or federal law.

The receiving officer should keep a copy of the written proof of transfer and should make appropriate entries in any required logs. The Superintendent may develop additional procedures pertaining to the storage and disposal of any surrendered firearms.

311.9 STANDARDS FOR ARRESTS

Officers investigating a domestic violence report:

- (a) May arrest a person without a warrant if the report to law enforcement was made within 48 hours of the alleged incident and the officer has probable cause to believe that (Md. Code CP § 2-204):
 - 1. The person battered his/her spouse or another person with whom the person resides.
 - 2. There is evidence of physical injury.
 - 3. Unless the person is arrested immediately, the person:
 - (a) May not be apprehended.
 - (b) May cause physical injury or property damage to another.
 - (c) May tamper with, dispose of, or destroy evidence.
- (b) Shall arrest with or without a warrant and take into custody a person who the officer has probable cause to believe is in violation of an interim, temporary, or final protective order in effect at the time of the violation (Md. Code FL § 4-509(b)).
- (c) Shall arrest, with or without a warrant, and take into custody a person the officer has probable cause to believe is in violation of an order for protection that was issued by a court of another state or a Native American tribe, and that is in effect at the time of the violation if the person seeking the assistance (Md. Code FL § 4-508.1(c)):
 - 1. Has filed a copy of the order with the District Court or circuit court for the jurisdiction in which the person seeks assistance.
 - 2. Displays or presents to the officer a copy of the order that appears valid on its face.

311.9.1 MUTUAL BATTERY

If an officer has probable cause to believe that mutual battery occurred and arrest is necessary, the officer shall consider whether one of the persons acted in self-defense to determine who was the primary aggressor (Md. Code CP § 2-204(b)).

311.10 REPORTS AND RECORDS

The Records Section shall provide a copy of the domestic violence report to the victim upon request (Md. Code FL § 4-503.1).

311.11 SERVICE OF COURT ORDERS

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311.11.1 INTERIM PROTECTIVE ORDER

An officer shall immediately on receipt of a petition and interim protective order serve them on the respondent named in the order. Immediately after service, the officer shall submit the documents to the Records Section, which will make a return of service to the commissioner's office or, if the Office of the District Court Clerk (Clerk) is open for business, to the Clerk; and within two hours after service of the order, electronically notify the Department of Public Safety and Correctional Services (DPSCS) of the service (Md. Code FL § 4-504.1(g)).

311.11.2 TEMPORARY PROTECTIVE ORDER

An officer shall immediately serve the temporary protective order on the alleged abuser. Immediately after service the officer shall submit the documents to the Records Section which will within two hours after service of the order on the respondent, electronically notify the DPSCS (Md. Code FL § 4-505(b)).

Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Maryland Natural Resources Police personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Maryland Natural Resources Police to respect the fundamental privacy rights of individuals. Members of this agency will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this agency will comply with relevant federal and state law governing the seizure of persons and property.

The Agency will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate

312.3 SEARCHES

The United States Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances
- Open fields

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this agency is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

Search and Seizure

312.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

- (a) Written consent should be obtained where practicable, using the NRP-422 (Written Consent to Search) or the NRP-422-DE (Digital Evidence Consent to Search)
- (b) Members of this agency will strive to conduct searches with dignity and courtesy.
- (c) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (d) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (e) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (f) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.
- (g) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
 1. Another officer should witness the search.
 2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and agency policy have been met.

Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Maryland Natural Resources Police Officers are required to notify the local department of social services of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include (Md. Code FL § 5-701):

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or by a member of the child's family or household, or any other act that would mandate notification to a social service agency or law enforcement.

313.2 POLICY

The Maryland Natural Resources Police will investigate all reported incidents of alleged criminal child abuse and ensure the local department of social services is notified as required by law.

313.3 MANDATORY NOTIFICATION

Maryland Natural Resources Police officers shall notify the local department of social services when they have reason to believe that a child has been subjected to abuse or neglect (Md. Code FL § 5-704; Md. Code FL § 5-705.1).

For purposes of notification, abuse includes physical or mental injury (or the substantial risk of such injury) inflicted by a parent, household member, family member, or anyone else who may have custody of, be caring for, or have authority over the child. Abuse also includes any sexual abuse or exploitation of a child. Abuse does not include accidental injuries. Neglect includes the failure of a caregiver to provide proper care to a child to the extent that the child is physically or mentally harmed or at risk of such harm (Md. Code FL § 5-701).

313.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (COMAR 07.02.07.04; Md. Code FL § 5-704(b)):

- (a) The handling officer shall:
 - 1. Make an oral report as soon as possible to the local department of social services by telephone or direct communication.
 - 2. Complete a report no later than 48 hours after having reason to believe that a child has been subjected to abuse, and forward a copy to the local department of social services and State's Attorney.
- (b) The notification, insofar as is reasonably possible, shall include:

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1. The name, age and home address of the child.
 2. The names and ages of other children in the home or in the care of the person alleged to be responsible for the abuse or neglect.
 3. The name and home address of the child's parent or other person who is responsible for the child's care.
 4. The whereabouts of the child.
 5. The nature and extent of the abuse or neglect of the child, including any evidence or information concerning possible previous instances of abuse or neglect of the child or by the person alleged to be responsible for the abuse or neglect.
 6. Any other information that would help to determine:
 - (a) The cause of the suspected abuse or neglect.
 - (b) The identity of any person responsible for the abuse or neglect.
 - (c) The safety of the child and risk of future abuse or neglect.
 7. In the case of suspected child abuse or neglect involving a mental injury:
 - (a) A description of the substantial impairment of the child's mental or psychological ability to function.
 - (b) An explanation of why it is believed the mental injury is attributable to maltreatment or failure to provide proper care and attention.
 - (c) Observations or knowledge about the intent or recklessness of the person alleged to be responsible for causing a mental injury.
- (c) For suspected abuse of a child living out of state and occurring out of state, notification shall be made to any local department of social services in accordance with the requirements of Md. Code FL § 5-705.1.

313.4 CRIMINAL INVESTIGATIONS SECTION ASSISTANCE

Investigators with the Criminal Investigations Section are available to assist with:

- (a) Conducting interviews in child-appropriate interview facilities.
- (b) Being familiar with forensic interview techniques specific to child abuse investigations.
- (c) Presenting all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinating with other enforcement agencies, social service agencies and school administrators as needed.
- (e) Providing referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participating in or coordinating with multidisciplinary investigative teams as applicable (COMAR 07.02.07.22; COMAR 07.02.07.23; Md. Code FL § 5-706(f); Md. Code FL § 5-706(g); Md. Code FL § 5-706.2(b)).

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313.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) A thorough and timely investigation and report as required by state law (Md. Code FL § 5-706). This should be done by the investigating officer in all circumstances where a suspected child abuse victim is contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim is transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Whether within 24 hours after receiving a report of suspected physical or sexual abuse of a child, and within five days after receiving a report of suspected neglect or suspected mental injury of a child, the handling officer complied with COMAR 07.02.07.08, Md. Code FL § 5-706(c) and Md. Code FL § 5-706.2(c) by:
 - 1. Seeing the child.
 - 2. Attempting to have an on-site interview with the child's caretaker.
 - 3. Deciding on the safety of the child, wherever the child is, and of other children in the household.
 - 4. Deciding on the safety of other children in the care or custody of the alleged abuser.
- (l) Seeking assistance from the local State's Attorney as needed (Md. Code FL § 5-706(d)).
- (m) Completing an investigation as soon as practicable, but not later than the time frames specified by state law (COMAR 07.02.07.09; Md. Code FL § 5-706(h); Md. Code FL § 5-706.2(d)).

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All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact the local department of social services. Generally, the decision to remove a child from the child's family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this agency should remove a child from the child's parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to the local department of social services.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (Md. Code CJ § 3-8A-14; Md. Code CJ § 3-814):

- (a) Pursuant to an order of the court.
- (b) By an officer pursuant to law of arrest.
- (c) By an officer with reasonable grounds to believe that the child is in immediate danger from the child's surroundings and that the child's removal is necessary for the child's protection.

Anytime an officer takes a child into custody, notifications should be made as provided in the Temporary Custody of Juveniles Policy.

313.6.1 SAFE HAVEN LAW

A mother, or a person with the permission of the mother, may relinquish an unharmed newborn within 10 days after birth to an officer when the mother expresses an interest in abandoning the child. As soon as possible, the officer shall take the newborn to a hospital or other facility designated by the Department of Human Resources (Md. Code CJ § 5-641).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When

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practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

An examination and emergency medical treatment may be provided for a child without parental consent if an officer states a belief that the child has been abused or neglected (COMAR 07.02.07.07(f)(3)).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

Supervisors should:

- (a) Work with professionals from the appropriate agencies, including the local department of social services, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for

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responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

- (b) Activate any available interagency response when notified by an officer that he/she has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers encountering a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify a supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

Maryland requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS

The handling officer shall ensure that (COMAR 07.02.07.07; Md. Code FL § 5-706(i):

- (a) A preliminary report of findings of the investigation is submitted to the local State's Attorney within 10 days after receiving a report of suspected abuse.
- (b) An approved RMS report of findings of the investigation is submitted to the local State's Attorney within five business days after the investigation is completed.

313.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse is confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (COMAR 07.02.07.21; Md. Code FL § 5-707).

313.10.3 CHILD FATALITY REVIEW

This agency will cooperate with a local or state child death review team (Md. Code FL § 5-706).

313.10.4 HOUSEHOLD ENTRY

Upon request, an officer shall accompany a representative of the local department of social services who has been denied entry into a household in which the representative has probable cause to believe that a child is in serious, immediate danger. If necessary, the officer may use reasonable force to enable the representative to gain entry (Md. Code FL § 5-709(b)).

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313.10.5 FAILURE TO REPORT

An officer investigating allegations of child abuse who believes that a person has knowingly failed to report suspected abuse or neglect shall file a complaint with the appropriate agency or board (Md. Code FL § 5-705.4).

313.11 TRAINING

The Agency should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.
- (g) Recognizing abuse that requires mandatory notification to another agency.

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Maryland Natural Resources Police members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Maryland Natural Resources Police will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Maryland Natural Resources Police shall notify the local Maryland Department of Human Services Adult Protective Services (APS) office when there is reason to believe that an adult who lacks the physical or mental capacity to provide for his/her own daily needs has been subjected to abuse, neglect, self-neglect or exploitation (Md. Code FL § 14-302(a)).

314.3.1 NOTIFICATION PROCEDURE

Notification shall occur as follows (Md. Code FL § 14-302):

- (a) The officer investigating the case shall notify the local APS office by telephone, direct communication or in writing as soon as possible.
- (b) The investigating officer shall include at least the following information as reasonably known:
 1. The name, age and home address of the adult, including his/her current whereabouts.
 2. The name and home address of the person responsible for the adult's care.
 3. The nature of the adult's suspected incapacity.
 4. The nature and extent of the abuse, neglect, self-neglect or exploitation, including any reasonably known evidence or information concerning previous injury that may have resulted from abuse, neglect, self-neglect or exploitation.
 5. Any other information that would help to determine the cause of the suspected abuse, neglect, self-neglect or exploitation, and the identity of any individual responsible for the abuse, neglect, self-neglect or exploitation.

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314.4 QUALIFIED INVESTIGATORS

Investigators assigned to the Criminal Investigations Section are available to investigate or assist with cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (COMAR 07.02.16.07(B)).

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

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314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation (Md. Code FL § 14-307).

Generally, members of this agency should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS (Md. Code ET § 13-709(a)).

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Whenever possible, and with consent, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) The adult cannot adequately provide for his or her own care or protection and exigent circumstances exist, such as:
 1. A reasonable belief that medical issues of the adult need to be addressed immediately.
 2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.

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3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
 - (b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. The supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

Supervisors should:

- (a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when notified by an officer that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.
- (c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives there should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify a supervisor so an interagency response can begin.

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314.10 STATE MANDATES AND OTHER RELEVANT LAWS

The following sections outline certain laws relevant to this chapter.

314.10.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

- (a) Providing a copy of the adult abuse report to APS as required by law.
- (b) Retaining the original adult abuse report with the initial case file.
- (c) Providing copies of a report of alleged abuse at a facility that cares for adults as required by law (Md. Code HG § 19-347).

314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse are confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy. However, law enforcement and participating agencies involved in the investigation may share information (Md. Code FL § 14-303(e)).

314.10.3 INVESTIGATION ASSISTANCE

On request of APS or any law enforcement agency, the handling officer shall assist in investigation of adult abuse (Md. Code FL § 14-303(c)).

If, in the course of an investigation, an APS representative believes that an emergency exists, the representative may request law enforcement assistance. Responding officers shall accompany the representative. If the officer believes that an emergency exists as described in Md. Code ET § 13-709(a), the officer shall ensure that the individual is transported to an appropriate health care facility (Md. Code FL § 14-304).

314.11 TRAINING

The Agency should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent agency members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Maryland Natural Resources Police is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Agency will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Agency will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Agency may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

Members of the Maryland Natural Resources Police are also responsible for complying with the [Department of Budget and Management's Anti-Bullying Policy](#).

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Agency prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or agency equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to agency policy and to a work environment that is free of discrimination.

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315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT

The Agency prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Maryland Commission on Civil Rights guidelines.
- (b) Bona fide requests or demands by a supervisor that a member improve the member's work quality or output, that the member report to the job site on time, that the member comply with State or agency rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES

This policy applies to all agency members, who shall follow the intent of these guidelines in a manner that reflects agency policy, professional standards, and the best interest of the Agency and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to their immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. When appropriate, complaints may also be filed with the NRP HR Supervisor, DNR Office of Fair Practices, or the DNR Secretary.

Any member who believes, in good faith, that they have been discriminated against, harassed, subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is

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encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

315.4.1 PROCESSING COMPLAINTS OF DISCRIMINATION, HARASSMENT AND/OR RETALIATION

- (a) Except in those cases where the circumstances are settled directly between the victim and the alleged aggressor, the victim should complete the Discrimination and Harassment Incident Report (NRP-480) immediately after the incident occurred or is reported.
 - 1. In those instances where a victim fails to complete an NRP-480, and reports the incident to a supervisor or commander, the supervisor or commander shall ensure that an NRP-480 is completed.
- (b) Anytime a report of a discrimination or harassment incident is made to a supervisor or commander, he/she shall ensure that the incident is appropriately documented and filed in accordance with NRP and DNR procedures, state and federal laws.
- (c) Commanders shall forward a completed NRP-480 directly to:
 - 1. The NRP Internal Affairs Unit (IAU)
 - 2. The DNR Office of Fair Practices (OFP)
- (d) If some information is not known at the time the NRP 480 is filed, the form will still be forwarded immediately to IAU and OFP. A Memorandum (NRP-510) will be forwarded when the additional information is known. No copies of the NRP-480 will be made or retained by a supervisor or commander.
- (e) Both IAU and OFP will notify the submitting party when the original NRP-480 is received.
- (f) The OFP will follow their internal procedures to investigate any discrimination or harassment complaint. The OFP will keep IAIU informed of their investigation and they will notify IAIU of their findings.
- (g) Requests to review an NRP-480 in NRP's possession must be approved by the Superintendent.
- (h) Annually, the IAU will generate a statistical report of discrimination and harassment incidents for distribution to the Superintendent, Bureau Chiefs, and the chairperson of the NRP Fair Practices Workgroup.
- (i) When a complaint of discrimination, harassment, sexual harassment and/or retaliation is made, IAU, along with senior command, will ensure a supervisor at the appropriate level:
 - 1. Will review the proper reporting procedure with the aggrieved employee and the accused employee's supervisors.

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2. Have an obligation to make an immediate preliminary inquiry (in no case greater than 10 days) when there are reports of discrimination, harassment and/or sexual harassment. If the behavior complained of constitutes discrimination, harassment and/or sexual harassment or other serious misconduct, the commander will ensure that an investigation is conducted and, if appropriate, disciplinary actions are provided in accordance with NRP policy.
3. Will ensure that supervisory contact with the accused is made to prevent potential continuing course of unwanted conduct. During this contact the supervisor will:
 - (a) Advise the accused that if the alleged conduct/behavior is occurring, that it is not appropriate and must cease immediately.
 - (b) Caution the accused against retaliatory acts.
4. Will monitor personnel affected by the investigation to prevent continuation of the conduct in question, or retaliation for actions taken to resolve it.
5. Will maintain personal contact with the victim to alleviate fear and to assure that everything possible is being done to resolve the complaint.
6. Will contact the victim at frequent intervals (no greater than 15 days) to inform of case progress and upon completion of the investigation, its disposition.
7. After disposition, will make follow-up contact with the victim within 60 days, to ensure that there has not been continuation of improper conduct, threats of retaliation, or retaliation.
8. Employees who fail to document and follow these guidelines will be subject to disciplinary action.

315.4.2 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, manager, a member of the NRP Fair Practices Committee, the NRP HR Supervisor, DNR Office of Fair Practices, or the DNR Secretary for further information, direction, or clarification.

315.4.3 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to prevent, avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

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- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying their immediate supervisor in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.4 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Agency and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Agency that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable, or threatened or has difficulty expressing their concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but not be limited to details of the specific incident, frequency and dates of occurrences, and names

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of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Agency. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the Discrimination and Harassment Incident Report (NRP-480) and in a manner designated by this chapter. The outcome of all reports shall be:

- (a) Approved by the Superintendent, the DNR Office of Fair Practices, or the DNR Secretary, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule and the 1996 Black Officers Association (BOA)/DNR Consent Decree and associated documents.

315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

If the complaint of discrimination is investigated by NRP IAU, the IAU Commander will provide the complainant with the appropriate form notifying the complainant that the case has been concluded.

The involved employee will be notified of the closure and disposition by the IAU Commander using the Notice of Investigation Closure (NRP 865).

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that they have been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during their term with the Agency.

All members shall receive bi-annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

315.8 ADDITIONAL RESOURCES

SP 2-302 Discrimination, harassment prohibited

SP 2-305 Reprisals for grievances, complaints, or other actions concerning State employment

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations for which NRP is the lead investigating agency.

316.1.1 DEFINITIONS

Definitions related to this policy include:

At risk - A missing child who meets any of the following conditions (Md. Code FL § 9-402):

- (a) The child has not been the subject of a prior missing persons report.
- (b) The child suffers from a mental or physical handicap or illness.
- (c) The disappearance is of a suspicious or dangerous nature.
- (d) The person filing the report has reason to believe that the missing child may have been abducted.
- (e) The child has previously been the subject of a child abuse report filed with the state or a local law enforcement agency.
- (f) The missing child is under 17 years of age.
- (g) The missing child has not been located within 12 hours of the initial report.

Missing child - A person under the age of 18 who is the subject of a missing person report filed with a law enforcement agency in Maryland and whose location is unknown (Md. Code FL § 9-401).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Maryland Center for Missing and Unidentified Persons (MCMUP) and the Maryland Electronic Telecommunications Enforcement Resource System (METERS).

316.2 POLICY

The Maryland Natural Resources Police does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND DNA COLLECTION KITS

The Criminal Investigations Section shall ensure the following forms and kits are developed and available:

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- The State of Maryland Missing Person Report (NRP-413) form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation (including the steps to be taken as set forth in Md. Code FL § 9-402 regarding missing children)
- Missing person school notification form
- Medical records release form
- Maryland State Police DNA collection kits

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (Md. Code FL § 9-402(e); Md. Code PS § 3-601).

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

When taking a missing person report, agency members shall use the NRP-413 form (Md. Code PS § 3-602).

316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 17 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.
- (e) Ensure that entries are made into the appropriate missing person networks, as follows:
 1. Immediately, when the missing person is at risk (Md. Code FL § 9-402).
 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
- (f) Complete the appropriate report forms, including the NRP-413, accurately and completely and initiate a search as applicable under the facts.

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- (g) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (j) If the person qualifies for a Silver Alert, contact the Maryland State Police as soon as practicable.

316.5.1 SPECIAL CIRCUMSTANCES

Upon determining that a missing child is at-risk, investigating officers, Criminal Investigation Section personnel, or supervisors shall immediately take the following additional steps as part of the investigation (Md. Code FL § 9-402):

- (a) Initiate search procedures, including the coordination of volunteer search teams.
- (b) Notify the National Center for Missing and Exploited Children.
- (c) Notify local departments and, if applicable, obtain any information that may help with locating the missing person.
- (d) Request the assistance of the Department of State Police, when appropriate.

See Procedure 400 regarding land-based search incidents.

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as the NRP-413 is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but not be limited to:

- (a) Reviewing and approving the NRP-413 and related reports and forms upon receipt.
 - 1. The reports should be promptly uploaded to the Records Management System.

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- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing person networks, including NCIC.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 COMMUNICATIONS CENTER RESPONSIBILITIES

The responsibilities of the Communications Center supervisor receiving member shall include, but not be limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Criminal Investigations.
- (e) Updating the missing person's NCIC record with additional information obtained from the investigation (34 USC § 41308).

316.7 CRIMINAL INVESTIGATIONS FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Shall coordinate the investigation with the Maryland State Police if a missing child has not been located within 24 hours and there is reason to believe the child may be located in another jurisdiction (Md. Code FL § 9-402(d)).
- (b) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (c) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

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- (d) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (e) Shall verify and update MCMUP, METERS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (h) Should make appropriate inquiry with the Medical Examiner.
- (i) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.
- (j) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Department of State Police and enter the photograph into applicable missing person networks (34 USC § 41308).
- (k) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (l) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted.

The Criminal Investigations Section or the Communications Center supervisor should ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Maryland State Police.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.
- (d) When a person is at risk, the fact that the person has been found should be reported within 24 hours to MCMUP, METERS and NCIC.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

Missing Persons

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Criminal Investigations supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Maryland or this agency is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this agency is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the supervisor of the Criminal Investigations Section should ensure that members of this agency whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)
 - 3. Confirming missing status and custody status of minors
 - 4. Evaluating the need for a heightened response
 - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of agency members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.

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- (e) Initiating a neighborhood investigation.
- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., Internet use, cell phone use).
- (n) Media relations.
- (o) Land-based search incidents.

Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Maryland Natural Resources Police should notify their supervisor, Duty Officer or Criminal Investigations Section as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify, through the chain of command, the Superintendent and the Public Information Officer prior to any public alert being generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

- (a) Updating alerts.
- (b) Canceling alerts.
- (c) Ensuring all appropriate reports are completed.

317.4 AMBER ALERT

The AMBER Alert™ Program is used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA

The following criteria are utilized to determine if an AMBER Alert should be issued:

- (a) There is confirmation that the child has been abducted.
- (b) The child is under the age of 18.

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- (c) The circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death.
- (d) There is enough descriptive information about the child, abductor and/or suspect's vehicle to believe an immediate broadcast alert will help.
- (e) The child is believed to still be in the broadcast area.
- (f) The child's name and other critical elements have been entered into the National Crime Information Center (NCIC).

317.4.2 PROCEDURE

After verifying a report that a child has been abducted and is in danger of serious bodily harm, the investigating officer shall:

- (a) Immediately notify their Duty Officer/supervisor.
- (b) After confirming that the AMBER Alert criteria have been met, the Special Operations Duty Officer shall ensure the Maryland State Police (MSP) headquarters duty officer is contacted to request an AMBER Alert activation.
- (c) Provide all necessary information to the MSP Missing Child Recovery Unit.
- (d) Be prepared to follow up the verbal request with a written request made via fax to the MSP headquarters duty officer.

317.5 BLUE ALERT

The National Blue Alert System™ is used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a local, state or federal law enforcement officer (Md. Code PS § 3-605).

317.5.1 CRITERIA

The following criteria are utilized to determine if a Blue Alert should be issued:

- (a) An officer must have been killed or seriously injured by an offender.
- (b) It has been determined that the offender poses a serious risk or threat to the public and other law enforcement personnel.
- (c) A detailed description of the offender's vehicle, vehicle tag or partial tag must be available for broadcast to the public.

317.5.2 PROCEDURE

The following are the procedures for a Blue Alert:

- (a) Upon confirmation of the Blue Alert criteria, the Special Operations Duty Officer shall ensure contact is made with the MSP Duty Officer and recommend activation of the Blue Alert.
- (b) Once this agency apprehends a missing offender who is the subject of a Blue Alert, the Criminal Investigation Section shall immediately notify the MSP and any law

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enforcement agency that filed the report resulting in the Blue Alert that the missing offender has been apprehended (Md. Code PS § 3-605).

317.6 SILVER ALERT

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing person who has a cognitive disorder (Md. Code PS § 3-604).

317.6.1 CRITERIA

The following criteria are utilized to determine if a Silver Alert should be issued:

- (a) The whereabouts of a person at least 60 years old is unknown.
- (b) The person suffers a cognitive impairment, including a diagnosis of Alzheimer's disease or dementia to the extent that the individual requires assistance from a caregiver.
- (c) The disappearance poses a credible threat to the health and safety of the person due to age, health, mental or physical disability, and environment or weather conditions, as determined by this agency.
- (d) The person is traveling in a vehicle and there is enough descriptive information about the missing person and the vehicle to issue an alert.
- (e) The Agency has already activated a local or regional alert by contacting media outlets in the jurisdiction and the missing person has been entered into NCIC.

317.6.2 PROCEDURE

The following are the procedures for a Silver Alert:

- (a) Upon confirmation of the Silver Alert criteria, the supervisor in charge of the Special Operations Duty Officer shall ensure that contact is made with the MSP headquarters duty officer and request a Silver Alert.
- (b) Once the Agency confirms that the missing person has been located, Criminal Investigations Section shall notify the MSP that the missing person has been located.

317.7 YELLOW ALERT

Yellow Alerts are used to provide a statewide system for the rapid dissemination of information regarding a suspect in a hit-and-run involving serious injury or death (Md. Code PS § 3-606).

317.7.1 CRITERIA

The following criteria are utilized to determine if a Yellow Alert should be issued:

- (a) The whereabouts of a person suspected of leaving the scene of an accident involving serious bodily injury or death are unknown (Md. Code TR § 20-102).
- (b) The suspect's vehicle can be described, including any information about the vehicle's license plate number.

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317.7.2 PROCEDURE

The following are the procedures for a Yellow Alert:

- (a) Upon confirmation of the Yellow Alert criteria, the Special Operations Duty Officer shall ensure contact is made with the MSP headquarters duty officer and request a Yellow Alert.
- (b) Once the Agency confirms that the vehicle or suspect has been located, Criminal Investigations Section shall notify the MSP.

317.8 LOCAL MEDIA ALERT

317.8.1 CRITERIA

A local media alert should be used for the rapid dissemination of information to assist in finding a missing person regardless of whether the criteria for a state alert are met.

317.8.2 PROCEDURE

Regardless of whether a public alert is activated, the following procedures to alert the media and other local law enforcement agencies should be followed:

- (a) The Public Information Officer (PIO) will prepare an initial press release that includes all available information that might aid in locating a child, suspect or missing person, such as:
 1. The person's identity, age and description.
 2. A photograph, if available.
 3. Pertinent vehicle description.
 4. Details regarding the location of the incident, last known direction of travel and potential destinations, if known.
 5. The name and contact number of the PIO or other authorized media liaison.
 6. A contact number for the public to call with leads or information.
- (b) The press release should be transmitted to local television and radio stations.
- (c) The information in the press release should also be forwarded to local law enforcement agencies.
- (d) The activating official or other individual responsible for making notifications shall prepare and transmit to the previously described locations, follow-up press releases with updates regarding the search and investigation, or immediately upon locating the person identified in the public alert.

The PIO is responsible for providing relevant updates to the supervisor in charge of the investigation.

Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Maryland Natural Resources Police is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Maryland Natural Resources Police will show dignity, respect, courtesy, sensitivity, compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIMS AND WITNESSES

Officers on first contact shall provide all victims or victim's representative with the applicable victim information handout, found here: [Crime Victims and Witnesses: Your Rights and Services](#) (Md. Code CP § 11-104).

Officers should never guarantee a victim's or witness' safety from future harm but should take reasonable safety precautions and make practical safety suggestions to victims who express fear of future harm or retaliation (Md. Code CP § 11-1002(b)(4)).

Officers should provide a separate area away from suspects or the family and friends of suspects during an investigation and should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but should direct him/her to the proper written agency material or available victim resources (Md. Code CP § 11-1002).

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.3.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

When interacting with individuals suspected of being or claiming to be victims of sexually assaultive behavior as defined by Md. Code CJ § 10-923, members should not present to the victim any form purporting to (Md. Code CP § 11-929):

- (a) Relieve the Agency of any obligation to the victim.
- (b) Preclude or define the scope of the investigation.
- (c) Prevent or limit a prosecution of an act allegedly committed against the victim.
- (d) Limit a victim's private right of action pertaining to an act allegedly committed against the victim or the victim's interaction with the Agency.

If such a victim requests the investigation be suspended or limited in scope, the responding member should thoroughly document that request and follow-up according to the practices recommended by the MPTSC (Md. Code CP § 11-929).

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318.4 VICTIM AND WITNESS INFORMATION

The Support Services Bureau Commander shall ensure that victim and witness information handouts ([Crime Victims and Witnesses: Your Rights and Services](#)) are available and current. These should include as appropriate (Md. Code CP § 11-1002):

- (a) Shelters and other community resources for victims including domestic violence and sexual assault victims.
- (b) Crisis intervention help, including medical treatment, creditor intervention services, counseling or other social services.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109; Md. Code CP § 11-925).
- (d) Contact information for the Maryland Sex Offender Alert Line.
- (e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (f) A clear explanation of relevant court orders and how they can be obtained.
- (g) Available compensation for qualifying victims of crime (Md. Code CP § 11-916).
- (h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (i) Notice regarding U visa and T visa application processes.
- (j) Resources available for victims of identity theft.
- (k) The victim's right, upon written request, to the following:
 - (a) To be kept reasonably informed of the arrest of a suspect and closing of the case.
 - (b) Which office to contact for information about the case.
 - (c) For victims of a violent crime, to be notified and updated on matters related to a suspect's DNA profile pursuant to Md. Code CP § 11-104.
- (l) The right to have stolen or other property promptly returned and, upon written request, should have the property promptly returned when evidentiary requirements for prosecution can be satisfied by other means, unless there is a compelling law enforcement reason for keeping it.
- (m) A place for the officer's name, badge number and any applicable case or incident number.
- (n) How a victim may keep the victim's address confidential (Md. Code SG § 7-303; Md. Code SG § 7-304).
- (o) Maryland Electronic Courts (MDEC) system for requesting and receiving notices electronically, if applicable (Md. Code CP § 11-104).

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- (p) How to request information regarding an unsolved case (Md. Code CP § 11-104).

318.4.1 CONFIDENTIAL INFORMATION

The Agency, on request of the state, may withhold the address or telephone number of the victim, victim's representative, witness to a felony, domestically related crime, or other covered crime before the trial or adjudicatory hearing in a juvenile delinquency proceeding, unless a judge determines that good cause has been shown for the release of the information (Md. Code CP § 11-205).

318.5 TRAINING

Subject to available resources, the Commander of the Training Unit should provide training to members of the Agency through academy training, in-service, or training bulletins related to victim and witness notification requirements.

Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this agency with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes homelessness (Md. Code CR § 10-304).

319.2 POLICY

The Maryland Natural Resources Police recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitutions and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this agency is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

- (a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.
- (b) Providing victim assistance, community follow-up or identifying available resources.
- (c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS

Whenever any member of this agency receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

- (a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practicable.
- (c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.
- (d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
- (e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

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- (f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
- (g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.
- (h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports will utilize "Hate Crime" as the report type and make entry into the "specify bias motivation section" under offense details tab of the RMS report.
- (i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid protective order through the courts or Attorney General.
- (j) The assigned officer should coordinate further investigation with the appropriate prosecutor and other appropriate law enforcement agencies.
- (k) The assigned officer should maintain contact with the victim and other involved individuals, as needed.

319.4.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

- (a) Maintaining statistical data and tracking of suspected hate crimes, as indicated.

319.5 TRAINING

All members of this agency should receive training on hate crime recognition and investigation.

Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Maryland Natural Resources Police and are expected of all agency members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this agency or a member's supervisors.

320.2 POLICY

The continued employment or appointment of every member of this agency shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any agency supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or agency policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, agency policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanning the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation or exhibiting indifference to such a violation.
- (d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Maryland constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient agency service:

320.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in agency or State manuals.
- (b) Disobedience of any legal directive or order issued by any agency member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

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320.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the Maryland Natural Resources Police in any way that could reasonably be perceived as an attempt to gain influence or authority for non-agency business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this agency and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Failure to report to their supervisor any offer, or attempt to offer, of money, gift, or other gratuity made in an effort to influence their official conduct.
- (h) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, medical condition, genetic information, immigration status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
- (c) **Per CR § 3-314 An officer may not engage in sexual contact, vaginal intercourse, or a sexual act with a person:**
 - 1. **who is a victim, witness, or suspect in an open investigation that the law enforcement officer is conducting, supervising, or assisting with if the law enforcement officer knew or should have known that the person is a victim, witness, or suspect in the investigation;**
 - 2. **requesting assistance from or responding to the law enforcement officer in the course of the law enforcement officer's official duties; or**
 - 3. **in the custody of the law enforcement officer.**

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4. **1 and 2 do not apply if the law enforcement officer :**
 - (a) **had a prior existing legal sexual relationship with the person; and**
 - (b) **did not act under the color or pretense of office or under color of official right when seeking consent to the vaginal intercourse, sexual act, or sexual contact.**
- (d) **Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.**
- (e) **Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this agency.**
- (f) **Associating on a personal, rather than official basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know, of such criminal activities, except as specifically directed and authorized by this agency.**

320.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without a reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without a reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this agency.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this agency for personal or financial gain or without the express authorization of the Superintendent or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any agency property for personal use, personal gain, or any other improper or unauthorized use or purpose.

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- (e) Using agency resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) All essential employees shall have either a working telephone in their residence or a working cellular telephone where they can be reached while off-duty.
- (f) Failure to notify the Agency within 24 hours of any change in residence address or contact numbers.
- (g) Failure to notify the Agency within 24 hours of any change in residence address or contact numbers.

320.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts or making any false or misleading statement on any application, examination form, or other official document, report, or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction, and/or mutilation of any agency record, public record, book, paper, or document.
- (c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any agency-related business.
- (d) Being untruthful or knowingly making false, misleading, or malicious statements that are reasonably calculated to harm the reputation, authority, or official standing of this agency or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this agency or subverts the good order, efficiency, and discipline of this agency or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

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1. While on agency premises.
 2. At any work site, while on-duty or while in uniform, or while using any agency equipment or system.
 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
1. Unauthorized attendance while on-duty at official legislative or political sessions.
 2. Solicitations, speeches, or distribution of campaign literature for or against any political candidate or position while on-duty, on agency property, or while in any way representing themselves as members of this agency, except as expressly authorized by State policy, the collective bargaining agreement or memorandum of understanding, or the Superintendent (Md. Code PS § 3-110).
- (h) Engaging in political activities during assigned working hours except as expressly authorized by State policy, the collective bargaining agreement or memorandum of understanding, or the Superintendent (Md. Code PS § 3-110).
- (i) Any act on- or off-duty that tends to bring discredit to this agency.

320.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful police officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this agency or the State.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this agency.
- (i) Unauthorized possession of, loss of, or damage to agency property or the property of others, or endangering it through carelessness or maliciousness.

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- (j) Attempted or actual theft of agency property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of agency property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any employment agreement, including fraud in securing the appointment or hire.
- (l) Violating the State's Bullying in the Workplace Policy.
- (m) Any other on- or off-duty conduct that any member knows or reasonably should know is unbecoming a member of this agency, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this agency or its members.

320.5.10 SAFETY

- (a) Failure to observe or violating agency safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (d) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (e) Any personal action contributing to a preventable traffic accident.
- (f) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable or as mandated by policy.

320.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of agency information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Maryland Natural Resources Police and the Maryland Department of Natural Resources that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Agency or Department or agency funding.

Hardware - Includes, but is not limited to, computers, network equipment, electronic devices, telephones, including cellular and satellite, or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications including "shareware." This does not include files created by the individual user.

Files - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Maryland Natural Resources Police that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Agency in a professional manner and in accordance with this policy. All NRP employees shall abide by the State's Information Technology Security Policy and Standards.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, files, or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any agency computer system.

The Agency reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Agency, including the agency e-mail system, computer network or any information placed into storage on any agency system or device. This includes records of all keystrokes or web-browsing history made at any agency computer or over any agency network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through agency computers, electronic devices or networks.

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Although the Agency may not require access to a member's personal accounts, it may require a member to disclose a username, password, or other means for accessing non-personal accounts or services that provide access to agency computer or information systems (Md. Code LE § 3-712(b)).

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to a supervisor.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

If software needs to be installed, members shall contact the Department of Information Technology or the LETech Section.

When related to the performance of duties, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Department of Information Technology or the LETech Section.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Agency while on agency premises, computer systems or electronic devices. Such unauthorized use of software exposes the Agency and involved members to severe civil and criminal penalties.

321.4.2 HARDWARE

Access to technology resources provided by or through the Agency shall be strictly limited to agency-related activities. Data stored on or available through agency computer systems shall only be accessed by authorized members in the performance of their duties, or who otherwise have a legitimate law enforcement or agency-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

321.4.3 INTERNET USE

Internet access provided by or through the Agency should be limited to agency-related activities. Internet sites containing information that is not appropriate or applicable to agency use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

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321.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system. Computers are not to be stored in vehicles or on vessels. They shall be removed at the end of each shift.

Members shall ensure agency computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Members may not use any devices or application to circumvent the unattended locking of the computer. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Passwords shall be changed at system required intervals.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.6 ACCESS TO COMMUNICATIONS CENTER COMPUTER SYSTEMS

For purposes of this procedure the Communications Center computer systems include the following:

- (a) BARD
- (b) CAD
- (c) CommandBridge
- (d) DeltaPlus
- (e) LInX
- (f) METERS/CJIS
- (g) RMS
- (h) MOBILE CAD
- (i) Avigilon Video
- (j) Door Access

In order to ensure the integrity of the various computer systems within the Natural Resources Police, the following procedures shall be adhered to:

- (a) Commanders shall fill out the NRP Computer Systems Access Change Request on the LETech Support and Area websites for their personnel who need access to or need to have their access removed from the above-listed computer systems.
- (b) Upon receipt or on the specified date, the LE Tech Support personnel shall complete the action requested, and they will then send an email to the original requestor notifying them that the work has been completed.

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The NRP Computer Systems Access Change Request must also be completed by a Commander when:

- (a) Employees are separating their employment with the Agency.
- (b) An officer has had their police powers suspended.

Report Preparation

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Agency who complete investigations and reports as a part of their duties.

322.2 POLICY

It is the policy of the Maryland Natural Resources Police that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

322.3 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

322.4 REPORT PREPARATION

- A. Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports within 24 hours of the incident unless permission to hold the report has been approved by a supervisor (Md. Code PS § 3-514).
- B. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.
- C. Incident reports are to be reviewed and approved by a supervisor within 72 hours. Disapproved reports shall be corrected and resubmitted by the end of the member's next shift, then reviewed and approved by a supervisor by the end of the supervisor's next shift following the date the member re-submitted the report.
- D. All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.
- E. Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should disapprove the report with comments.
- F. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.
- G. Reports that have been approved by a supervisor shall not be modified or altered except by way of a supplemental report.

Report Preparation

- H. Reviewed reports that have not yet been approved may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

322.4.1 HANDWRITTEN OR TYPED REPORTS

County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for agency consistency.

Generally, reports will be submitted through the Records Management System (RMS).

In general, reports should be typed.

322.4.2 ELECTRONIC SIGNATURES

The password the member uses to log on to an agency computer is their electronic signature, as logging onto such a device would not be possible without the password.

322.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate agency-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

322.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests.
- (b) All felony crimes.
- (c) Non-felony incidents involving threats or stalking behavior.
- (d) Situations covered by separate policy. These include:
 - 1. Use of Force Policy.
 - 2. Domestic Violence Policy.
 - 3. Child Abuse Policy.
 - 4. Adult Abuse Policy.
 - 5. Hate Crimes Policy.
 - 6. Suspicious Activity Reporting Policy.
- (e) All misdemeanor crimes where the victim desires a report.

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Misdemeanor crimes where the victim does not desire a report shall be documented with a CAD entry.

322.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) All protective custody and welfare detentions.
- (c) Any time a person is reported missing (see the Missing Persons Policy).
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.
- (f) Any use of force by members of this agency against any person (see the Use of Force Policy and Blue Team manual).
- (g) Any firearm discharge (see the Firearms Policy, Use of Force policy, and Blue Team manual).
- (h) Any time a member points a firearm at any person (see the Use of Force policy and Blue Team manual).
- (i) Any traffic accidents above the minimum reporting level (see the Traffic Accidents Policy).
- (j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.
- (k) Boating accidents, when the accident involves one or more of the following conditions:
 - 1. Death or Disappearance of a person.
 - 2. Personal injury of a person involved in the accident.
 - 3. Property Damage in excess of \$2,000.00.
 - 4. Complete Loss of a vessel.
- (l) Medical incidents, when provided medical treatment, transport, or investigation by a Natural Resources Police Officer.
- (m) Vessel excise tax incidents.
- (n) Maryland Wildlife Crime Stopper complaints.
- (o) Wildlife Permit Inspections.
- (p) Hunting accidents with no injuries--the NRP-403A ("Hunting Related Accident Investigation – Short Form") will be completed in addition to an RMS report.

322.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this agency shall require a report when:

- (a) The injury is a result of drug overdose.

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- (b) There is an attempted suicide
- (c) The injury is major or serious, and potentially fatal.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.
- (e) Hunting involved accidents--members will use the RMS Hunting Related Accident Template.

322.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- (a) Unattended deaths (no physician or qualified hospice care during the period preceding death)
- (b) Sudden, accidental or suspicious deaths
- (c) Suicides
- (d) Homicide or suspected homicide
- (e) Found dead bodies or body parts

322.5.5 STATE PERSONNEL OR PROPERTY

Incidents involving State personnel or property shall require a report when:

- (a) An injury occurs as the result of an act of a State employee or on State property.
- (b) There is damage to State property or equipment (see Blue Team manual).

322.5.6 RMS OFFICER'S DAILY LOG

The RMS Officer's Daily Log is to be completed daily by officer holding the rank of Sergeant and below, if related to field operations activities or investigations. Officers not assigned to Field Operations are exempt for completing the RMS Officer's Daily Log.

322.6 STATE REPORTING REQUIREMENTS

322.6.1 TEMPORARY DETENTION OR INVESTIGATIVE STOP SEARCHES

Certain temporary detention or investigative stops involving the wearing, carrying, or transporting of a handgun in violation of Md. Code CR § 4-203 that result in a search or seizure require the officer performing the search to file a written report with this agency within 24 hours of the incident. The report shall be completed using the form prescribed by the Secretary of Public Safety and Correctional Services (MSP-097--Stop and Frisk Report (12-04)) and shall be provided to the Records Section and include:

- (a) The name of the person searched.
- (b) The circumstances surrounding and reasons for the search or seizure.

Report Preparation

322.7 FIELD ARRESTS

A field arrest will be completed in the RMS system any time a suspect is taken into physical custody. This includes DUIs, OWIs and other instances where a suspect is transported but not taken before a commissioner. A field arrest is not required for an investigative detention.

Media Relations

323.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official agency information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

323.2 POLICY

It is the policy of the Maryland Natural Resources Police to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

323.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Superintendent. In situations not warranting immediate notice to the Superintendent and in situations where the Superintendent has given prior approval, the Public Information Officers (PIOs) and the Superintendent's designee may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

The PIO will review the CAD and will reach out to the relevant Captain for details about certain cases the PIO deems may be of public interest. Certain cases deserve a phone call or immediate notification to the officer involved. These cases include, but are not limited to:

- (a) Rescues,
- (b) Missing persons,
- (c) Rapidly-evolving incidents/investigations, and/or
- (d) Incidents where public safety could be in question.

When reporting incidents that may be newsworthy or of public interest to the PIO, the reporting member should relay the details through email to the PIO and CC the applicable supervisor/commander(s). For certain cases, a phone call from the member to the PIO may be appropriate. Note that in these cases, the member should make every effort to notify the applicable supervisor/commander(s).

If press or the PIO is requested for an assignment, the requestor should notify the PIO at least one week in advance where possible, so preparation and notifications can be made.

Nothing in this policy changes or modifies the expectation or procedure for notifications to be made to senior staff for major incidents as described in POLICY 326, "Major Incident Notification".

The NRP PIO is responsible to field media queries, issue press releases, provide on-camera and radio interviews, and promote various NRP related issues and programs around the state. They also manage social media sites.

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Media Relations

In incidents involving the implementation of the Emergency Operations Plan, the On-Scene/ Incident Commander will determine the need for assistance with the media. Depending on the situation the NRP PIO may respond to the emergency scene to provide media assistance.

- (a) The NRP PIO will make recommendations, and will set up a media information center, if required.
- (b) In the event of a natural disaster or other homeland security emergency, the NRP PIO will immediately liaison with the MEMA/DHS PIO for additional guidance as well as inform the Director of OCM.

323.3.1 SPECIAL CONSIDERATIONS

- (a) Multiple agency involvement
 1. When multiple agencies are mutually involved in an activity, then the media representative from each agency should consult in planning the release of information.

323.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of agency members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Superintendent.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Superintendent will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

323.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO. The PIO may authorize a member to make a statement to the media.

Prior to releasing any information to the media, members shall consider the following:

- (a) At no time shall any member of this agency make any comment or release any official information to the media without prior approval from the PIO.
- (b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this agency.
- (c) Under no circumstance should any member of this agency make any comment to the media regarding any law enforcement incident not involving this agency without prior approval of the Superintendent. Under these circumstances the member should direct the media to the agency handling the incident.

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323.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.
 - 1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
 - 2. Direct access by media representatives may be allowed only after the scene has been released by the officer in charge of the investigation.
- (c) Media interviews with individuals who are in custody should not be permitted without the approval of the Superintendent and the express written consent of the person in custody.
- (d) No member of this agency who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

Photographing, recording and televising:

- (a) News media representatives may be allowed to freely photograph, file, or videotape at the scene of any incident so long as their activity does not interfere with police operations. In consultation with the On-Scene/Incident Commander, the NRP PIO on-duty will set up a location for the media to take pictures and interview DNR and NRP personnel.
- (b) Officers will take protective measures in covering an injured or deceased body or animal, in order to prevent photographing or televising.
- (c) Suspects or accused persons in custody shall not be deliberately posed for photographs, telecasts, or interviews.

323.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Agency members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through the PIO.

323.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting

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a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through a supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

323.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

323.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media at the discretion of the Superintendent or upon a formal request filed and processed in accordance with the Maryland Public Information Act (see the Records Maintenance and Release Policy). The involved officer should be notified prior to the release.

Any requests for copies of related reports or additional information including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO or the Custodian of Records. Such requests will be processed in accordance with the provisions of the Maryland Public Information Act (see the Records Maintenance and Release Policy).

323.8 RELEASE OF INFORMATION

The Agency may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the agency website or other electronic data sources.

Subpoenas and Court Appearances

324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for agency members who must appear in court. It will allow the Maryland Natural Resources Police to cover any related work absences and keep the Agency informed about relevant legal matters.

324.2 POLICY

Agency members will respond appropriately to all subpoenas and any other court ordered appearances.

324.3 SUBPOENAS

324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the Attorney General or the prosecutor shall notify his/her immediate supervisor without delay regarding:

- (a) Any civil case where the State or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Maryland Natural Resources Police.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Maryland Natural Resources Police.

The supervisor will then notify the Superintendent and the appropriate prosecuting attorney as may be indicated by the case. The Superintendent should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

324.3.2 CIVIL SUBPOENA

The Agency will compensate members who appear in their official capacity on civil matters arising out of their official duties, as directed by the current collective bargaining agreement or memorandum of understanding.

The Agency should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

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324.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

324.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

324.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Agency.

Members are required to remain on standby until released by the court or the party that issued the subpoena.

324.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the Class B uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

324.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall review relevant reports and become familiar with the content in order to be prepared for court.

324.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with state law and the current collective bargaining agreement or memorandum of understanding.

Outside Agency Assistance

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

325.2 POLICY

It is the policy of the Maryland Natural Resources Police to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this agency.

Current agreements can be found in Policy 103, or within the common drive.

325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the supervisor for approval. Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this agency, the Duty Officer may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this agency.

Arrestees may be temporarily detained by this agency until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this agency will not ordinarily be booked by this agency. Only in exceptional circumstances, and subject to supervisor approval, will this agency provide transportation of arrestees on behalf of another agency.

When transportation assistance is rendered, the officer should complete a field arrest report and a CAD entry.

325.3.1 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Maryland Natural Resources Police shall notify a supervisor and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

325.4 REQUESTING OUTSIDE ASSISTANCE

When assistance is needed from another agency, the requesting member may make that request through the communications center or directly to the other agency. The handling member or

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dispatcher should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

325.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities shall be documented in a CAD entry or RMS incident report as appropriate.

325.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administrative Services Bureau Chief or the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
 - 1. The use of the supplies and equipment.
 - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to and maintained by the Office of the Superintendent to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The agency should maintain documentation that the appropriate members have received the required training.

Major Incident Notification

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Maryland Natural Resources Police in determining when, how and to whom notification of major incidents should be made.

326.2 POLICY

The Maryland Natural Resources Police recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this agency to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

326.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Superintendent, the affected Bureau Commander and the State. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Death or serious injury to a person caused by an officer on or off duty
- All boating and hunting fatalities or serious injuries
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- Missing children or endangered missing adults
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Death of a prominent Maryland official
- Significant injury or death to a member of the Agency, whether on- or off-duty
- Arrest of a member of the Agency, another law enforcement agency, or prominent Maryland official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Serious incidents resulting in significant property damage to state property
- Any other incident, which has or is likely to attract significant media attention

Major Incident Notification

326.4 INCIDENT NOTIFICATION

The supervisor accountable for overseeing a significant incident shall send the appropriate notification or instruct the NRP Communications Center to send out a text message to NRP command staff. Maryland Park Service (MPS) command staff shall be notified if the incident affects the facilities or operations of MPS. The supervisor shall provide information on the body of the text to be sent and ensure that the text is accurate, complete, and correct prior to transmission.

The Special Operations Division (SOD) Duty Officer shall be responsible for text messaging the following notifications to the Maryland State Police (MSP) State Duty Officer for dissemination to state level executive leadership:

- (a) Any incident involving death or serious injury (this includes, but is not limited to, homicides, vehicle accidents, industrial accidents, fires, and other serious accidents)
- (b) Missing persons
- (c) Suspicious incidents that are newsworthy

326.5 DUTY OFFICER RESPONSIBILITIES

The Duty Officer is responsible for making the appropriate notifications or ensuring the appropriate notifications are made. The Duty Officer shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable. Notification to the involved Duty Officer's chain of command should be made via telephone and to all other commanders via command text. Notifications to members of allied DNR units should be considered depending upon the nature of the incident (e.g., Parks, Wildlife, Forestry, Fisheries).

326.5.1 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond from home, the immediate supervisor of the involved District/Area, or the Duty Officer should contact the SOD Duty Officer to make that request.

326.5.2 PUBLIC INFORMATION OFFICER

The Agency Public Information Officer should be included on all NRP Command Text Pages. The on-scene supervisor or Duty Officer should update the PIO as appropriate.

Death Investigation

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

327.2 POLICY

It is the policy of the Maryland Natural Resources Police to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, investigated and properly documented. All death investigations should be treated as a homicide until the investigation proves otherwise (e, g., medical, suicide, accident).

327.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the SOD Duty Officer as necessary. The Duty Officer will make notification to command staff in accordance with the Major Incident Notification Policy.

327.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate forms.

327.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death. The Medical Examiner shall be called in all unattended, sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner and the State's Attorney for the county where the body was found be notified and given the known facts concerning the time, place, manner and circumstances of the death in any of the following cases (Md. Code HG § 5-309):

(a) If the death occurred:

1. By violence.
2. By suicide.
3. By casualty.
4. Suddenly, if the deceased was in apparent good health or unattended by a physician.

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5. In any suspicious or unusual manner.
- (b) If the death of a human fetus:
 1. Occurred before the complete expulsion or extraction of the fetus from the mother when the mother was not attended by a physician at or after the delivery, regardless of the duration of the pregnancy.

327.3.3 SEARCHING DEAD BODIES

- (a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body. Field officers are permitted to remove a body from the water or marine wreckage to the nearest secure shoreside location for examination by the Medical Examiner or investigator. Officers moving a body from the scene of an accident should document the method used to secure and move the body and relay that information to the Medical Examiner and investigator. Photographs if possible, should be taken prior to the moving of a deceased person if applicable.
- (b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Medical Examiner or his/her assistant shall be promptly notified.
- (c) The Medical Examiner, with the permission of the Agency, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.
- (d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.
- (e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.
- (f) Whenever personal effects are removed from the body of the deceased by the Medical Examiner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the RMS report.

327.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Criminal Investigations Section shall be notified through the SOD Duty Officer to determine the possible need for an investigator to respond to the scene.

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If the on-scene supervisor, through consultation with the Duty Officer or Criminal Investigations Section personnel is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

Homicides that occur on State Managed Lands on Maryland's waterways are sometimes investigated jointly by local law enforcement or with the Maryland State Police. The details of who will investigate a homicide in these circumstances will be worked out at the initial point of the investigation with the on-scene supervisor/commander, a member of the Criminal Investigations Section and the applicable other law enforcement agency.

327.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this agency who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information. If this occurs aboard a commercial vessel, the U.S. Coast Guard shall also be notified, in accordance with the current Inter-Agency Agreement.

327.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the investigating officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

327.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by an officer assigned by a supervisor. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this agency shall attempt to contact the reporting agency before attempting to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Identity Theft

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

328.2 POLICY

It is the policy of the Maryland Natural Resources Police to effectively investigate cases of identity theft.

328.3 ACCEPTANCE OF REPORTS

A report should be taken any time a person reports that identity theft has occurred as a result of a crime that occurred as a result of visitation to Maryland DNR owned or managed public lands or the use of services provided by Maryland DNR, including:

- (a) Taking a report even if the location of the crime is outside the jurisdiction of this agency or has not been determined.
- (b) Providing the victim with agency information, as set forth in the Victim and Witness Assistance Policy and encourage the individual to review the material, and assist with any questions.

328.4 FOLLOW-UP INVESTIGATION

Members of this agency presented with the crime of identity theft shall prepare and file a report and provide a copy to the person making the report when (Md. Code CR § 8-304):

- (a) The person resides in Maryland.
- (b) The crime occurred in Maryland.
- (c) The crime occurred as a result of the use of services provided by Maryland DNR, regardless of the victim's state of residence, or the physical location of the crime

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this agency should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for agency use.

328.5 IDENTITY THEFT PASSPORT

Upon request by a person who is the victim of identity theft, the Criminal Investigations Section supervisor shall submit an application for an identity theft passport and a copy of the person's identity theft report to the Attorney General (Md. Code CR § 8-305(c)).

An application for an identity theft passport and any supporting documents are not public records and may not be released except to another law enforcement agency.

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328.5.1 ACCEPTANCE OF IDENTITY THEFT PASSPORT

Officers have discretion whether to accept or reject an identity theft passport that an individual presents to help prevent his/her arrest or detention when another person has committed an offense and used the individual's personal identifying information. In determining whether to accept or reject an identity theft passport presented to this agency, the officer may consider the surrounding circumstances and available information regarding the offense of identity fraud against the person (Md. Code CR § 8-305(f)).

Private Person's Arrest

329.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest, commonly referred to as a citizen's arrest.

329.2 POLICY

It is the policy of the Maryland Natural Resources Police to accept a private person's arrest only when legal and appropriate.

329.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another under the following circumstances:

- (a) An arrest without a warrant varies based on the nature of the crime.
- (b) If the crime is a felony, a private person can make an arrest if:
 - 1. A felony is being committed in the private person's presence.
 - 2. A felony has in fact been committed and the private person making the arrest has probable cause to believe the individual arrested has committed the felony, whether or not in the private person's presence.
- (c) If the crime is a misdemeanor, a private person can make an arrest if the misdemeanor amounts to a breach of the peace and is committed in the private person's presence or view.

329.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether or not such an arrest would be lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

- (a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
- (b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
- (c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

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329.5 PRIVATE PERSON'S ARREST FORM

The arresting person should be asked to complete and sign a witness statement (NRP 425A). If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

Limited English Proficiency Services

330.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

330.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Agency to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficient (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Maryland Natural Resources Police, designated by the Agency, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

330.2 POLICY

It is the policy of the Maryland Natural Resources Police to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members (see generally Md. Code SG § 10-1101 et seq.).

The Agency will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

330.3 LEP COORDINATOR

The Support Services Bureau Chief is the LEP coordinator.

The responsibilities of the coordinator include, but are not limited to:

- (a) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

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- (b) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Duty Officer and Communications Supervisor. The list should include information regarding the following:
 - 1. Languages spoken
 - 2. Contact information
- (c) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
- (d) Annually assessing demographic data and other resources, including contracted language services utilization data and community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
- (e) Identifying standards and assessments to be used by this agency to qualify individuals as qualified bilingual members or authorized interpreters.
- (f) Periodically reviewing efforts of this agency in providing meaningful access to LEP individuals, and, as appropriate, developing reports, new procedures, or recommending modifications to this policy.
- (g) Receiving and responding to complaints regarding agency LEP services.
- (h) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to agency services, programs and activities.

330.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Agency will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by agency members, or who may benefit from programs or services within the jurisdiction of this agency or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with agency members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

330.5 TYPES OF LEP ASSISTANCE AVAILABLE

Maryland Natural Resources Police members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter

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as a condition for receiving assistance. The Agency will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Agency will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept agency-provided LEP services at no cost or they may choose to provide their own.

Agency-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

330.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The Area Commanders, in coordination with the LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

330.7 AUDIO RECORDINGS

The Agency may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

330.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established agency procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit.

When a qualified bilingual member from this agency is not available, personnel from allied agencies may be requested.

330.9 AUTHORIZED INTERPRETERS

Any person designated by the Agency to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the agency case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

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330.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Agency may contract with authorized interpreters who are available over the telephone. Members may use these services in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this agency or personnel from other allied agencies.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.

330.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Agency to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, agency members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

330.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this agency will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this agency is required to complete a report or when other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Agency or some other identified source.

330.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

330.11.1 PHONE CALLS TO AGENCY OFFICES

Agency members will make every reasonable effort to promptly accommodate LEP individuals calling the Agency. When an Agency member receives a call and determines that the caller is an

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LEP individual, the member shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available, the call shall promptly be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the member is unable to identify the caller's language, the member will contact the contracted telephone interpretation service and establish a three-way call between the member, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While emergency calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

330.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as conservation, boating, traffic stops, and pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

330.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized agency member or allied agency interpreter
- An authorized telephone interpreter

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- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

330.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

330.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

330.16 COMPLAINTS

The Agency shall ensure that LEP individuals who wish to file a complaint regarding members of this agency are able to do so. The Agency may provide an authorized interpreter or translated forms, as appropriate. Complaints will be immediately followed up on.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this agency.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

330.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this agency are important to the ultimate success of more traditional law enforcement duties. This agency will continue to work

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with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

330.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Agency will provide periodic training on this policy and related procedures, including how to access agency-authorized telephonic and in-person interpreters and other available resources.

The Training Unit shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. Records of all LEP training provided shall be maintained.

330.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter testing. To complete interpreter testing successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

330.19 BILINGUAL PROFICIENCY VERIFICATION

Officers are authorized to receive \$25 per pay period if they utilize their foreign language or sign language skills in the course of their duties after a minimal proficiency level has been verified.

Prior to being authorized to receive bilingual pay, officers will complete and submit the Bilingual Verification Form (NRP-595).

To test an officer's fluency in a foreign language, the officer will take an oral foreign language communication test, known as the Speaking and Listening Assessment (Interactive Voice Response) administered and scored by ALTA Language Services. For more information click on the link: <http://www.altalang.com/language-testing/speakinglisten/>.

The Agency will pay for the first foreign language test in each specific language, while the officer will be responsible for subsequent tests if they fail to obtain a score of 9 or higher in a specific language.

Officers who receive a minimum foreign language proficiency level score of 9 will be authorized to receive bilingual pay upon supervisory approval. Scores are based on the following ALTA proficiency level descriptions:

Bilingual Proficiency Levels	General Descriptions for Foreign Language Proficiency
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8	A person at a level 8 can participate in general conversations surrounding routine and topics in most social and work-related settings. They will have trouble with some normal speed conversations and with topics that are more advanced or specialized. They may lack the capability to speak at a normal speed, and will not use advanced grammatical structures or will make many mistakes. A candidate at this level will potentially cause misunderstandings between themselves and the listener based on some lack of ability to convey clearly his/her message.
9	A person at a level 9 can successfully handle in-depth conversations in the target language, on a broad range of subjects and at a normal rate of speech. They will have difficulty understanding some slang or idioms or some advanced grammatical structures, but can figure out what is said by the context of the discussion. When speaking, a person at a level 9 can express themselves over a broad range of topics at a normal speed. They may have a noticeable accent and will make grammatical errors, for example with advanced tenses, but the errors will not cause misunderstanding to a native speaker.
10	A person at a level 10 can handle all of the tasks that a level 9 can, with the addition of demonstrating skills such as spelling and persuasion. They can successfully handle in-depth client questions, and does not require as much contextual support for understanding of slang and idioms. A person at this level is able to select vocabulary that conveys a finer shade of meaning with more precision than a level 9 and can better support his/her opinions. Errors in speech are few, are limited to advanced grammatical situations and do not affect understanding.
11	A person at a level 11 is nearly fluent. They can handle a wide variety of communicative tasks with finesse. Their communication is close to that of a well-educated speaker, and only encounters difficulty if speech is highly abstract. Errors in speech are very few, are limited to advanced grammatical situations and do not affect understanding.
12	The level 12 oral skills are equivalent to native fluency. The person can understand everything said in the language and can speak with precision and finesse using the full range of grammar, vocabulary, idioms, and expression.

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To test an officers' fluency in American Sign Language, the officer will participate in an American Sign Language Proficiency Interview (ASLPI) which is administered and scored by Gallaudet University. For more information click on the link: <http://www.gallaudet.edu/asl-diagnostic-and-evaluation-services/aslpi>.

The Agency will pay for the first ASLPI exam, while the officer will be responsible for subsequent exams if they fail to achieve a score of 3+ or higher.

Officers who receive a minimum American Sign Language proficiency level score of 3+ will be authorized to receive bilingual pay upon supervisory approval. Scores are based on the following ASLPI proficiency level descriptions:

American Sign Language Proficiency Levels	General Descriptions for American Sign Language Proficiency Levels
5	Signers at this proficiency level are able to communicate with accuracy and fluency in order to participate fully and effectively in conversations on a wide variety of topics, both formal and informal and from concrete and abstract perspectives. They discuss their interests and special fields of competence, explain complex matters, and provide lengthy and coherent narrations, all with ease and impromptu detail. They present their opinions on issues and provide structured arguments to support those opinions. They are able to construct and develop hypotheses to explore alternative possibilities. They demonstrate no pattern of error in the use of basic structures, although they may make sporadic errors, particularly in low-frequency structures and in complex high-frequency structures. Such errors, if they do occur, do not distract or interfere with communication. They are able to use the language consistently with accuracy, complexity, flexibility, and intuition and incorporate depth and breadth of vocabulary, and pertinent culture references. Comprehension is excellent across a broad spectrum of topics, which includes fully understanding both what is stated, as well as what is inferred.

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4+	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and unfamiliar, formal and informal topics but they are not able to maintain accuracy or complexity for the duration of the evaluation. Such discourse, while coherent, may be influenced by language patterns other than those of the target language. Even with this influence, they are consistently able to demonstrate all of the linguistic features required for high level proficiency. Comprehension is excellent across a broad spectrum of topics, and inferences are understood.
4	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and most unfamiliar topics; however, there is incorporation of language patterns other than those of the target language. They are able to use an array of rhetoric (narration, description, argument, and hypothesis) with complex topics in paragraph-length discourse related to employment, current events, and matters of public and community interest. Although they command a good number of grammatical features, they are deficient in some areas such as cohesion, non-manual signals (NMS), and depiction. They are able to present information with sufficient accuracy, clarity, and vocabulary selection to convey intended meaning without misrepresentation or confusion. Comprehension is very good with demonstration of confidence in the discussion of most complex topics.
3+	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and some unfamiliar topics with increasing incorporation of language patterns other than those of the target language. When they attempt to perform tasks at the next proficiency level, they exhibit features of breakdown, such as shorter paragraph-level discourse, errors with mapping, cohesion, affect, and non-manual signals (NMS). Despite noticeable imperfections, they are able to present broad vocabulary with sufficient accuracy and clarity. Comprehension is good on all topics, but repetition and/or rephrasing might be needed.

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3	Signers at this proficiency level are able to express language with sufficient structural accuracy and vocabulary to participate in most familiar and unfamiliar topics about practical, social, and professional situations. They can discuss particular interests with reasonable ease. They demonstrate confidence discussing topics at the paragraph discourse level, but exhibit errors and breakdown when in-depth elaboration and detail is requested. Occasional groping for vocabulary can be present. There is good control of grammar but there are some noticeable imperfections and errors which may interfere with understanding. They tend to function reactively by responding to direct questions or requests for information. They are capable of asking a variety of questions when needed to gather information pertaining to certain situations. They may combine and recombine known language elements to create short paragraph length responses. Their language contains pauses and self-corrections as they search for adequate vocabulary and language forms. Comprehension is often accurate with highly familiar and predictable topics although misunderstandings may occur.
NOTE	Except for LEVEL 5, the ASLPI proficiency level received may include the assignment of a plus value (+). This does not represent a midway point between two levels, but may be inferred to indicate that the examinee exceeds the requirements for a particular level but does not satisfy in all respects the requirements of the next higher level.

The completed Bilingual Verification Form (NRP-595) and test results will be filed with the NRP Personnel Section.

For information regarding bilingual pay, see the Compensation Policy.

Communications with Persons with Disabilities

331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

331.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters.

331.2 POLICY

It is the policy of the Maryland Natural Resources Police to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Agency will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

331.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Natural Resources Police utilizes the DNR ADA Coordinator to ensure compliance with federal requirements. (28 CFR 35.107). Commanders are encouraged to work the DNR ADA Coordinator to ensure ADA compliance to include equal access to services, programs and activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Developing reports, new procedures, or recommending modifications to this policy.
- (b) Coordinating with local disability advocacy groups or other disability groups regarding access to agency services, programs and activities.

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- (c) Ensuring that a list of qualified interpreter services is maintained and available at the Communications Center. The list should include information regarding the following:
 - 1. Contact information
 - 2. Availability
- (d) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (e) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to individuals with disabilities.
- (f) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to agency services, programs and activities.

331.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this agency should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

331.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

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In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Maryland Natural Resources Police, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

331.6 TYPES OF ASSISTANCE AVAILABLE

Maryland Natural Resources Police members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Agency will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Agency will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept agency-provided auxiliary aids or services or they may choose to provide their own.

Agency-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

331.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Agency may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

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331.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use agency-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

331.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Agency will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

331.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Agency to provide interpreter services.

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Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, agency members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

331.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

331.12 REPORTING

Whenever any member of this agency is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Agency or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

331.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as boating stops, conservation inspections, serving warrants, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Agency recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this agency. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication when determining the type of resources to use and whether a qualified interpreter is needed.

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Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

331.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

331.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this agency will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

Communications with Persons with Disabilities

331.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use agency-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

331.16 COMPLAINTS

The Agency shall ensure that individuals with disabilities who wish to file a complaint regarding members of this agency are able to do so. The Agency may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Agency.

331.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this agency are important to the ultimate success of more traditional law enforcement duties. This agency will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

331.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Agency will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

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The Training Unit shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Unit shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

331.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, hard of hearing or who have speech impairments. Such training and information should include:

- (a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
- (b) ASL syntax and accepted abbreviations.
- (c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
- (d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communications Center members who may have contact with individuals from the public who are deaf, hard of hearing or have impaired speech. Refresher training should occur periodically.

Chaplains

332.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Maryland Natural Resources Police chaplains to provide counseling or emotional support to members of the Agency, their families and members of the public.

332.2 POLICY

The Maryland Natural Resources Police shall ensure that agency chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

332.3 ELIGIBILITY

Requirements for participation as a chaplain for the Agency may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate civilian level background investigation.
- (e) Never been convicted of a criminal offense or offenses involving moral turpitude.
- (f) Must be ecclesiastically certified, licensed, ordained or commissioned.
- (g) Possession of a valid driver's license.
- (h) NRP Employees are not permitted to serve as chaplains due to potential conflicts of interest.
- (i) Prospective chaplain candidates cannot be involved with prison/jail ministries due to potential conflicts of interest.

The Superintendent may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

332.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Maryland Natural Resources Police shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this agency.

- (a) Employees may forward the names and telephone numbers of interested clergy to the Chaplain Coordinator.
- (b) The Chaplain Coordinator may request names of potential candidates from current chaplains, professional chaplain organizations, or employees.
- (c) Employees accepting applications for the Chaplain Program should forward the form in a sealed envelope to the Chaplain Coordinator.

Chaplains

Termination:

When a Chaplain is unable or fails to provide reasonable services the Chaplain Coordinator will notify the chaplain and terminate their services.

332.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with agency policy on equal opportunity and non-discriminatory employment. Chaplain candidates are encouraged to participate in ride-alongs with agency members before and during the selection process.

332.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the Chaplain Volunteer Application Form.
- (b) Include a recommendation from their employer or volunteer program.
- (c) Interview with the Superintendent or the authorized designee.
- (d) Chaplains are volunteers and serve at the discretion of the Superintendent.

332.5 IDENTIFICATION AND UNIFORMS

As representatives of the Agency, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties.

Chaplains will be issued Maryland Natural Resources Police identification cards which must be carried at all times while providing services.

332.6 EQUIPMENT ISSUE

Upon appointment, all Chaplains will receive the following:

- (a) NRP Chaplain Photo Identification Card
- (b) A vehicle identification placard issued through the Quartermaster Section
- (c) High-visibility vest
- (d) Other items as determined by the Chaplain Coordinator

332.7 CHAPLAIN COORDINATOR

The Superintendent shall delegate certain responsibilities to a chaplain coordinator. The appointment of this position will be at the discretion of the Superintendent.

The chaplain coordinator shall serve as the liaison between the chaplains and the Superintendent. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Agency, and to direct and assist efforts to jointly provide more productive chaplain services.

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The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Ensuring chaplains are advised of:
 - 1. Liability coverage for chaplains against whom claims or suits are filed will be in accordance with the Maryland Tort Claims Act, if the chaplain was acting within the scope and authority of their duties.
 - 2. Accident coverage - A volunteer worker for a unit of State government is a covered employee under the Maryland Workers' Compensation Act, MD Code Ann., Labor and Employment §9-231.1; however, the benefits provided to a volunteer worker are limited to medical services and treatment under Subtitle 6, Part IX for a compensable injury. Workers' Compensation claim forms must be submitted through the appropriate channels within thirty (30) days of the date of the accident/injury.
- (b) Recruiting, selecting and providing training to qualified chaplains.
- (c) Conducting chaplain meetings.
- (d) Establishing and maintaining a chaplain callout roster.
- (e) Maintaining records for each chaplain.
- (f) Tracking and evaluating the contribution of chaplains.
- (g) Maintaining a record of chaplain requested services.
- (h) Completing and disseminating all necessary paperwork.
- (i) Maintaining liaison with other agency chaplain coordinators.

All duties and responsibilities of chaplains will be designated by the Chaplain Coordinator who will maintain a statewide roster of available NRP chaplains which will be available to the Communications Center.

Prior to a chaplain taking part in a ride-along or performing any field-related duties, the Chaplain Coordinator will obtain a signed Liability Release and Indemnification Agreement form (NRP-479) from the chaplain and maintain it in a file.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

332.8 DUTIES AND RESPONSIBILITIES

Chaplains are not law enforcement officers. Chaplains are responsible for assisting all agency employees, upon request, on religious and spiritual matters. Chaplains shall not in any way interfere with an officer or any other employee in the performance of his/her duties.

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Chaplains assist the Agency, its members and the community, as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Agency.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Agency or the public into a religious affiliation while representing themselves as a chaplain with this agency unless the receiving person has solicited spiritual guidance or teaching. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Maryland Natural Resources Police. Chaplains shall advise the chaplain coordinator of violations committed (moving traffic, civil and criminal).

332.8.1 COMPLIANCE

Chaplains are volunteer members of the Agency, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

- (a) When responding to a call for service by vehicle, the chaplain will observe all traffic regulations.
- (b) When responding to or engaged in a call for service, the chaplain will wear the issued attire that clearly identifies him/her as an NRP chaplain. He/she will immediately report to the officer in charge once on scene.
- (c) Chaplains will not release any information to news media, insurance agencies, attorneys, or anyone else regarding any case in which he/she is involved. Information obtained will be held in confidence and used only for the benefit of the employee. Chaplains are not authorized to make any statements in regards to the agency on social media or to any other media reporter, journalist, or media organization. Chaplains shall refrain from posting anything on social media related to their position as an Agency chaplain.
- (d) Chaplains shall not publicly criticize the action of any law enforcement officer, agency official, fellow Chaplain, or agency policy and/or action. Any chaplain having a grievance should discuss it with the Chaplain Coordinator.
- (e) Inappropriate behavior may be cause for termination. Inappropriate behavior includes but is not limited to:
 1. Dishonesty
 2. Inappropriate language
 3. Public comments that reflect poorly on the Agency
 4. Failure to follow directions and/or chain of command
 5. Falsification of records

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Chaplains

6. Theft
 7. Misuse of NRP Chaplain credentials
 8. Failure to advise the Chaplain Coordinator of violations committed (moving traffic, civil and criminal)
- (f) Chaplains provide confidential assistance to all employees, both sworn and civilian. Individual's legal rights to confidentiality and privacy will be protected. Any information revealed by an employee to a chaplain shall remain confidential. Neither the Department nor involved individual employees will call upon the chaplain to testify at any administrative or criminal proceedings. Records of interviews will be treated by the Department as privileged. No privileged information given to the chaplain will be made available for use in administrative, disciplinary, or criminal proceedings. Care should be taken by those who desire to have their communication protected by this privilege that the communication is made in private and not made in the presence of persons other than the chaplain.

332.8.2 OPERATIONAL GUIDELINES

- (a) Chaplains shall not be required to perform duties contrary to the discipline of their personal convictions or denomination's doctrine.
- (b) Generally, each chaplain will serve with Maryland Natural Resources Police personnel a minimum of eight hours per quarter.
- (c) Chaplains should act as a liaison between the NRP and local church congregations and religious bodies.
- (d) Chaplains shall be permitted to ride with officers during any shift and observe Maryland Natural Resources Police operations, provided the supervisor has been notified and has approved the activity.
- (e) Chaplains shall not be evaluators of members of the Agency.
- (f) In responding to incidents, a chaplain shall never function as an officer.
- (g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (h) Chaplains shall serve only within the jurisdiction of the Maryland Natural Resources Police unless otherwise authorized by the Superintendent or the authorized designee.
- (i) Chaplains shall assist NRP personnel in contacting appropriate community agencies for resources.
- (j) Chaplains should when asked, conduct religious and ceremonial services within the guidelines and regulations of their endorsing denomination.

332.8.3 ASSISTING AGENCY MEMBERS

The responsibilities of a chaplain related to agency members include, but are not limited to:

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Chaplains

- (a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

332.8.4 ASSISTING THE AGENCY

The responsibilities of a chaplain related to the Agency include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident, when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Duty Officer or supervisor aids in accomplishing the mission of the Agency.
- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if possible, responding to major demonstrations or any public function that requires the presence of a large number of agency members.
- (e) Attending agency and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Participating in in-service training classes.
- (g) Willingness to train others to enhance the effectiveness of the Agency.

332.8.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

- (a) Familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community, other chaplain coordinators and the Agency.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as approved.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

Chaplains

332.8.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be approved by the chaplain coordinator.

332.9 PRIVILEGED COMMUNICATIONS

Agency chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to the privileged communications. In such cases, the chaplain should refer the member to a non-agency counseling resource.

No chaplain shall provide counsel to any Maryland Natural Resources Police member if the chaplain witnessed the incident being discussed.

332.10 TRAINING

The Agency may provide training opportunities and standards for agency chaplains. The training may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

Child and Dependent Adult Safety

333.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this agency.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

333.2 POLICY

It is the policy of this agency to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Maryland Natural Resources Police will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

333.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

333.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

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Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
 - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
 - 1. Except when an existing court order limits contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify child protective services or the adult protective services through the local Departments of Social Services, if appropriate.
- (e) Notify their supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

333.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee shall be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

333.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting member will document the following information:
 - 1. Name

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2. Gender
 3. Age
 4. Special needs (e.g., medical, mental health)
 5. How, where and with whom or which agency the child was placed
 6. Identities and contact information for other potential caregivers
 7. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
1. Name
 2. Gender
 3. Age
 4. Whether he/she reasonably appears able to care for him/herself
 5. Disposition or placement information if he/she is unable to care for him/herself

333.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

333.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other agency-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

333.5 TRAINING

The Area/Unit Commander is responsible to ensure that all members of this agency who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Service Animals

334.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

334.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

334.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide services and access to persons with service animals in the same manner as those without service animals. Agency members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

334.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

334.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Agency members are expected to treat individuals with service animals with the same courtesy and respect that the Maryland Natural Resources Police affords to all members of the public (28 CFR 35.136).

334.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

334.4.2 CONTACT

Service animals are not pets. Agency members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

334.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. The barking of a dog alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this agency are expected to provide all services as are reasonably available to an individual with a disability, with or without a service animal.

Service Animals

334.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this agency should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Volunteers

335.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Maryland Natural Resources Police volunteers to supplement and assist agency personnel in their duties. Trained volunteers are members who can augment agency personnel and help complete various tasks.

335.1.1 DEFINITIONS

Definitions related to this policy include:

NRP Reserve Officer program- Volunteers who assist the Maryland Natural Resources Police by performing administrative or technical tasks, or other services in support of the duties or mission of the Agency (COMAR 12.04.07.02(B)(6)).

Volunteer - An individual who performs a service for the Agency without promise, expectation or receipt of compensation for services rendered. This may include but is not limited to unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, and outdoor safety education instructors.

335.2 POLICY

The Maryland Natural Resources Police shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient agency and improve services to the community.

The use of volunteers shall meet all the requirements and have been approved as required by law (COMAR 12.04.07.03; COMAR 12.04.07.04).

335.3 ELIGIBILITY

Requirements for participation as a volunteer for the Agency may include, but are not limited to:

- (a) Being at least 18 years of age for all positions other than Explorer.
- (b) Possession of a valid driver's license if the position requires vehicle operation.
- (c) Possession of liability insurance for any personally owned equipment or vehicles utilized during volunteer work.
- (d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (e) No conviction of a misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

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- (f) No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.
- (g) Physical requirements reasonably appropriate to the assignment.
- (h) A personal background history and character suitable for a person representing the Agency, as validated by a background investigation.

The Superintendent may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

335.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Maryland Natural Resources Police shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this agency.

335.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with agency policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Agency in serving the public.

Requests for volunteers should be submitted in writing to the appropriate volunteer coordinator.

335.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

- (a) Submit the appropriate written application.
- (b) Interview with the volunteer coordinator.
- (c) Successfully complete an appropriate-level background investigation.

335.4.3 APPOINTMENT

Service as a volunteer with the Agency shall begin with an official notice of acceptance or appointment by the Superintendent or the authorized designee. Notice may only be given by an authorized representative of the Agency, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Agency.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Agency.

Volunteers serve at the discretion of the Superintendent.

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335.5 IDENTIFICATION AND UNIFORMS

As representatives of the Agency, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms or other appropriate attire and necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by officers or members of this agency through the inclusion of their volunteer status on the uniform/attire.

Volunteers will be issued Maryland Natural Resources Police identification cards which must be carried at all times while volunteering. The identification cards will be the standard Maryland Natural Resources Police identification cards, with the exception of the inclusion of their volunteer status.

335.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular agency personnel, when authorized, may also serve as volunteers. However, this agency shall not utilize the services of volunteers in such a way that it would violate employment laws, collective bargaining agreements or memorandums of understanding. Therefore, the volunteer coordinator should consult with the NRP Human Resources Section Supervisor prior to allowing regular agency personnel to serve in a volunteer capacity (29 CFR 553.30).

335.7 VOLUNTEER COORDINATORS

The Superintendent shall delegate certain responsibilities to volunteer coordinators. Coordinators shall be directly responsible to the Safety Education Section supervisor or the authorized designee.

Volunteer coordinators shall serve as the liaison between the volunteers and the Safety Education Section. The function of the coordinators is to provide a central coordinating point for effective volunteer management within the Agency, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Superintendent or the authorized designee, volunteers shall report to their volunteer coordinator and/or the lead, sworn officer on scene.

The responsibilities of the coordinators include, but are not limited to:

- (a) Recruiting, selecting and training qualified volunteers.
- (b) Conducting volunteer meetings.
- (c) Establishing and maintaining a volunteer callout roster.
- (d) Maintaining records for each volunteer.
- (e) Tracking and evaluating the contribution of volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.

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- (h) Planning periodic recognition events.
- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.
- (j) Maintaining volunteer orientation and training materials, and outlining expectations, policies and responsibilities for all volunteers.
- (k) Maintaining a list of all equipment issued to each volunteer.
- (l) Conducting an annual inspection of all equipment issued to volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the Safety Education Section supervisor or the authorized designee.

335.8 DUTIES AND RESPONSIBILITIES

Volunteers assist agency personnel as needed. Volunteers may be assigned to any function within the Agency as needed.

All volunteers will be assigned to duties by the appropriate volunteer coordinator or the authorized designee.

335.8.1 COMPLIANCE

Volunteers shall be required to adhere to all agency policies and procedures appropriate to their position as provided by their coordinator.

335.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to their volunteer coordinator.

335.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies and procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are officers or other full-time members of the Agency. They shall always represent themselves as volunteers.

335.9.1 VOLUNTEER TRAINING MATERIALS

Each new volunteer will be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Maryland Natural

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Resources Police. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

335.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultations and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

- (a) Take the time to introduce volunteers to members on all levels.
- (b) Ensure volunteers have the necessary equipment.
- (c) Make sure the work is appropriate for each volunteer and of value to the Agency. Do not hesitate to give volunteers an assignment or task that will tap these valuable resources.

335.10.1 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations
- (e) All law enforcement contacts

335.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or agency policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by agency policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Maryland Criminal Justice Information System (CJIS) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Agency. Subsequent unauthorized disclosure of any confidential information

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verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Agency, or maintain that they represent the Agency in such matters without permission from the proper agency personnel.

335.11.1 RADIO AND MDT USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the police radio or MDT and shall comply with all related provisions. Volunteer coordinators should ensure that radio and database access training is provided for volunteers whenever necessary.

335.12 EQUIPMENT

Any property or equipment issued by the Agency shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Agency and shall be returned at the termination of service.

335.12.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

- (a) A driving safety briefing and state required paperwork.
- (b) Verification that the volunteer possesses a valid driver's license.
- (c) Coordinators should ensure that all volunteers receive safety briefing updates and license verification at least once a year.

When operating agency vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate agency vehicles under emergency conditions (lights and siren).

335.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Superintendent or the authorized designee, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged

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misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Superintendent or the authorized designee.

Volunteers may resign from volunteer service with the Agency at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

335.13.1 EXIT INTERVIEWS

Volunteer coordinators should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Agency.

335.14 REPORTING

Volunteer coordinators shall:

- (a) Maintain annual records on each volunteer, including (COMAR 12.04.07.07.A):
 1. Full name.
 2. Social Security number.
 3. The total itemized hours of service worked each month.
 4. Other information the Maryland Police Training and Standards Commission (MPTSC) or the State Comptroller may require.
- (b) Provide to each active status volunteer, no later than February 15 of each year, a written report in the format specified by MPTSC, the volunteer's specific information, including:
 1. The identity of the volunteer
 2. Certification signed by an authorized agency member stating that the volunteer is qualified to apply for the subtraction modification under Md. Code TG § 10-208(l)(2) on the basis that the individual has, between January 1 and December 31 of the preceding year:
 - (a) Participated in a MPTSC-approved program.
 - (b) Met the requirements of Md. Code TG § 10-208(l)(2) to be considered a qualifying police auxiliary or reserve volunteer.
 - (c) Met the minimum requirements for active status.
- (c) Submit an annual report to MPTSC and the State Comptroller by October 1, in the format specified, that includes the annual records for each volunteer collected under COMAR 12.04.07.07 from January 1 through December 31 of the preceding year that either (COMAR 12.04.07.07.C):
 - (a) Qualified to apply for the subtraction modification established under Md. Code TG § 10-208(l).
 - (b) Otherwise met minimum requirements for active status.

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- (d) Report any change to the information submitted as part of the original application for MPTSC approval or the agency program supporting volunteers to the Deputy MPTSC Director within 30 days of the effective date (COMAR 12.04.07.06.B).

Native American Graves Protection and Repatriation

336.1 PURPOSE AND SCOPE

This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

336.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself, and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

336.2 POLICY

It is the policy of the Maryland Natural Resources Police that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

336.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Native American Graves Protection and Repatriation

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - The Maryland Historical Trust and the Maryland Commission on Indian Affairs (COMAR 34.04.06.01 et seq.)
- Tribal land - Responsible Indian tribal official

336.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

336.5 DISPOSITION OF REMAINS

This agency shall cooperate with other government agencies, the Maryland Commission on Indian Affairs, the Advisory Committee on Archeology, the Burial Sites and Objects Review Committee and the Maryland Historical Trust to accomplish the appropriate disposition of Native American human remains (COMAR 34.04.06.01 et seq.).

336.6 DNR PROCEDURE

The DNR has a procedure for addressing human remains and/or burial sites found on lands owned and managed by DNR. This procedure is available on the DNR Intranet under Employee Resources.

Off-Duty Law Enforcement Actions

337.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Maryland Natural Resources Police with respect to taking law enforcement action while off-duty. This policy does not include when utilizing a state vehicle while off-duty.

337.2 POLICY

It is the policy of the Maryland Natural Resources Police that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss may take reasonable action to minimize or eliminate the threat.

337.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. Officers should consider waiting for on-duty uniformed officers to arrive and gather as much accurate intelligence as possible, instead of immediately intervening. However, should an officer decide to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

- (a) The potential to be misidentified by other officers.
- (b) The potential to be misidentified by members of the public, who may be armed or who may take action.
- (c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
- (d) Limited off-duty firearms capabilities and ammunition.
- (e) The inability to communicate with responding officers.
- (f) The lack of equipment, such as firearm, agency identification, body armor, handcuffs or control devices.
- (g) Unfamiliarity with the surroundings, including escape routes.
- (h) The potential for increased risk to bystanders by confronting a suspect or taking action.

337.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the police communications operators receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Maryland Natural Resources Police until acknowledged. Official identification should also be displayed when possible.

337.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

337.4.1 INCIDENTS OF PERSONAL INTEREST

Agency members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

337.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Duty Officer regarding any law enforcement action taken while off-duty. The Duty Officer may send a supervisor to the location. The supervisor may request assistance from the Internal Affairs Unit, if deemed appropriate.

Agency Use of Social Media

338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Agency is consistent with the agency mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by agency members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this agency (see the Investigation and Prosecution Policy).

338.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the agency website or social networking services.

338.2 POLICY

The Maryland Natural Resources Police may use social media as a method of effectively advertising job openings, informing the public about agency services, issues, investigations and other relevant events.

Agency members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

338.3 AUTHORIZED USERS

Only members authorized by the Superintendent or the authorized designee may utilize social media on behalf of the Agency. Authorized members shall use only agency-approved equipment during the normal course of duties to post and monitor agency-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Superintendent may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over agency social media by members who are not authorized to post should be made through the member's chain of command.

Incident-related information should be forwarded to the Public Information Officer (PIO) utilizing the NRP 504 PIO Charging Form.

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Agency Use of Social Media

Members may forward general photographs (nature pictures, etc.) directly to the PIO via email or text messaging.

338.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the agency mission and conforms to all agency policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the agency mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

338.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

338.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Maryland Natural Resources Police or its members.
- (e) Any information that could compromise the safety and security of agency operations, members of the Agency, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

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Agency Use of Social Media

Any member who becomes aware of content on this agency's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to their supervisor and the PIO.

338.6 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on agency sites.

Community Relations

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

339.2 POLICY

It is the policy of the Maryland Natural Resources Police to promote positive relationships between agency members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

339.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and community relations coordinators to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members.

339.4 COMMUNITY RELATIONS COORDINATORS

Area Commanders serve as the community relations coordinators and are responsible for:

- (a) Obtaining agency-approved training related to his/her responsibilities.
- (b) Responding to requests from agency members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

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- (c) Working with community groups, agency members and other community resources to:
 - 1. Identify and solve public safety problems within the community.
 - 2. Organize programs and activities that help build positive relationships between agency members and the community and provide community members with an improved understanding of agency operations.
- (d) Developing plans that allow officers the time to participate in community engagement and problem-solving activities.
- (e) Recognizing agency and community members for exceptional work or performance in community relations efforts.
- (f) Attending State council and other community meetings to obtain information on community relations needs.
- (g) Assisting with the agency's response to events that may affect community relations, such as an incident where the conduct of an agency member is called into public question.
- (h) Informing the Superintendent and others of developments and needs related to the furtherance of the agency's community relations goals, as appropriate.

339.5 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinators should organize or assist with programs and activities that create opportunities for agency members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Agency-sponsored outdoor programs (e.g., baseball, basketball, soccer, bowling, fishing rodeo).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) Shop-with-a-Cop.
- (e) Neighborhood Watch and crime prevention programs.
- (f) Outreach programs (e.g., Es Mi Parque).
- (g) National Night Out.

339.6 INFORMATION SHARING

The community relations coordinators should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., hunter safety education courses, boating safety education courses, reserve officer events) between the Agency and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Agency Use of Social Media Policy).

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- (c) Agency website postings. Information should be regularly refreshed, to inform and engage community members continuously.

339.7 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinators should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Agency website postings.
- (c) Presentations to hunter safety and boating safety education classes.
- (d) Instruction in schools.
- (e) Agency ride-alongs (see the Ride-Alongs Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Youth Internships at the Agency.
- (h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Agency regarding alleged misconduct or inappropriate job performance by agency members.

339.8 SAFETY AND OTHER CONSIDERATIONS BEST PRACTICE

Agency members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Agency members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

339.9 TRANSPARENCY

The Agency should periodically publish statistical data and analysis regarding the agency's operations. The reports should not contain the names of the officer, suspects or case numbers.

339.10 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.

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- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Extreme Risk Protective Orders

340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving extreme risk protective orders and accounting for firearms and ammunition obtained pursuant to those orders.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Extreme risk protective order - An order prohibiting a named person from having in his/her custody or control or purchasing a firearm or ammunition, as applicable (Md. Code PS § 5–601 et seq.).

340.2 POLICY

It is the policy of the Maryland Natural Resources Police to petition for and serve extreme risk protective orders in compliance with state law, and to properly account for firearms and ammunition obtained by the Agency pursuant to such orders.

340.3 EXTREME RISK PROTECTIVE ORDER COORDINATOR

Area/Unit Commanders are responsible for:

- (a) Developing and maintaining procedures for the filing of a petition for an extreme risk protective order by the Agency (Md. Code PS § 5–601; Md. Code PS § 5–602).
- (b) Developing and maintaining procedures for the receipt and service of extreme risk protective orders consistent with the requirements of Md. Code PS § 5–603, Md. Code PS § 5–604, Md. Code PS § 5–607, and Md. Code PS § 5–608. Procedures should include:
 1. Acceptance of voluntarily surrendered firearms and ammunition from a person who is the subject of the protective order.
 2. Assessing a protective order prior to service to determine whether the order should be served pursuant to the Warrant Service Policy and the Operations Planning and Deconfliction Policy.
 3. Preparing or obtaining a search warrant prior to attempting service of the extreme risk protective order.
 4. Service of the extreme risk protective order as soon as possible, return of service to the clerk, and notification to the Department of Public Safety and Correctional Services.
 5. Storage and return or disposition of surrendered and seized firearms.
 6. Criteria for assessing mental health risks and the appropriateness for emergency evaluations.
- (c) Reviewing each petition and service for an extreme risk protective order to ensure compliance with this policy, agency procedures, and state law.

Extreme Risk Protective Orders

340.4 EXTREME RISK PROTECTIVE ORDERS

An officer who reasonably believes that an extreme risk protective order is appropriate should obtain supervisor approval prior to seeking an order.

340.4.1 STANDARDS

Extreme risk protective orders may be appropriate if a person poses an immediate and present danger of causing personal injury to him/herself or another by having a firearm (Md. Code PS § 5-603).

340.4.2 REQUIREMENTS OF PETITION

An application for an extreme risk protective order should be prepared consistent with state law and the procedures developed by the extreme risk protective order coordinator (Md. Code PS § 5-602).

340.5 SERVICE

Officers shall personally serve a copy of an extreme risk protective order, along with the accompanying notice of hearing and petition, if applicable, on the person named in the order as soon as possible and make the proper return. Service of risk protection orders takes precedence over the service of other orders, except for orders of a similar emergency nature (Md. Code PS § 5-603; Md. Code PS § 5-604).

All attempts to serve the ERPO will be documented in the CAD and the incident report.

Within two hours after service of an extreme risk protective order, this agency is responsible for electronically notifying the Department of Public Safety and Correctional Services using METERS (Md. Code PS § 5-603; Md. Code PS § 5-604).

340.5.1 SAFETY CONSIDERATIONS

Upon receipt of an extreme risk protective order, the Area/Unit Commander or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service. The Threat Assessment for Warrant Service (NRP 483) should be utilized to conduct this evaluation.

When appropriate based on the circumstances and agency procedures, service of extreme risk protective orders should be executed pursuant to the Operations Planning and Deconfliction Policy.

In no circumstances should less than two officers be present when an extreme risk protective order is being served.

340.5.2 SURRENDER OF FIREARMS AND AMMUNITION

Officers serving an extreme risk protective order shall request that the person who is the subject of the order immediately surrender all firearms and ammunition in his/her custody, control, or possession. Officers shall take custody of any firearms or ammunition.

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A receipt (NRP 101) identifying all surrendered items and the process for reclaiming the items shall be prepared by the officer and a copy given to the person (Md. Code PS § 5–608). The officer should ensure the original receipt is forwarded to the property custodian of the appropriate facility along with the surrendered items. A copy of the receipt shall be included with the indecent report in RMS.

All items collected should be handled and booked in accordance with the Property Storage Area Policy.

340.5.3 SEARCH WARRANTS

If the person subject to the extreme risk protective order refuses to surrender all firearms and ammunition or if an officer serving an extreme risk protective order reasonably believes there are firearms or ammunition in the person's custody, control, or possession that have not been surrendered, the officer should consider whether to seek a search warrant (Md. Code CP § 1–203; Md. Code PS § 5–607).

Officers should be prepared to file a search warrant prior to attempting service of an extreme risk protective order. Preparation and service of the search warrant should be done in accordance with the Warrant Service Policy.

340.6 TERMINAL AGENCY CONTROLLER (TAC) RESPONSIBILITIES

The TAC is responsible for:

- (a) Ensuring orders have been properly entered into state and national databases as required.
- (b) Removing from any computer-based system in which it was entered, an original order upon receipt of an order to vacate from the court as required

340.7 COURT-ORDERED SURRENDER OF FIREARMS AND AMMUNITION

Authorized officers should accept firearms and ammunition from any person who is the subject of an extreme risk protective order. The officer receiving any such firearms or ammunition shall issue a receipt (NRP 101) identifying all surrendered items, in addition to following other relevant Agency procedures (Md. Code PS § 5–608).

340.7.1 STATE-SPECIFIC REQUIREMENTS

The receipt (NRP 101) identifying all surrendered items shall contain information concerning make, model, and serial number, as applicable, and a copy shall be given to the person (Md. Code PS § 5–608). The officer should ensure that a copy of the original receipt is forwarded with the surrendered items to the Property Custodian. A copy of the receipt shall be included with the incident report in RMS.

The receiving officer shall also ensure that the person who is the subject of the order is provided with information on the process for reclaiming the firearms and/or ammunition upon the expiration or termination of the order (Md. Code PS § 5–608).

Extreme Risk Protective Orders

All firearms received in relation to an extreme risk protective order should be stored and transported in a protective case, if available, and in a manner to prevent damage to the firearm. No identifying or other marks may be placed on the firearm (Md. Code PS § 5–608).

340.8 RELEASE OF FIREARMS AND AMMUNITION

Any person requesting the release of any firearm or ammunition in Agency custody pursuant to an extreme risk protective order should be referred to the property custodian where the firearms or ammunition has been stored. Firearms or ammunition received in relation to an extreme risk protective order should only be disposed of in accordance with Md. Code PS § 5–608 and established office policies and procedures.

340.9 RENEWAL OF EXTREME RISK PROTECTIVE ORDER

Area/Unit Commanders are responsible for the review of any extreme risk protective order obtained by the Agency to determine if renewal or extension of the order should be requested within the time prescribed by law (Md. Code PS § 5–606).

340.10 EMERGENCY PETITIONS

Any member who receives notice of a referral for an emergency petition (EP) of a respondent in a matter involving an extreme risk protective order from a District Court commissioner should ensure that an emergency mental evaluation is conducted, if appropriate, in accordance with state law and the Emergency Petition Policy (Md. Code PS § 5-603; Md. Code HG § 10-601 et seq.).

Whenever an officer takes a person into custody for an emergency petition, he/she will immediately contact the Gun Center (1-855-677-6486) to determine if the person owns a regulated firearm.

When an officer files a petition for an emergency evaluation and has reasonable grounds to believe the person poses an immediate and present danger of causing personal injury to himself/herself or other persons by purchasing or possessing a firearm, the officer will also file a petition for an ERPO.

340.11 TRAINING

The Training Unit shall provide training to officers who may be involved in petitioning for or serving extreme risk protective orders. Training should include determining when a petition is appropriate, the process for seeking an extreme risk protective order, and the process for serving such an order.

Chapter 4 - Patrol Operations

Field Operations

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the agency's field operations function and address agency-wide cooperation and information sharing.

400.2 POLICY

The Maryland Natural Resources Police provides services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and agency members.

400.3 FUNCTION

The primary function of Field Operations Bureau is to provide a pro-active visual deterrent on Maryland's waterways and DNR-managed public lands. Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles and vessels throughout Maryland. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce federal and state laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

- (a) Responding to emergency calls for service.
- (b) Apprehending criminal offenders.
- (c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- (d) Maintaining public order and the discovery of hazardous situations or conditions.
- (e) Responding to reports of both criminal and non-criminal acts.
- (f) Responding to routine calls for service, such as public assistance or public safety.
- (g) Traffic direction and control.
- (h) Crime prevention activities, such as natural resources compliance inspections, high-visibility patrols of DNR-managed public lands and vessel safety inspections.
- (i) Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way and providing community presentations.
- (j) The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.
- (k) Response to security alarm calls on areas managed by Maryland Department of Natural Resources.

Field Operations

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Agency should be shared among all bureaus and specialized units on a timely basis.

Additionally, information should be shared with outside agencies and the public in conformance with agency policies and applicable laws.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, marine gatherings, and special events (e.g., fireworks displays, maritime festivals). Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to agency members that affirms the Maryland Natural Resources Police's commitment to policing that is fair and objective (Md. Code TR § 25-113).

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the agency's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, immigration status, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

401.2 POLICY

The Maryland Natural Resources Police is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this agency to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.3.1 OTHER PROHIBITIONS

The Maryland Natural Resources Police prohibits the illegal use of an individual or group's attire, appearance or mode of transportation, including the fact that an individual rides a motorcycle or wears motorcycle-related paraphernalia, as a factor in deciding to stop and question, take enforcement action, arrest or search a person or vehicle (Md. Code PS § 3-207).

401.4 MEMBER RESPONSIBILITIES

Every member of this agency shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

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Bias-Based Policing

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., RMS incident report, RMS field arrest report, DELTA field interview report), the involved officer should include those facts giving rise to the contact, as applicable.

NRP officers will utilize the DeltaPlus program to enter race-based reporting information for any criminal citations issued.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

Officers shall not use an individual's race or ethnicity as the sole justification to initiate a traffic stop. However, this does not alter the authority of an officer to make an arrest, conduct a search or seizure, or otherwise fulfill the officer's law enforcement obligations (Md. Code TR § 25-113).

Each time an officer makes a traffic stop, the officer shall report any information as required in the Safety Equipment Repair Orders (SERO), Traffic and Parking Citations Policy (Md. Code TR § 25-113).

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- A. Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 1. Supervisors should document these discussions, in the prescribed manner.
- B. Supervisors should review Mobile Data Terminal (MDT) data, incident reports, citations and warnings, and any other available resource used to document contact between officers and the public during each officer's mid-cycle evaluation to ensure compliance with this policy.
 1. Supervisors should document these reviews on the NRP Mid-Cycle Memo form (NRP-920).
 2. Discussions referenced in paragraph A will be based on data obtained and reviewed by a supervisor from ETIX using Procedure 1600.
 - (a) Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
 - (b) Once the data has been reviewed by the supervisor, the supervisor shall indicate their opinion as to the bias review on the NRP-920, enter the date reviewed and any comments as necessary.
- C. Supervisors shall initiate investigations of any actual or alleged violations of this policy.

Bias-Based Policing

- D. Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this agency who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Records and Warrants Section shall compile and submit the required traffic stop data to the Maryland Statistical Analysis Center no later than March 1 of the following calendar year utilizing E-tix (Md. Code TR § 25-113). This will be accomplished by the entry of traffic stop information into Delta.

401.7 ADMINISTRATION

The Internal Affairs Unit should review the efforts of the Agency to provide fair and objective policing, including traffic stop data, and submit an annual report, including public concerns and complaints, to the Superintendent. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Superintendent to identify any changes in training or operations that should be made to improve service (Md. Code TR § 25-113). The annual report shall be made available to all supervisors.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

The Office of the Superintendent shall also review the annual report generated by the Maryland Statistical Analysis Center analyzing the information submitted by this and other law enforcement agencies (Md. Code TR § 25-113).

401.8 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training and Supply Division Commander.

Officers shall complete implicit bias testing and training approved by the Maryland Police Training and Standards Commission upon hiring and annually (Md. Code PS § 3-207).

Crime and Disaster Scene Integrity

402.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

402.2 POLICY

It is the policy of the Maryland Natural Resources Police to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

402.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

402.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

Crime and Disaster Scene Integrity

402.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

402.5.1 CONSENT

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Tactical Response Team

403.1 PURPOSE

This SOP will identify the purpose and function of the Maryland Natural Resources Police (NRP), Tactical Response Team (TRT).

403.2 POLICY

The TRT provides a Special Weapons and Tactics capability in response to extraordinary law enforcement situations. The TRT delivers this capability to assist the other NRP Bureaus and allied agencies. The extraordinary situations that the TRT will respond to include, but are not limited to:

- (a) Warrant Service Operations
- (b) Woodland Tactical Operations
- (c) Maritime Tactical Operations
- (d) Force Protection Operations
- (e) Search and Rescue Operations
- (f) Surveillance Operations

403.3 DEFINITIONS

The following terms have the associated meanings with regard to this policy and the Maryland Natural Resources Police Tactical Response Team:

After Action Review (AAR) - A review of operational tasks and objectives designed to identify areas of improvement and sustainment.

Air Purifying Respirator (APR) - Face worn mask that removes contaminants from the air through the use of a filter. Also known as a gas mask.

Call Out Response - Any situation or event that requires the immediate deployment of off-duty operators.

Chemical Munitions - Any liquid, solid, or gas compound that works psychologically and/or physiologically to create discomfort in humans.

Compliant Boarding - A vessel boarding in which the operator and crew act in a non-resistive and agreeable manner.

Confined Space - A compartment of small size and limited access such as a double bottom tank, cofferdam, or other space, which by its confined nature can readily create or aggravate a hazardous exposure.

Core Competencies - Mission essential objectives identified as primary responsibilities of the TRT; Warrant Service Operations, Woodland Tactical Operations, Maritime Tactical Operations, Force Protection Operations, Search and Rescue Operations).

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Tactical Response Team

Electrical Incapacitation Device - A portable device which is designed or intended by the manufacturer to be used to temporarily immobilize or incapacitate persons by means of electric pulse or current, including devices operating by means of carbon dioxide propellant.

Evidence Search - A systematic and methodical search to identify/locate evidence.

Infrastructure Threat Assessment - An evaluation process that identifies hazards and vulnerabilities of a specific location, structure, or resource and provides corrective measures to reduce or mitigate those hazards and vulnerabilities.

Kinetic Impact Munitions - Less-lethal munition commonly referred to as “impact rounds” (i.e. baton, beanbag, glass breaker, etc.).

Knock and Announce Entry - Verbal notice, to include identity and purpose, required by law before entering a building during service of a search or arrest warrant.

Less-Lethal Operator - Operator certified in the employment, the application, use of force considerations and the legalities of less-lethal equipment.

Maritime Security Zone - Defined area with physical boundaries established by a governing body, which preclude unauthorized access (i.e. VIP visits, air box, etc.).

Noise Flash Diversionary Device (NFDD) - A device that creates a bright flash and loud report designed to temporarily divert the attention of persons in the immediate vicinity, giving tactical teams a window of opportunity to exploit to their advantage.

No-knock Entry - Any tactical operation in which law enforcement officers have been legally exempted from the usual requirements of knocking, identifying themselves and demanding entry.

Non-Compliant Boarding - A vessel boarding in which the operator or crew may act in a non-agreeable and resistive manner.

Non-Government Organization (NGO) - Any organization that is independent of any government (i.e. non-profit, volunteer, etc.).

Other Government Organization (OGA) - Usually a non-Department of Defense federal agency.

Operational Plan (OPLAN) - Any plan which seeks to achieve an acceptable resolution by allocating resources and affixing responsibilities to members of the team.

Opposed Boarding - A vessel boarding in which the crew/operator demonstrates active resistance in an effort to prevent the boarding team from gaining access to their vessel.

Personal Protection Detail - Perform duties associated with providing protection to dignitaries, VIP's, witnesses, or others.

Personal Protective Equipment (PPE) - Protective clothing, helmets, goggles, flotation or other garments or equipment designed to protect the operator's body from injury or contamination.

Precision Rifle Surveillance Team (PRST) - Formally trained operator(s) whose mission includes intelligence gathering, observation, and the capability to deliver precision fire with

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specialized weapon system(s). Typically consists of a two-person team per area of responsibility with long-range optics and night-vision capability.

Pre-Planned Mission - Any operation, mission, or event with adequate notification of occurrence that allows future planning, resourcing, and scheduling of operators.

Quick Reactionary Force (QRF) - Operators capable of rapidly responding to developing situations or events.

SOD Command - Any ranking member or designee of the Special Operations Division given decision-making authority to supervise an operation.

Special Operations Division (SOD) - The Criminal Investigations and Response Team Unit; Special Services Bureau.

Specialty Teams - TRT elements consisting of the Tactical Breaching Team, Precision Rifle/Surveillance Team, and Less-Lethal Team.

Surround and Callout - A technique associated with a tactical element surrounding and establishing containment of an incident location before contact with occupants to facilitate a subsequent callout of those occupants in a controlled manner to a secured and safe area.

Surveillance and Reconnaissance - The act of gathering intelligence on suspect(s) strategy, movement, or environment in order to provide information to assist in the planning and decision making process.

Tactical Breachers - Formally trained operators that are proficient in forced entry methods and equipment.

Tactical Commander - The rank of Lieutenant or higher assigned a command by a higher authority for a specified mission. The identified individual will have attended a Tactical Commander course.

Tactical Emergency Medical Support (TEMS) - The provision of preventative urgent and emergent medical care during high-risk, extended duration and mission-driven law enforcement special operations.

Tactical Track - A technique using visual tracking skills in order to locate, pursue and/or capture subject(s) in a rural environment.

TEMS Medical Threat Assessment and Operations Plan - A plan that identifies potential medical threats to the officers involved. This plan is completed/reviewed prior to mission deployment and should include potential/routine threats, environmental concerns, EMS staging/transport, and other hazards.

Vehicle/Vessel Escort - A fluid movement and maneuver of armed personnel and equipment providing protection for a high-value asset/resource.

Vessel Barricade - A situation or event in which a non-compliant criminal suspect(s) has occupied a fortified position in or on a vessel.

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403.4 STRUCTURE

403.4.1 RESPONSIBILITIES

- (a) SOD Commander - The Criminal Investigations and Response Team Unit shall oversee the operations of the TRT. The SOD Commander shall provide direction to the TRT, and shall request necessary funding, resources, and adequate personnel to maintain the integrity and functionality of the TRT, as necessary.
- (b) Criminal Investigations and Special Response Team Unit Commander - The Lieutenant assigned to the Special Operations Division commanding these two units.
- (c) Section Supervisor - The Section Supervisor is responsible for the supervision of the TRT. The Supervisor shall;
 - 1. ensure the training standards are maintained and that missions and training are properly documented.
 - 2. assist in directing and allocating the resources necessary to acquire adequate training and equipment.
 - 3. oversee the selection process for assignments of new team members.
 - 4. Ensure compliance with **the annual reporting requirements related to search warrants (Md. Code PS § 3-523)**.
- (d) Tactical Commander - Is responsible for on-scene personnel, resources, and accomplishment of the assigned task(s).
- (e) Tactical Response Team, Team Leader - An individual (a NRP Corporal) responsible for the performance of the TRT. The team leader shall oversee all training, and be responsible for recording and maintaining all team records and documentation. The team leader will make recommendations for needed training and equipment needed by the TRT. He or she will identify and schedule specialized team training and coordinate monthly team training.
- (f) Specialty Team Leader/Operator - An operator who has requisite training and expertise in a specialized skill(s). This operator will assist the team leader with selecting/coordinating specialized skill training and the recommendation for purchase/maintenance of specialized equipment.
 - 1. Breaching Team Leader
 - 2. Precision Rifle/Surveillance Team Leader
 - 3. Less-Lethal Team Leader
- (g) Operator - A sworn law enforcement officer trained, equipped and functioning as a TRT member.
- (h) Provisional Operator - An individual selected for assignment with the TRT. New operators will be in a probationary status until all required training is satisfactorily completed. Provisional operators will attend all team training and, at the discretion of the Unit Commander, can be used in support functions during TRT missions. The SOD Commander may terminate a provisional operator assignment on the team if the provisional operator fails to progress in their prescribed training, fails to follow

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instructions, fails to meet training standards, or is unable to maintain their current primary assignment to a satisfactory level.

A provisional status may be extended for an operator based upon documented circumstances that warrant the extension.

- (i) Tactical Response Team, Support Personnel - An individual selected to perform tasks in support of the TRT based on their knowledge, training, or special skill sets. Individuals will be appointed by SOD Commander.

403.4.2 PROCEDURES

- (a) The TRT will operate under the direct supervision of the Special Operations Division.
- (b) Team Leader- The TRT Team Leader position is a permanent full-time assignment. The Team Leader will work at the direction of the Section Supervisor and will assist with performing team administrative, training, operational, and maintenance functions.
 - 1. Selection- Applicants must be a current TRT member in good standing, submit a reassignment request, submit an interest form and resume to the Section Supervisor/SOD Commander. SOD Commander will make a recommendation based on the selection process.
 - 2. Resignation- Once an existing Team Leader no longer wishes to serve in that capacity, they will submit a Memo of Resignation and a Request for Reassignment to the SOD Lieutenant.
- (c) Specialty Team Leader- Selected by recommendation of the Section Supervisor/Team Leader to SOD Lieutenant based on experience, interest, and knowledge.
- (d) Operator- Selected by satisfying all training requirements of provisional operator phase.
- (e) Provisional Operator- Once a TRT Candidate has successfully completed the selection process the NRP Superintendent will authorize a Personnel Order, appointing the successful candidate as a Provisional Operator of the TRT. See the Selection Requirements section of this document.
- (f) Removal- Membership on the TRT is a privilege. TRT operators may be removed from the TRT upon a recommendation from the SOD Lieutenant made through the chain of command to the Special Services Bureau Chief for the following; failure to maintain team/operator standards, safety violations, documented poor performance or inability to maintain meets expectations on bi-annual evaluations.
 - 1. Upon receiving authorization to remove an operator from TRT, the SOD Commander will issue a memo removing the member. A copy of the memo will be issued to the affected officer and a copy will be placed in the officer's TRT Personnel File.
- (g) Resignation - Once an existing TRT Operator no longer wishes to serve on the TRT or in a specialty role, they will submit a Memorandum of Resignation to the SOD Commander. The Memo of Resignation will be placed in the TRT Personnel File.

403.5 STANDARDS

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403.5.1 RESPONSIBILITIES

- (a) All operators are responsible for complying with the guidelines outlined in this SOP.
- (b) The Section Supervisor will ensure that all members meet the guidelines outlined in this policy.

403.5.2 PROCEDURES

- (a) Operators are responsible for complying with all Agency and TRT policies and procedures.
 - 1. Any charge related to non-compliance with the rules, policies, and procedures of the NRP or the TRT may lead to suspension from the team. This recommendation will be made by the SOD Lieutenant in conjunction with the operator's Area/Unit Commander. The Special Services Bureau Chief will have final approval of any suspension, except in exigent circumstances that require immediate suspension.
- (b) Job Performance
 - 1. If a member two "needs improvement" ratings on his or her six-month appraisal from their field/unit supervisor, they will be placed in a probationary status and may be relieved of their TRT responsibilities. This decision will be made at the discretion of the SOD Lieutenant in conjunction with the operator's Area/Unit Commander. Final approval will rest with the Special Services Bureau Commander.
 - 2. An operator's Area/Unit commander must notify the SOD Lieutenant immediately if their officer receives the above noted ratings on their six month appraisal report.
- (c) Operators will respond to missions and training with all required equipment.
 - 1. Operators will reply with their availability to respond to mission/call-out requests received via email, text message, phone, or by radio within 30 minutes of notification unless on extended leave. Operators will not respond until authorized to do so by their Area/Unit Duty Officer or the SOD Duty Officer/TRT Supervisor.
 - 2. When arriving on the scene of a mission or training, all equipment will be properly serviced and operational. It is the responsibility of the operator to notify the Team Leader of any missing and/or non-operational equipment.
- (d) Operators are required to attend scheduled training assignments. Operators must request and be approved by the Section Supervisor or designee to be excused from pre-scheduled training.
 - 1. Training assignments are scheduled at the beginning of the calendar year and shared with all operators and their commanders. Every effort should be made by the operator to ensure that another event (i.e., court, in-service) is not scheduled on TRT training dates.
 - 2. It is the responsibility of the operator to ensure their pre-scheduled training dates and missions are entered onto their Area schedules.

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3. Operators that fail to attend two consecutive core competency training sessions will be placed in a non-operational status. Operators will return to an operational status upon completion of core competency training.
 4. The SOD Lieutenant will coordinate any related training outside of the pre-scheduled training dates with the operator's Area/Unit Commanders.
- (e) Operational status is defined by the following:
1. Compliance with all agency policies and procedures
 2. Training attendance
 3. Passing an annual fitness test. [PHYSICAL FITNESS STANDARDS](#)
 4. Scoring 90% or higher on NRP semi-annual pistol, rifle, and shotgun qualification courses.
 5. Achieving satisfactory ratings on his/her 6-month performance appraisals by Field Operations Supervisor.

403.6 SELECTION

403.6.1 RESPONSIBILITIES

- (a) The SOD will publish a vacancy announcement when a vacancy exists on the TRT.
- (b) The Section Supervisor will work with the SOD Lieutenant to prepare vacancy announcements, set testing dates and locations, and participate in the scoring and selection of candidates.
- (c) The SOD Commander will forward, through the chain of command, a list of recommended candidates to the Superintendent for final selection to the TRT.

403.6.2 PROCEDURES

- (a) Once a vacancy is identified, the agency will publish an announcement that will go out to all sworn officers.
- (b) All applicants must submit the required documents by the dates outlined in the announcement. Failure to do so will cause the candidate to be removed from consideration.
- (c) Applicants must successfully complete all phases of testing to be considered for membership on the TRT.
- (d) Eligibility
 1. Sworn officers of the NRP, holding the rank of Corporal and below are eligible for membership on the TRT.
 2. Applicants must be off their initial probationary period from initial hire to be able to put in for this extra-duty assignment.
- (e) Officers and Corporals interested in joining the TRT will complete the following forms and return them to the directed person, by the deadlines set forth in the announcement:

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1. An interest form signed by the applicant, the applicant's immediate supervisor, and the Area Commander.
 - (a) By signing the interest form, the applicant's supervisors are endorsing the candidate, and acknowledging that the applicant is suitable for extra-duty assignment.
 2. A Transfer Request Form (NRP 466-T).
 3. Completed NRP Medical Waiver form, with a physician's original signature.
- (f) Applicants will be required to complete an approved SWAT school, Woodland Tactical Operations (WTO) course, and Basic Maritime Operators Course (BMOC).
- (g) The SOD Lieutenant may require applicants to complete an oral interview.
1. The SOD Lieutenant will appoint the interview board.
- (h) The SOD Lieutenant will use the criteria set forth on the Reassignment and Acting Capacity Scoring Form (NRP-466-S) in order to rank the respective candidates.
- (i) Final selections will be forwarded through the chain of command to the NRP Superintendent for consideration.
- (j) Once the Superintendent approves the final selection, a Personnel Order will be posted, announcing the candidates as Provisional Members of the TRT.

403.7 ACTIVATION

- (a) The SOD Command or SOD Duty Officer will be responsible for activating team members.
- (b) During situations and events that require an emergency response, the SOD Command or SOD Duty Officer will dispatch available operators and coordinate with the respective Area Dos for additional operators as soon as practical.
- (c) For pre-planned missions, the SOD Lieutenant will request available operators through the Area DO/Commander. The Team Leader or designee will be responsible for checking the availability status of operators. An availability status roster will be provided to the SOD Lieutenant.
- (d) SOD Lieutenant shall maintain an up-to-date contact roster for all operators.
- (e) To facilitate the call-out process operators should be reachable at all times.
- (f) Operators must notify the SOD Lieutenant of any planned leave which will make them unavailable for missions (i.e. out-of-state vacation).

ACTIVATION

403.8 OPERATIONS

It shall be the responsibility of the SOD Lieutenant to ensure that each member is familiar with, and is supplied with a copy of operational guidelines.

OPERATIONAL PROCEDURES

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403.9 HAZARDOUS ENVIRONMENT

- (a) The SOD Lieutenant will ensure that all training guidelines are completed in a satisfactory manner and the completion of the tasks are documented in accordance with this policy.
- (b) The Team Leader of each operation will ensure that these guidelines are followed as appropriate.
- (c) Operators will be familiar with these guidelines and procedures and will act in accordance with the guidelines.

HAZARDOUS ENVIRONMENT PROCEDURES

403.10 UNIFORMS

- (a) The agency will provide operators with uniforms that provide protection and identification while engaged in missions and training.
- (b) Operators will properly maintain and care for all issued uniforms.

UNIFORMS

403.11 EQUIPMENT

- (a) The agency will ensure that all required equipment is made available to operators of the TRT.
- (b) The TRT Team Leader, at the direction of the Section Supervisor, will ensure that all operators are issued the required equipment set forth below, and will request any equipment not immediately available through the chain of command.
- (c) The operator is responsible for the care and maintenance of all issued equipment.

EQUIPMENT

403.12 SPECIALTY TEAMS

403.12.1 RESPONSIBILITIES

- (a) The agency will ensure that training and equipment is made available to all specialty team operators according to the schedule outlined in this SOP.
- (b) The Section Supervisor will ensure that all training is conducted according to the guidelines outlined in this policy and that all training is properly documented according to this SOP.
- (c) Specialty Team operators are required to attend all scheduled training unless excused by the Section Supervisor or designee.
 - 1. It is the responsibility of the operator to enter pre-scheduled training dates on their Area/Unit's proposed schedule.
 - 2. Specialty Team members should make every effort not to schedule other training or assignments on specialty team training days.

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403.12.2 PROCEDURES

(a) Specialty Team Classifications and Requirements

1. Tactical Breacher. **TACTICAL BREACHING**

- (a) Operator employing specialized tools, equipment, and techniques in the execution of forcible entry into/on a structure, vessel or vehicle.
- (b) Requirements - Tactical Breaching Course- an approved tactical breaching course with instruction in Manual, Mechanical, Ballistic, Thermal, and Hydraulic breaching methods.

2. Precision Rifle/Surveillance Operator. **PRECISION RIFLE SURVEILLANCE TEAM**

- (a) Operator employing precision weapons, equipment, and techniques in the execution of precision fire over watch, observation, surveillance, and intelligence gathering.
- (b) Requirements - Successful completion of an approved sniper course.

3. Less-Lethal Operator. **LESS-LETHAL MEASURES**

- (a) Operator employing NFDDs, kinetic impact munitions, chemical munitions, and electrical incapacitation devices.
- (b) Requirements - successful completion of applicable trainer certification courses.

(b) Monthly Training

- 1. The SOD Commander will establish and distribute scheduled training dates before January 1 of each calendar year.
- 2. It will be the responsibility of the Team Leader, or his designee to ensure training is conducted in a safe, organized fashion and that the training is relevant and meaningful.
- 3. Training locations will vary, and every effort should be made to train in various environments and conditions throughout the State.
- 4. Training days will not be forfeited for missions unless approved by the SOD Commander.
- 5. Specialty Teams will train 8 hours per month in months having five Tuesdays, addition to monthly TRT training.

403.13 TRAINING

The Agency will ensure that training is made available to all TRT operators according to the schedule established protocols. The training schedule will align with training standards and best practices as prescribed by the National Tactical Officers Association (NTOA) published April 2018.

The TRT Team Leader will ensure that all training is conducted according to the established protocol and that all training is properly documented. The Section Supervisor will schedule monthly and in-service training dates by January 1st of each year.

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TRAINING

Ride-Alongs

404.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Maryland Natural Resources Police. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

404.2 POLICY

Ride-along opportunities will be provided to the members of the public, State employees and members of this agency to observe and experience first-hand various functions of the Maryland Natural Resources Police. The term "ride-along" includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Agency such as the Communications Center.

404.3 ELIGIBILITY

A ride-along is available to potential applicants and other interested persons. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to, the following:

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against this agency or the State
- Denial by any supervisor

404.4 REQUESTS TO PARTICIPATE

Generally, ride-along requests will be maintained and scheduled by a supervisor. The applicant will complete and sign a ride-along waiver form (NRP-479, "Liability Release"). If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver's license number, birth date, address and telephone number.

The supervisor will schedule a date, based on availability. A copy of the NRP-479 will be maintained at the Area offices.

If the request is denied, a representative of this agency will advise the applicant of the denial.

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Ride-Alongs

404.5 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Volunteers
- Chaplains
- Maryland Natural Resources Police applicants
- Any others with approval of the Area Commander

An effort will be made to ensure that no more than one member of the public will participate in a ride-along during any given time period. Normally, no more than one ride-along participant will be allowed in agency vehicles at a given time.

404.5.1 OFF-DUTY PARTICIPATION

Off-duty members of this agency or any other law enforcement agency, and employees of the State, will not be permitted to participate in a ride-along with on-duty members of this agency without the express consent of the Area Commander.

In the event that such participation is permitted, the off-duty agency member, other law enforcement agency personnel or State employee shall not:

- (a) Be considered on-duty.
- (b) Represent him/herself as a member of this agency or any other law enforcement agency.
- (c) Participate in any law enforcement activity except as emergency circumstances may require.

404.5.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a DNR records check and a Maryland Criminal Justice Information System (CJIS) check prior to approval of the ride-along.

404.5.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along or is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the agency member involved. The involved agency member or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

404.6 MEMBER RESPONSIBILITIES

The assigned agency member shall consider the safety of the ride-along participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

- (a) The participant will follow the directions of the agency member.

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- (b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police agency equipment.
- (c) Participation may be terminated at any time by the agency member if the participant interferes with the performance of the member's duties.
 - 1. If the participant is on a ride-along, the member may return the participant to the point the ride originated.
- (d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
- (e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
- (f) Participants, including civilians, volunteers and Reserve Officers who are not sworn law enforcement officers or NRP Cadets shall not be permitted to accompany the agency member into a private residence, or onto private property, without the express consent of the resident or other authorized person, except where exigent life-saving circumstances exist.

The member assigned to provide a ride-along shall advise the police communications operators that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high speed pursuit, and if feasible, let the participant out of the vehicle in a well-lit public place. The police communications operators will be advised of the situation and as soon as practicable have another agency member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to a supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the supervisor.

Hazardous Material Response

405.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to agency members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

405.2 POLICY

It is the policy of the Maryland Natural Resources Police to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

405.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

405.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Make the initial assessment of a potentially hazardous material from a safe distance.
- (b) Notify the Communications Center, appropriate supervisors, the appropriate fire department and hazardous response units.
 1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

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- (c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
- (d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
- (e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
 - 1. Placards or use of an emergency response guidebook.
 - 2. Driver's statements or shipping documents from the person transporting the material.
 - 3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
 - (a) The type of material.
 - (b) How to secure and contain the material.
 - (c) Any other information to protect the safety of those present, the community and the environment.
- (f) Provide first aid to injured parties if it can be done safely and without contamination.
- (g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
- (h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
- (i) Establish a decontamination area when needed.
- (j) Activate automated community notification systems, if applicable.
- (k) Notify the county Department of Emergency Services.

405.5 REPORTING EXPOSURE

Agency members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member on the appropriate form that shall be forwarded to a supervisor and the Agency health officer as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

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Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

405.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Hostage and Barricade Incidents

406.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure, vehicle, or vessel and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

406.2 POLICY

It is the policy of the Maryland Natural Resources Police to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

406.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, negotiators from an allied agency should be requested to respond to the scene as soon as practicable and assume communication responsibilities.

406.3.1 EMERGENCY COMMUNICATIONS

Officers may intercept a wire, oral or electronic communication in order to provide evidence if a person has created a barricade situation and there is probable cause to believe a hostage may be involved (Md. Code CJ § 10-402(c)(2)).

Hostage and Barricade Incidents

If the Superintendent or a supervising officer has probable cause to believe that a hostage situation is occurring or that a person is barricaded within a structure and poses an immediate threat of physical injury to others, he/she may order the telephone company to interrupt, reroute, divert or otherwise control telephone service involved in the hostage or barricade situation (Md. Code CJ § 10-413(c)).

The Superintendent or supervising officer shall give a written or oral representation of the hostage or barricade situation to the telephone company. If an order is given on the basis of an oral representation, the oral representation shall be followed by a written confirmation within 48 hours (Md. Code CJ § 10-413(e)).

For the purposes of this section, “supervising officer” means an officer as defined in Md. Code CJ § 10-413(g).

406.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor’s response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

406.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., TRT, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.

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- (e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Agency, such as allied agencies within the jurisdiction, command officers and the Public Information Officer.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.
- (k) Establish a command post.

406.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- (d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.
- (e) Request additional personnel, resources and equipment as needed (e.g., TRT, air support).
- (f) Provide responding emergency personnel with a safe arrival route to the location.
- (g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
- (h) Coordinate pursuit or surveillance vehicles and control of travel routes.

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- (i) Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- (j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- (k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (l) Determine the need for and notify the appropriate persons within and outside the Agency, such as allied agencies within the jurisdiction, command officers and the Public Information Officer (PIO).
- (m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

406.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Tactical Response Team (TRT) response if appropriate and apprising a Special Operations Division (SOD) Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized assignment members, additional agency members, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.
- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) If it is practicable to do so, arrange for video documentation of the operation.
- (g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (h) Ensure adequate law enforcement coverage for the remainder of the area during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or the Communications Center.
- (i) Identify a media staging area outside the outer perimeter and have the agency PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

Hostage and Barricade Incidents

406.6 TRT RESPONSIBILITIES

It will be an SOD Commander's decision, with input from the Incident Commander, whether to deploy the TRT during a hostage or barricade situation. Once a SOD Commander authorizes deployment, the Response Teams Supervisor or the authorized designee will be responsible for the tactical response. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the TRT. The Incident Commander and the SOD Commander or the authorized designees shall maintain direct communications at all times.

406.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

Response to Bomb Calls

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Maryland Natural Resources Police in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

407.2 POLICY

It is the policy of the Maryland Natural Resources Police to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

407.3 RECEIPT OF BOMB THREAT

Agency members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established agency evidence procedures.

The member receiving the bomb threat should ensure that a supervisor is immediately advised and informed of the details. This will enable the supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

407.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

407.4.1 DEPARTMENT OF NATURAL RESOURCES FACILITY

If the bomb threat is against a Natural Resources facility, the supervisor will direct and assign officers as required for coordinating a general building search or evacuation as he/she deems appropriate.

407.4.2 OTHER MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a municipal facility within the jurisdiction of the Maryland Natural Resources Police that is not the property of this agency, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the supervisor deems appropriate.

The Tawes State Office Building where NRP Headquarters is located is owned by the Department of General Services and primary law enforcement functions are performed by the Maryland Capitol Police.

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407.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

407.5 PRIVATE FACILITY OR PROPERTY

When a member of this agency receives notification of a bomb threat, whether in Maryland or another location outside the State, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
 1. No evacuation of personnel and no search for a device.
 2. Search for a device without evacuation of personnel.
 3. Evacuation of personnel without a search for a device.
 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that a supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

407.5.1 ASSISTANCE

A supervisor should be notified when police assistance is requested. The supervisor will make the decision whether the Agency will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the supervisor determine that the Agency will assist or control such an incident, the supervisor will:

- (a) Determine the appropriate level of assistance.
- (b) If NRP is the lead responding agency, the supervisor should determine:
 1. The plan for assistance.
 - (a) Whether to evacuate and/or search the facility.
 - (b) Whether to involve facility staff in the search or evacuation of the building.
 - i. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

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- ii. The safety of all participants is the paramount concern.
- (c) The need for additional resources, including:
 - 1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

407.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by a bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
 - 1. Two-way radios
 - 2. Cell phones
 - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the supervisor including:
 - 1. The time of discovery.
 - 2. The exact location of the device.
 - 3. A full description of the device (e.g., size, shape, markings, construction).
 - 4. The anticipated danger zone and perimeter.
 - 5. The areas to be evacuated or cleared.

Response to Bomb Calls

407.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

407.7.1 CONSIDERATIONS

responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

407.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Regional bomb squad
- Additional agency personnel, such as investigators and forensic services
- A Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

407.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

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407.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The initial responding officer or supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

Mental Health Evaluations/Emergency Petitions

408.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under temporary custody for an involuntary mental health hold at an appropriate facility.

408.2 POLICY

It is the policy of the Maryland Natural Resources Police to protect the public and individuals through legal and appropriate use of the mental health hold process.

408.3 AUTHORITY

An officer may take a person into temporary custody for transfer to an appropriate facility if the person has a mental disorder and the person presents a danger to the life or safety of him/herself or others.

408.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a mental health hold, he/she may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the individual so desires, the officers should (Md. Code HG § 10-609):

- (a) Transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to a mental health hold.
- (b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the individual changes his/her mind regarding voluntary evaluation, the officers should proceed with the involuntary emergency mental evaluation, if appropriate.

408.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who qualifies for a mental health hold should personally observe the individual or his/her behavior indicating that the individual has a mental disorder and presents a danger to the life or safety of him/herself or others. The officer may also use other pertinent information, including observations and information from other credible sources, in making a determination regarding a petition for emergency evaluation (Md. Code HG § 10-622(a); Md. Code HG § 10-622(b)).

The officer who makes the decision to petition for an emergency evaluation shall complete and sign the petition, which will include all of the pertinent observations by the officer or other interested persons.

If the individual is taken into temporary custody from another person who is the petitioner for an emergency evaluation, the officer shall explain to the petitioner the meaning, content, and seriousness of the petition (Md. Code HG § 10-622(d)).

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Mental health holds and placements should be preferred over arrest for individuals with mental health issues who are suspected of committing minor crimes or creating other public safety issues.

408.5 TRANSPORTATION

An officer shall transport an individual with an emergency evaluation to the nearest emergency facility when the officer has a petition that (Md. Code HG § 10-624(a)(1)):

- (a) Has been endorsed by a court within the last five days.
- (b) Is signed and submitted by a physician, psychologist, clinical social worker, licensed clinical professional counselor, clinical nurse specialist in psychiatric and mental health nursing, psychiatric nurse practitioner, licensed clinical marriage and family therapist, health officer or designee of a health officer, or a peace officer.

When transporting any individual for a mental health hold, the transporting officer should have the Communications Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual, and whether any special medical care is needed (Md. Code HG § 10-624).

Officers may transport individuals in the patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, supervisory approval is required before transport commences.

408.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a mental health hold and remain present to provide clarification of the grounds for detention, upon request.

Should a physician, physician assistant, nurse practitioner, or other advanced practice professional working in an emergency facility determine that the individual transported to the facility is violent and request that an officer be present, an officer is required to remain at the facility (Md. Code HG § 10-624(a)).

The officer shall complete a Return of Service by Peace Officer Form (CC-DC 27), as appropriate, and have the facility sign the form.

408.7 DOCUMENTATION

The officer shall complete the following forms for evaluation and treatment, provide the forms to the facility staff member assigned to the individual and retain a copy for inclusion in the case report:

- Petition for Emergency Evaluation Form (CC-DC 13)
- Certification by Peace Officer Form (CC-DC 14)
- Order for Emergency Evaluation of an Arrested Individual (DC 15)

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- Return of Service by Peace Officer Form (CC-DC 27)

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

The officer shall include in the narrative sections of the Petition for Emergency Evaluation and the Incident Report the facts, observations and information known to the officer, or provided by others, that the individual is suffering from a mental disorder and warrants the issuance of the Petition for Emergency Evaluation, including:

- Symptoms of mental disorder
- Dangerous behavior
- History of mental disorder psychiatric hospitalization or treatment
- Statements made by the individual

408.7.1 CONFIDENTIALITY

Records relating to mental health evaluations are confidential and the contents may not be divulged, by subpoena or otherwise, except by order of the court on good cause shown or as allowed by law (Md. Code HG § 10-630).

408.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on a mental health hold should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a mental health hold has committed a criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the mental health hold.
- (c) Facilitate the individual's transfer to jail.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a mental health hold.

In the supervisor's judgment, the individual may instead be transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this agency to regain custody of the individual, agency resources (e.g., posting a guard) and other relevant factors in making this decision.

The court may issue emergency evaluations for arrested individuals and, unless the court directs otherwise, an officer shall stay with the arrested individual until he/she is either admitted to an appropriate facility, or is returned to the court or an appropriate jail (Md. Code HG § 10-626(c)).

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If the arrested individual does not meet the requirements for involuntary admission, the examining physician shall send a brief report of the evaluation to the court and the officer shall return the arrested individual, the court order and the report of the examining physician to the court. If the court is not in session, the officer shall take the arrested individual to an appropriate jail and, before the end of the next day that the court is in session, return the individual and the report of the examining physician to the court (Md. Code HG § 10-626(d)).

408.9 FIREARMS AND OTHER WEAPONS

Whenever an individual is taken into custody for a mental health hold, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful, warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

408.10 TRAINING

This agency will endeavor to provide agency-approved training on interaction with mentally disabled persons, mental health holds and crisis intervention.

Citation Releases

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Maryland Natural Resources Police with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence Policy.

409.2 POLICY

The Maryland Natural Resources Police will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation, when authorized to do so.

409.3 RELEASE

An officer shall charge a suspected offender by citation as follows (Md. Code CP § 4-101(c)):

- (a) Any misdemeanor or local ordinance violation that does not carry a penalty of imprisonment.
- (b) Any other misdemeanor or local ordinance violation not involving serious injury or an immediate health risk for which the maximum penalty of imprisonment is 90 days or less.
- (c) Possession of cannabis under Md. Code CR § 5-601.
- (d) Any violation of the Natural Resources article or COMAR violation under Title 08.

409.3.1 ARREST AND RELEASE

An officer who has grounds to make a warrantless arrest for an offense that may be charged by citation may (Md. Code CP § 4-101(c)(3)):

- (a) Issue a citation in lieu of making the arrest.
- (b) Make the arrest and subsequently issue a citation in lieu of continued custody.

Citations are to be forwarded to the court on the Daily Transmittal form DC/CR 95A within seven days after they are issued. This transmittal form differs from that traditionally used for submitting Natural Resources Citations.

409.4 PROHIBITIONS

The release of a suspected offender on a citation is not permitted when the misdemeanor or local ordinance violation involves any of the following (Md. Code CP § 4-101(c)(1)):

- (a) Failure to comply with a peace order under Md. Code CJ § 3-1508.
- (b) Failure to comply with a protective order under Md. Code FL § 4-509.
- (c) Violation of a condition of pretrial or post trial release under Md. Code CP § 5-213.1.

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- (d) Possession of an electronic control device after conviction of a drug felony or crime of violence under Md. Code CR § 4-109(b).
- (e) Violation of an out-of-state domestic violence order under Md. Code FL § 4-508.1.
- (f) Abuse or neglect of an animal under Md. Code CR § 10-604.

See the Domestic Violence Policy for release restrictions related to those investigations.

409.5 CONSIDERATIONS

An officer may charge a defendant by citation provided (Md. Code CP § 4-101(c)(2)):

- (a) The officer is satisfied with the defendant's evidence of identity.
- (b) The officer reasonably believes that the defendant will comply with the citation.
- (c) The officer reasonably believes that the failure to charge on a statement of charges will not pose a threat to public safety.
- (d) The defendant is not subject to arrest for an alleged misdemeanor involving serious injury or immediate health risk or an alleged felony arising out of the same incident.
- (e) The defendant is not subject to arrest based on an outstanding arrest warrant.
- (f) The defendant complies with all lawful orders by the officer.

Foreign Diplomatic and Consular Representatives

410.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Maryland Natural Resources Police extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

410.2 POLICY

The Maryland Natural Resources Police respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

410.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

Foreign Diplomatic and Consular Representatives

410.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
 - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - 1. Diplomatic-level staff of missions to international organizations and recognized family members
 - 2. Diplomatic agents and recognized family members
 - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
 - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 - 2. Support staff of missions to international organizations
 - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 - 4. Honorary consular officers

410.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

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410.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise.	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No-for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

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Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Rapid Response and Deployment

411.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

411.2 POLICY

The Maryland Natural Resources Police will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Agency in protecting themselves or others from death or serious injury.

411.3 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

411.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

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- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

411.5 PLANNING

The Area Commanders should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as DNR offices, facilities on DNR public lands, indoor and outdoor events at DNR facilities or public lands or on the waters of the State.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with allied law enforcement agencies and site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

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411.5.1 SCHOOL RESPONSE PLANNING

Emergency response planning for schools should include:

- (a) Collaboration with the local law enforcement agencies to establish written procedures for responding to emergencies at each public school within the jurisdiction.
- (b) Coordination with the local law enforcement agencies to provide assistance for the completion of active shooter drills..

411.6 TRAINING

The Training Unit Commander should ensure that rapid response training to critical incidents is included in the Agency training plan. This training should address:

- (a) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (b) First aid, including gunshot trauma.
- (c) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

The Training Unit Commander, in conjunction with Area Commanders, should coordinate the following training:

- (a) Orientation to likely critical incident target sites, such as DNR offices, facilities on DNR public lands, indoor and outdoor events at DNR facilities or public lands or on the waters of the State.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Participation in scenario-based training with allied agencies.

Immigration Violations

412.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Maryland Natural Resources Police relating to immigration and interacting with federal immigration officials.

412.2 POLICY

It is the policy of the Maryland Natural Resources Police that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this agency in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

To support the development of strong partnerships with all members of the diverse residents and users of Maryland's Natural Resources our officers do not make inquiries into the citizenship or immigration status of the individuals we interact with, and we do not enforce civil immigration laws.

412.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Maryland constitutions.

412.4 INTERACTIONS WITH FOREIGN NATIONALS

The indiscriminate questioning of individuals about their citizenship status without a reasonable basis for suspicion of a criminal charge is unconstitutional.

Officers will not request specific documents for the sole purpose of determining a person's immigration status. A general request for adequate identification as part of a criminal investigation or to issue a Citation/Notice of Violation is typically all that is necessary or appropriate. Employees may rely on immigration documents to establish someone's identity if they are the person's only source of identification.

412.5 DETENTIONS

An officer shall not inquire about a person's citizenship, immigration status, or place of birth during a detention, a search, or an arrest unless doing so is material to a criminal investigation or intended to provide the person legal protection under the law and the person is advised any related disclosure on the person's part is voluntary (e.g., diplomatic or consular protections) (Md. Code CP § 5-104).

Immigration Violations

An officer shall not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant (Md. Code CP § 5–104).

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, the officer may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

412.5.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

- (a) Transfer the person to federal authorities.
- (b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see Law Enforcement Authority Policy).

412.6 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

412.7 FEDERAL REQUESTS FOR ASSISTANCE

All operational requests for assistance from ICE will be case specific and will require the approval of the Superintendent. Nothing in this policy prohibits officers from responding to or being on the scene of any federal enforcement initiative in order to maintain safety in exigent circumstances. The Agency may provide available support services, such as traffic control or peacekeeping efforts.

Immigration Violations

412.8 INFORMATION SHARING

No member of this agency will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials.
- (b) Maintaining such information in agency records.
- (c) Exchanging such information with any other federal, state, or local government entity.

412.8.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a criminal immigration warrant. Notification to the federal authority issuing the detainer should be made prior to the release.

412.9 U VISA AND T VISA NON IMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Task Force Unit. The Task Force supervisor should:

- (a) Consult with the assigned officer to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
 - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

412.10 TRAINING

The Training Unit Commander should ensure officers receive training on this policy.

Training should include:

- (a) Identifying civil versus criminal immigration violations or warrants.

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- (b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Crisis Intervention Incidents

413.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

413.2 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

413.3 POLICY

The Maryland Natural Resources Police is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Agency will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

413.4 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear or consequences
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

413.5 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

Each Area Commander should collaborate with local mental health professionals to develop a response protocol. It should include a list of community resources, to guide agency interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

413.6 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Attempt to determine if weapons are present or available.
- (c) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate
- (d) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

413.6.1 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may be experiencing a mental health crisis should consider, as time and circumstances reasonably permit (Md. Code HG § 10-622(b)):

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- (a) Available information that might assist in determining the cause and nature of the individual's actions or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of officers and others.

413.7 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

413.8 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the police communications operators provide critical information as it becomes available. This includes:

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- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

413.9 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Bureau Commander.
- (f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

413.10 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to agency reporting procedures or other official mental health or medical proceedings.

413.10.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Mental Health Evaluations Policy.

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413.11 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

413.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Agency will develop and provide comprehensive education and training to all agency members to enable them to effectively interact with persons in crisis.

Aircraft Accidents

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide agency members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

414.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

414.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

414.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

414.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Aircraft Accidents

414.5 NOTIFICATIONS

When an aircraft accident is reported to this agency, the responding supervisor shall ensure notification is or has been made to the Maryland State Police, NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

414.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) Maryland State Police (MSP).
- (b) FAA.
- (c) Fire department, EMS or other assisting law enforcement agencies.
- (d) Medical Examiner.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., HAZMAT teams, biohazard decontamination teams, fuel recovery specialists, explosive ordinance disposal specialists).

The MSP and/or NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the MSP, NTSB or military representative arrives on scene, the efforts of this agency will shift to a support role for those agencies.

If MSP, NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene agency supervisor should ensure the accident is still appropriately investigated and documented.

414.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological, radioactive materials, bombs or other ordnance.
- Pressure vessels, compressed gas bottles, accumulators and tires.

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- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

414.8 DOCUMENTATION

All aircraft accidents that NRP responds to shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of NRP members deployed to assist; other State resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented in the appropriate incident report.

414.8.1 WRECKAGE

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

414.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.

414.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. This may include referral of all media requests to the appropriate investigating agency. Any release of information regarding details of the accident itself should be coordinated with the MSP, NTSB or other authority who may have assumed responsibility for the investigation.

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Field Training Officers

415.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Maryland Natural Resources Police. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO) (COMAR 12.04.01.17(F)).

415.2 POLICY

It is the policy of the Maryland Natural Resources Police that all newly graduated probationary officers will participate in field training that is staffed and supervised by trained and qualified FTOs.

415.3 FIELD TRAINING

The Agency shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties and be in compliance with state mandates related to field training (COMAR 12.04.01.17). The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this agency.

Field training (COMAR 12.04.01.17):

- (a) Shall include activities designed to familiarize the individual with the duties of the officer position, as defined and administered by this agency.
- (b) May be conducted in conjunction with an entrance-level training program or a separate training activity provided by this agency.
- (c) Shall be no less than the Maryland Police Training and Standards Commission (MPTSC)-required duration.
- (d) Shall be monitored by a certified officer.
 1. Trainees shall be under the direct supervision of an FTO or other approved officer as provided in COMAR 12.04.01.17(G).
- (e) Should include procedures for:
 1. Issuance of training materials to each trainee at the beginning of his/her field training.
 2. Daily, bi-weekly and end of phase evaluation and documentation of the trainee's performance.
 3. A multiphase structure that includes:

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- (a) A formal evaluation progress report completed by the FTOs involved with the trainee and submitted electronically to the Commander and FTO coordinator.
 - (b) Assignment of the trainee to a variety of shifts and geographical areas.
 - (c) Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.
4. The trainee's confidential evaluation of his/her assigned FTOs and the field training process.
 5. Retention of all field training documentation in the officer trainee's training file including (COMAR 12.04.01.17(H)):
 - (a) All performance evaluations.
 - (b) A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.
 6. Remedial training guidelines.

415.4 FTO COORDINATOR

The Training Unit Commander is the designated FTO coordinator. (COMAR 12.04.01.17(C)).

The FTO coordinator along with the Entry Level Training Section supervisor will assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

- (a) Coordinating FTO assignments with Area Commanders.
- (b) Conducting FTO meetings.
- (c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
- (d) Maintaining, updating and issuing agency training materials to each FTO and trainee.
- (e) Developing ongoing training for FTOs.
- (f) Mentoring and supervising, through periodic interaction with PO and FTOs.
- (g) Monitoring the overall performance of field training.
- (h) Reviewing evaluations of the trainees' progress and providing supplemental training tools if necessary
- (i) Maintaining liaison with FTO coordinators from other law enforcement agencies.
- (j) Performing other duties as directed by the Support Services Bureau Commander.
- (k) Completing and submitting a written statement to the MPTSC indicating that each recruit has successfully completed the required Commission-approved field training (COMAR 12.04.01.17 G (4) (a)).
- (l) Establishing guidelines and procedures for the evaluation of FTOs and trainees (COMAR 12.04.01.17(F)).

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415.4.1 FTO COORDINATOR TRAINING

The FTO coordinator is required to successfully complete the following courses prior to appointment to this position (COMAR 12.04.01.17(C)):

- (a) An MPTSC-approved supervisor training course.
- (b) An MPTSC-approved FTO course.

415.5 AREA COMMANDER RESPONSIBILITIES

The Area Commander in coordination with the FTO Coordinator will select an FTO from a list of eligible Officers, for the Probationary Officers assigned area.

- (a) Selections of these candidates will be based on the enhanced criteria, and on recommendations from staff and District Sergeant.
- (b) Careful consideration must be given to the candidate's ability to project a professional image and be a positive role model for probationary officers.

Area Commanders are also required to review and sign, as appropriate, Daily Observation Reports, End of Phase Reports, and Supervisor Bi-Weekly Reports for all probationary officers assigned to their Areas. Area Commanders should also ensure consistency of the FTO Program.

415.6 FTO SELECTION, TRAINING AND RESPONSIBILITIES

415.6.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Superintendent or the authorized designee.

Selection will be based on the officer's:

- (a) Desire to be an FTO.
- (b) Holding the rank of Officer First Class or higher and be off probation.
- (c) Demonstrated ability as a positive role model.
- (d) Possession of outstanding interpersonal communication skills, demonstrating an aptitude for instructing and training,
- (e) Have received at least "satisfactory" ratings on the last two most recent evaluations
- (f) Not be subject to pending investigation, disciplinary or administrative action
- (g) Be highly-motivated as determined through self-initiated activity,
- (h) Possession of, or ability to obtain, agency-approved certification.
- (i) Approval by the MPTSC as an FTO (COMAR 12.04.01.17(D)).

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

415.6.2 TRAINING

An officer selected as an FTO shall successfully complete an MPTSC-approved FTO course prior to being assigned as an FTO (COMAR 12.04.01.17(D)).

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Field Training Officers

No member of this Agency will conduct any FTO training whatsoever unless the member:

- (a) is certified by MPCTC as an FTO, and
- (b) meets the requirements listed in this policy, or
- (c) is exempted from a specific FTO activity as listed in (COMAR 12.04.01.17g3a & b).

All FTOs shall successfully complete an FTO update course approved by the MPTSC every four years while assigned to the duty of FTO (COMAR 12.04.01.17(D)).

415.6.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

415.6.4 RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The responsibilities of the FTO include, but are not limited to (COMAR 12.04.01.17(F)):

- (a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.
 - 1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
 - 2. The FTO shall sign off all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.
- (b) Completing and reviewing daily performance evaluations with the trainee each day.
- (c) Completing a detailed bi-weekly performance evaluation of his/her assigned trainee at the end of each week.
- (d) Completing an end of phase evaluation report of his/her assigned trainee.
- (e) Providing the FTO supervisor with a daily synopsis of the trainee's activities or immediately for any unusual occurrences needing guidance or clarification.

Air Support

416.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

416.2 POLICY

It is the policy of the Maryland Natural Resources Police to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

416.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

416.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

- (a) Whenever the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.
- (b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.
- (c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.
- (d) Vehicle pursuits.
- (e) Pre-planned events or actions that require air support.
- (f) When air support is activated under existing mutual aid agreements.
- (g) When the Duty Officer or equivalent authority determines a reasonable need exists.

416.3.2 ALLIED AGENCY REQUESTS FOR AVIATION SUPPORT

After a determination that air support is required, the supervisor or the authorized designee will call the Special Services Bureau Duty Officer to ascertain the availability of the Aviation Section. If unavailable, the closest agency having available air support will be contacted. The supervisor or authorized designee will apprise that agency of the specific details of the incident prompting the request.

Contacts and Temporary Detentions

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Natural Resource Inspections - An encounter with a person by an officer to inspect required licenses and check harvest for compliance with state and federal laws and regulations.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

417.2 POLICY

The Maryland Natural Resources Police respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field

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photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

417.3 TEMPORARY DETENTIONS

At the commencement of any temporary detention, absent exigent circumstances, an officer should (Md. Code CP § 2-109):

- (a) Display identification to the temporarily detained individual.
- (b) Provide the individual with the officer's name and four-digit identification number, the name of the Agency, and the reason for the contact.

417.4 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Maryland Natural Resources Police to strengthen community involvement, community awareness, and problem identification.

417.4.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

417.5 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover

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evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.5.1 LIMITED SEARCH FOR WEAPONS

An officer may make an inquiry and conduct a limited search of a person if, in light of the officer's observations, information and experience, the officer reasonably believes that (Md. Code CR § 4-206):

- (a) A person may be wearing, carrying or transporting a handgun in violation of the law.
- (b) Because the person possesses a handgun, the person is or presently may be dangerous to the officer or to others.
- (c) Under the circumstances, it is impracticable to obtain a search warrant.
- (d) To protect the officers or others, swift measures are necessary to discover whether the person is wearing, carrying or transporting a handgun.

417.6 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

417.6.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

417.6.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal

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conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

417.6.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted with either an associated Delta FIR or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the supervisor should review and approve the Delta FIR.

- (a) If the photograph and associated Delta FIR or documentation is relevant to criminal organization/enterprise enforcement, the supervisor will forward the photograph and documents to the Intelligence and Homeland Security Unit supervisor. The Intelligence and Homeland Security Unit supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
- (b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be destroyed.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

417.6.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

417.7 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.

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1. When feasible, a written or recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a written or recorded statement. Such witnesses, if willing, may be transported in agency vehicles.
1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Criminal Organizations

418.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Maryland Natural Resources Police appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

418.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

418.2 POLICY

The Maryland Natural Resources Police recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this agency to collect and share relevant information while respecting the privacy and legal rights of the public.

418.3 CRIMINAL INTELLIGENCE SYSTEMS

No agency member may create, submit to or obtain information from a criminal intelligence system unless the Superintendent has approved the system for agency use.

Any criminal intelligence system approved for agency use should meet or exceed the standards of 28 CFR 23.20.

The Homeland Security and Intelligence Unit supervisor will be responsible for maintaining each criminal intelligence system that has been approved for agency use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained.
- (b) Use of every criminal intelligence system is appropriately reviewed and audited.
- (c) Any system security issues are reasonably addressed.

418.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this agency, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Homeland Security and Intelligence Unit. Any supporting documentation for an entry shall be retained by the Homeland Security and

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Intelligence Unit in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The Unit supervisor should ensure that any documents retained by the Homeland Security and Intelligence Unit are appropriately marked as intelligence information. The Unit supervisor may not purge such documents without the approval of the Bureau Commander.

418.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the agency-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the Homeland Security and Intelligence Unit supervisor responsible for consideration of criminal intelligence system entries.

418.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible agency supervisor.
- (b) Should not be originals that would ordinarily be retained by the Property Storage Area, but should be copies of, or references to, retained documents, such as copies of reports, field interview (FI) forms, the Communications Center records or booking forms.
- (c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.
- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

418.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

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418.5 INFORMATION RECOGNITION

Agency members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

The Homeland Security and Intelligence Unit supervisor should work with the Training Unit to train agency personnel in the identification of information that may be particularly relevant for inclusion in authorized criminal intelligence systems.

418.6 RELEASE OF INFORMATION

Agency members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to agency members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

418.7 CRIMINAL STREET GANGS

The Criminal Investigations supervisor should ensure that there are an appropriate number of agency members who can:

- (a) Testify as experts on matters related to criminal street gangs, and maintain an above average familiarity with identification of criminal organizations, criminal organization members, and patterns of organized crime activity (Md. Code CR § 9-801 et seq.).
- (b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.
- (c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

418.8 TRAINING

The Homeland Security and Intelligence Unit Supervisor in coordination with the Training Unit should assist in providing training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

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- (a) The protection of civil liberties.
- (b) Participation in a multi-agency criminal intelligence system.
- (c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

Duty Officers

419.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a daily Duty Officer.

419.2 POLICY

Duty Officers shall be capable of making decisions and managing in a manner consistent with the mission of the Maryland Natural Resources Police. To accomplish this, a Sergeant or above shall be designated as the Duty Officer.

419.3 DUTY OFFICER RESPONSIBILITIES

The Duty Officer shall have overall responsibility and accountability for the operation of their assigned command. The Duty Officer serves as a point of contact in the absence of a member's immediate supervisor or Commander. Duties may include, but are not limited to:

- (a) Ensuring sufficient members are on-duty to accomplish the mission of the Maryland Natural Resources Police.
- (b) Providing command-level oversight of major crime scenes, tactical situations or disasters.
- (c) Directing enforcement priorities.
- (d) Providing job-related training and guidance to subordinates.
- (e) Acquiring outside resources or providing assistance to other agencies, when applicable.
- (f) Handling service inquiries or complaints from the public.
- (g) Acting as the Public Information Officer when appropriate.
- (h) Ensuring the proper equipment and vehicles are available for member use.

Mobile Data Terminal Use

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between agency members and the Communications Center.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Mobile Data Terminal (MDT) – Refers to the actual computer (hardware)

Mobile Data Terminal (MDT) System – Refers to the computer and associated systems that may be accessed utilizing the MDT.

420.2 POLICY

Maryland Natural Resources Police members using the MDT system shall comply with all appropriate federal and state rules and regulations and shall use the MDT system in a professional manner, in accordance with this policy. All NRP employees shall also abide by the State's Information Technology Security Policy and Standards.

420.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any agency technology system (see the Information Technology Use Policy for additional guidance).

420.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use Policy. Officers (lieutenants and below) assigned to field operations shall utilize the MDT system while on-duty, subject to the limitations of the network connectivity.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT system by another member to their supervisors or Duty Officers.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or for communications that are directly related to the business, administration or practices of the Agency. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

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It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should be limited to times when the vehicle is stopped. However members may, using good judgment, use the MDT when the vehicle is in motion when safe to do so for the purposes of navigation and brief entries (e.g., initiating enforcement in Delta or MOBILE CAD, vehicle registration inquiries). Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

While a vehicle is in motion if in use, the computer must be properly secured in the docking station. If the vehicle does not have a docking station, the computer must be stored in a manner to prevent it from becoming a projectile while the vehicle is in motion.

420.5 DOCUMENTATION OF ACTIVITY

All calls for service assigned by a police communications operators should be communicated by voice over the police radio and electronically via MOBILE CAD unless security or confidentiality prevents such broadcasting.

MOBILE CAD and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it shall be documented by a police communications operators.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MOBILE CAD.

420.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, in service, out of service) will be transmitted over the police radio or through the MOBILE CAD.

Members responding to in-progress calls shall advise changes in status over the radio to assist other members responding to the same incident. Status changes may be made from the MOBILE CAD when it is safe to do so.

420.6 EQUIPMENT CONSIDERATIONS

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Mobile Data Terminal Use

420.6.1 MAL-FUNCTIONING MDT

Whenever member's MDT or MOBILE CAD is not working, they shall notify the Communications Center. It shall be the responsibility of the police communications operators to document all information.

420.6.2 BOMB CALLS

When investigating reports of possible bombs, members should turn off their MDTs when in close proximity of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Body-Worn Camera Program

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by officers of this department while in the performance of their duties (Md. Code CJ § 10-402). Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Agency facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY

It is the policy of this department to utilize the Body-Worn Camera (BWC) for the purpose of documenting evidence and accurately recording, through video and audio, interactions that occur between officers and members of the public. All BWC equipment and recordings are the property of the Maryland Natural Resources Police.

421.3 DEFINITIONS

Definitions related to this policy include:

Body-Worn- Camera (BWC) - a camera worn on the person of a uniformed law enforcement officer, or an officer prominently displaying the officer's badge or other insignia, that is capable of recording video and intercepting oral communications.

Officer - All sworn Maryland Department of Natural Resources police officers.

Employee - All employees of the Maryland Department of Natural Resources Police (both sworn and non-sworn).

TRT Leader - The designated Officer-in-Charge for a TRT Operation (usually a TRT Sergeant but can be a senior officer of the TRT as delegated by the TRT Sergeant).

TRT Officer - An officer, either centralized or decentralized, of the department's Tactical Response Team.

TRT Operations - The pre-planned service of a search warrant, arrest warrant, or Emergency Evaluation Petition (EEP) by the TRT. For purposes of this function code, Tactical Response callouts (to include "surround and calls") are not considered TRT operations, regardless of any contemporaneous legal authorization to enter a premise.

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421.4 COORDINATOR

The Superintendent or the authorized designee should designate a coordinator responsible for:

- A. Establishing procedures for the security, storage and maintenance of data and recordings.
- B. Establishing procedures for accessing data and recordings.
- C. Establishing procedures for logging or auditing access.
- D. Establishing procedures for transferring, downloading, tagging or marking events.

421.5 OFFICER PRIVACY EXPECTATION

All recordings made by officers on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. All recordings are set to activate with a 120 second pre-activation buffer as required by law. During both pre-activation and activation, both on and off duty, officers shall have no expectation of privacy or ownership interest in the content of these recordings.

421.6 LEGAL CONSIDERATIONS

Pursuant to the "State Wiretap Act" under Sections 10-401, et seq. of the Courts and Judicial Proceedings Article of the Maryland Annotated Code, it is unlawful for any person to willfully intercept, endeavor to intercept, disclose, endeavor to disclose, use, or endeavor to use any oral communications. "Oral communication" is defined as any conversation or words spoken to or by any person in private conversation.

The State Wiretap Act makes it lawful for a law enforcement officer, during the officer's regular duty, to intercept an oral communication with a body-worn digital recording device capable of recording video and oral communication if:

- A. The law enforcement officer is in uniform or prominently displaying the officer's badge other insignia;
- B. The law enforcement officer is making reasonable efforts to conform to standards in accordance with § 3- 511 of the Public Safety Article for the use of body worn digital recording devices;
- C. The law enforcement officer is a party to the oral communication;
- D. The law enforcement officer notifies, as soon as is practicable, the individual that the individual is being recorded, unless it is unsafe, impractical, or impossible to do so, and;
- E. The oral interception is being made as part of a videotape or digital recording.

The State Wiretap Act also makes it lawful for a law enforcement officer to intercept an oral communication where the officer is party to the communication and where all parties to the communication have given prior consent to the recording.

Body-Worn Camera Program

421.7 IMPLEMENTATION

The BWC program will be instituted for all sworn law enforcement officers that interact with the public on a regular basis. BWC will accurately document events, actions, conditions, and statements made during law enforcement related encounters and activities as authorized under this program.

Officers will use the BWC in accordance with their training and this policy. Violations of this policy may result in discipline.

421.8 GENERAL OPERATIONAL PROCEDURES

Only officers trained in the proper use of the BWC will use the system.

- A. All BWC recordings and recording devices will be used for official business only. Use of the BWC will comply with all applicable laws, and this policy.
- B. Prior to going into service at the beginning of each shift, officers will perform a function test of the BWC in accordance with their training and manufacturers recommendations to ensure that the BWC is operating properly. Officers discovering a BWC malfunction shall promptly open a Body Camera call for service and report the malfunction to:
 1. their Duty Officer, and
 2. LETech Support.
- C. The BWC will be worn in a manner consistent with Department training and uniform policy.
- D. Officers are only authorized to use a BWC while in uniform or prominently displaying the officer's badge or other insignia.
- E. Officers may, but will not be required to, use the BWC while off duty. Any off-duty use must be for law enforcement related encounters and activities as authorized under this policy.
- F. Officers are authorized to use a BWC during secondary employment in situations where the off-duty use is for law enforcement related encounters and activities as authorized under this policy.
- G. Officers will only wear a department issued BWC.

421.9 ACTIVATION AND DEACTIVATION OF THE BODY WORN CAMERA SYSTEM

- A. Officers shall only activate the BWC for legitimate law enforcement purposes.
- B. Except as otherwise exempted by law, officers will notify individuals that they are being recorded as soon as practicable, unless it is unsafe, impractical, or impossible to do so.
- C. This notice provision is satisfied even if another individual becomes a party to the communication after the initial notice has been provided. Examples of potential notification language include:

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Body-Worn Camera Program

1. "You are being audibly and visually recorded"; or
 2. "Our interaction is being recorded by my body camera."
- D. The BWC **must** be activated during all law enforcement related encounters and activities such as, but not limited to, the following examples:
1. At the arrival to a call for service that is investigative or enforcement in nature.
 2. All enforcement and investigation related citizen contacts.
 3. Documentation of evidence that can be used in the prosecution of criminal, natural resources and traffic offenses.
 4. Arrests and transports.
 5. At the initiation of traffic stops.
 6. Priority responses.
 7. Vehicle, Vessel and foot pursuits.
 8. Suspicious situations.
 9. All searches (persons, vehicles, vessels, structures, effects), except strip searches.
 10. Interviews and interrogations.
 11. Mental health interventions.
 12. Any contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.
- E. Once the BWC has been activated, officers will continue to record until:
1. The officer has left the scene and anticipates no further involvement in the event.
 2. A supervisor has authorized that a recording may cease.
 3. The officer is no longer engaged in a related investigative or enforcement activity; or
 4. The event has concluded. An event will be deemed "concluded" when:
 - (a) all arrests have been made and arrestees have been transported and released from custody;
 - (b) all witnesses and victims have been interviewed;
 - (c) the continued recording will not serve to obtain additional evidence; and
 - (d) no further law enforcement action is likely to occur.

421.10 CESSATION OF RECORDING

- A. Once activated, the BWC should remain on continuously until the officer reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation.

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- B. **Upon deactivation of a recording the officer must record a brief verbal explanation for the deactivation prior to turning off the recording.**
- C. There may be instances in which officers are unable to activate their BWC due to circumstances making it unsafe, impossible, or impractical to do so. In these exigent circumstances, officers shall begin recording with the BWC at the first reasonable opportunity to do so and document the reason for the delayed start in the incident report and/or as part of the recording.
- D. In situations when community members, witnesses, crime victims or other parties wish to share information related to criminal activity, but refuse to do so while being recorded, officers will have the discretion to turn off the BWC during the interview. The preference is to record such statements; however, it is recognized that such persons may be hesitant to provide information while being recorded due to a fear of retaliation, privacy concerns or a feeling that the information is sensitive. In these situations, officers may decide that obtaining the information is more important than recording the conversation. In such a situation, the officer must record a brief verbal explanation for the deactivation prior to turning off the recording.
- E. Officers are required to obtain consent prior to recording an interview with a victim of a sex offense. Consent in these cases must be documented/recorded on camera.

421.11 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.12 SEARCH WARRANTS

- A. For all operations involving the service of a Search Warrant the following procedures will be followed:
 - 1. Once all individuals at a location are in custody and the scene is secure the Entry Team Leader will conduct a walkthrough of the location, with camera still activated, to document the overall condition of the location and its occupants
 - 2. Once the recording of these items is complete the Entry Team Leader will stop recording and turn the BWC off to ensure that no undercover investigators are captured in the recording. **Once all Entry Team BWC is deactivated, the scene may be turned over to investigators.**

421.13 TACTICAL RESPONSE TEAM

- A. The BWC program will be instituted for Tactical Response Team officers. The BWC will accurately document events, actions, conditions and statements made during operations in the presence of the TRT officers as authorized under this program.
- B. TRT officers will utilize Agency issued BWC for all operations. The BWC must be activated prior to all tactical operations. Once a BWC has been activated, the camera

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will remain on during the operation. *Once the operation is deemed complete, the TRT Leader will indicate to the team that the recording may be stopped.*

- C. TRT officers will record the following when possible and in a manner which does not compromise the safety of the TRT or another officer on-scene:
 - 1. Active resistance by an individual present at the location.
 - 2. Show of force, Use of force, or claimed use of force, by an officer of the Tactical Response Team.
 - 3. Damage that resulted from the service of the search warrant.
 - 4. Each individual present at the location, visible injuries, and any treatment provided by NRP personnel.

421.14 INTERNAL ACCESS, REVIEW, AND USE OF RECORDINGS

- A. A BWC recording may be reviewed by the recording officer for any work-related reason, including but not limited to:
 - 1. To ensure the BWC system is working properly;
 - 2. To assist with the writing of a report or other official document;
 - 3. To review / critique his or her own performance;
 - 4. To review / prepare for court;
 - 5. To respond to a civil suit, criminal investigation (if the officer is the subject of the investigation), citizen complaint, or administrative complaint. The officer shall have the ability to review their BWC recording of the subject incident prior to making a statement.
- B. Recordings may also be reviewed:
 - 1. By a supervisor;
 - 2. By management for any legitimate matter, including, but not limited to;
 - (a) to review evidence;
 - (b) to participate in an official investigation such as a personnel complaint, administrative inquiry or a criminal or civil investigation;
 - (c) to assess training value.
- C. An officer or officer's representative shall have access to a BWC recording that is directly related to any administrative investigation or civil suit where the officer is named as the defendant.
- D. When a recorded incident or recording of an incident is used to question an officer during a formal internal investigation, access to all BWC recordings related to the incident shall be provided to the officer in advance of the questioning.
- E. A supervisor shall review the BWC recording of an incident when:
 - 1. An officer is involved in a reportable use of force incident.

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2. An officer is injured during the performance of his or her duty.
- F. BWC recordings shall not be routinely reviewed for the express purpose of discovering acts of misconduct or instances of poor performance. An officer's supervisor may use BWC recordings to address performance. Any recording used must be reviewed with the subject officer prior to any documentation of performance. Any documented review will be included in the officer's supervisory file. The officer shall have the opportunity to respond in writing to the document. The response shall be attached to the supervisor's document. The officer and the officer's representative shall be provided access to the referenced recording if requested.
- G. Officers will be provided written notice from their immediate supervisor, or designee, of the intent to use a BWC recording(s) for the purpose of performance evaluations which result in a below average rating in one or more categories.
1. This notice will be provided at least three months prior to the end of the rating period.
 2. Any recording, supporting a below average rating, being referenced within the last six months of the rating period may also be used if the officer received written notice at least 30 days before the conclusion of the rating period.
 3. If a recording, supporting a below average rating, is referenced from the last 30 days of the rating period, the performance evaluation will serve as the written notice.
 4. Any portion of a recording used for the purpose of documenting below average performance in a performance evaluation will be reviewed with the subject officer and documented in a counseling session.
- H. BWC recordings may be used as a basis for discipline. Officers will be provided written notice of the department's intent to rely upon a BWC recording(s) as a basis of discipline.
- I. The officer will be afforded the opportunity to review the BWC recording(s) related to the incident being investigated administratively with their selected representative prior to being interrogated.

421.15 REVIEW FOR TRAINING PURPOSES

- A. Officers will be provided written notice of the intent to utilize BWC recordings for training purposes. The notice and opportunity to review the recording, will be provided at least ten working days before the recording is used in the training venue.
1. An officer captured in the recording (audio or video) may object to the use of the recording, in writing, to the Commander of the Training and Supply Division (or designee) within five working days of receiving notice of intent to use the video for training as to why he or she does not wish the recording to be used. The Commander of the Training and Supply Division (or designee) will consider any reason(s) submitted by the officer before proceeding with use. The decision

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shall be based upon a determination as to whether the training value outweighs the officer's objection.

- B. A log will be kept to record access to all recordings and officers shall have timely and ongoing access to the log. The log will include the:
 - 1. Name of the employee accessing the recording;
 - 2. Reason for access with reasonable clarity;
 - 3. Date recording was accessed;
 - 4. Length of time it was reviewed, and
 - 5. Any copying or editing.

421.16 PROHIBITED USES

- A. Officers are not allowed to view another officer's recording(s) except for a work-related reason which is authorized by a supervisor.
- B. A BWC will not be used to create recordings in locker rooms, dressing rooms, and restrooms unless part of a criminal investigation.
- C. A BWC will not be used to create recordings of strip searches.
- D. A BWC shall not be used to record employees during routine administrative activities.
- E. Officers will not intentionally record undercover officers or confidential informants without their consent.
- F. Officers shall not record non-work-related personal activity.
- G. A BWC will not be used to create a recording of courtroom proceedings.
- H. A BWC recording of a constitutionally protected activity may not be used to identify persons present at the activity who are not suspected of being engaged in illegal activity or in need of assistance.
- I. The stored video and audio data from a BWC recording may not:
 - 1. Be used to create a database or pool of mug shots;
 - 2. Be used as fillers in photo arrays; or
 - 3. Be searched using facial or voice recognition software.
 - (a) this does not prohibit the use of recognition software to analyze the recording of a particular incident when a sworn supervisor has reason to believe that a specific suspect or person in need of assistance may be a subject of a particular recording.
- J. Employees shall not access, obtain, attempt to obtain, or copy/convert for their personal use any recording produced by a BWC.
- K. Employees shall not upload BWC recordings to public and/or social media websites.
- L. Except as authorized by policy, employees shall not attempt to copy, delete, alter, release, reuse, modify or tamper with BWC recordings in any manner. Employees

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are prohibited from making a copy of a BWC audio/video recording by using another recording device, such as a cell phone.

421.17 RETENTION OF DATA

- A. All original BWC recordings are the property of the Maryland Natural Resources Police and shall be securely stored and retained according to the department's retention schedule and consistent with state law and existing evidence protocols, unless a specific request is made to store them for a longer period of time by a person authorized by the Department.
- B. BWC recordings that can be used in an investigation or captures a confrontational encounter between an officer and a member of the public will be deemed "evidentiary" and categorized and tagged according to the type of incident. Recordings that do not contain evidence or capture routine, non-confrontational encounters will be deemed "non-evidentiary".
- C. Non-evidentiary recordings will be destroyed after 42 months, unless the department deems it necessary to retain the recording for a longer period of time.
 - 1. A recording will be retained longer than 42 months if an officer or the officer's representative provides notice to the Department within 42 months of the date of the recording of its potential use in an administrative hearing.
 - 2. Performance evaluation shall not be the sole reason for the Department retaining a recording beyond the agreed upon term.
 - 3. An officer may elect to save BWC recordings for longer than 42 months if the recording was used to support a performance evaluation which resulted in a single category being rated as below requirements.
- D. If an officer activates a BWC generating a recording of a prohibited use or that is not a law enforcement related encounter or activity, the officer shall notify his or her supervisor promptly. Recordings deemed by the department to be recorded inadvertently and which are of no legitimate purpose to the department, shall be destroyed expeditiously.

421.18 RECORDS REQUESTS AND RELEASE OF RECORDINGS

The public release of BWC recordings will be conducted in accordance with applicable public records laws.

The release of recordings of an officer's death or injury shall not occur absent compelling law enforcement related reasons to release the recording or in situations where the release of these recordings is required by law.

Recordings will not be disseminated by the employee without receiving written permission under the authority of the Superintendent.

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421.19 TRAINING

Officers should receive periodic training on the operation of body-worn cameras as well as this policy. Training should include methods of providing notice that a recording is being made to persons with limited English proficiency or persons with a disability that renders them otherwise unable to understand.

Public Recording of Law Enforcement Activity

422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this agency. In addition, this policy provides guidelines for situations where the recordings may be evidence.

422.2 POLICY

The Maryland Natural Resources Police recognizes the right of persons to lawfully record members of this agency who are performing their official duties. Members of this agency will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
 - 1. Tampering with a witness or suspect.
 - 2. Inciting others to violate the law.
 - 3. Being so close to the activity as to present a clear safety hazard to the officers.
 - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, him/herself or others.

422.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or

Public Recording of Law Enforcement Activity

behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of Agency members, such as how and where to file a complaint.

422.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
 - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
 - (a) To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
 - (b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain

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the evidence is to transmit a copy of the recording from a device to an agency-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property Storage Area Policy.

Homeless Persons

423.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that agency members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes the responsibilities of an agency member during contact with a homeless individual, and details the need for special protection and services for homeless persons.

423.2 POLICY

It is the policy of the Maryland Natural Resources Police to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Maryland Natural Resources Police will address the needs of homeless persons in balance with the overall mission of this agency.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

423.3 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

423.3.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

- (a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (b) Documenting locations the person may frequent.
- (c) Providing victim/witness resources, when appropriate.

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- (d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.
- (e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.
- (f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.
- (g) Whether the person may be an adult abuse victim, and if so, proceed in accordance with the Adult Abuse Policy.

423.4 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under a mental health evaluation when facts and circumstances reasonably indicate such a detention is warranted (see the Mental Health Evaluations/Emergency Petition Policy).

423.5 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and shall not destroy or discard the personal property of a homeless person (Md. Code CR § 10-304).

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor's responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the person or agency having primary responsibility for management of the property.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the person or agency having primary responsibility for management of the property if such property appears to involve a trespass, is a blight to the community or the subject of a complaint.

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423.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or State departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Medical Cannabis

424.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this agency with guidelines for investigating the acquisition, possession, transportation, delivery, production, and use of cannabis under Maryland's medical cannabis laws (Md. Code CR § 5-601(c)(3); Md. Code HG § 13-3301 et seq.).

424.1.1 DEFINITIONS

Definitions related to this policy include (Md. Code HG § 13-3301; COMAR 10.62.01.01):

30-day supply - 120 grams of usable cannabis or 36 grams of tetrahydrocannabinol (THC).

Caregiver - A person who has agreed to assist with a qualifying patient's medical use of cannabis, including a parent or legal guardian, or a designee of a parent or legal guardian, of a qualified patient under the age of 18.

Certifying provider - A person licensed by the State Board of Physicians, the State Board of Dental Examiners, the State Board of Podiatric Medical Examiners, or the State Board of Nursing who has a state-controlled dangerous substances registration and is approved by the Commission to make cannabis available to patients for medical use.

Commission - The Natalie M. LaPrade Medical Cannabis Commission.

Dispensary - An entity licensed by the Commission that acquires, possesses, processes, transfers, transports, sells, distributes, dispenses, or administers cannabis; products containing cannabis; related supplies; related products including food, tinctures, aerosols, oils, or ointments; or educational materials for use by a qualifying patient or caregiver.

Dispensary agent - An owner, member, employee, volunteer, officer, or director of a dispensary.

Grower - An entity licensed by the Commission that cultivates or packages medical cannabis and is authorized to provide cannabis to a processor, dispensary, or independent lab.

Grower agent - An owner, employee, volunteer, officer, or director of a grower.

Identification card - An identification card provided by the Commission to qualifying patients and caregivers.

Processor - An entity that transforms medical cannabis into another product or extract and packages medical cannabis.

Processor agent - An owner, member, employee, volunteer, officer, or director of a processor.

Qualifying patient - A person who possesses a written certification by a certifying provider with whom the person has a bona fide provider-patient relationship. If the person is under the age of 18, he/she must have a caregiver.

Written certification - Certification issued by a certifying provider which includes a written statement confirming that, in the certifying provider's professional opinion, the patient has a

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condition justifying the use of medical cannabis and, if appropriate, that a 30-day supply of medical cannabis is not sufficient to meet the patient's medical needs.

424.2 POLICY

It is the policy of the Maryland Natural Resources Police to prioritize resources to avoid making arrests related to cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Maryland medical cannabis laws are intended to provide protection from prosecution to those who possess a written certification by a certifying provider for the use of cannabis for medical use. However, Maryland medical cannabis laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of cannabis. The Maryland Natural Resources Police will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Maryland law and the resources of the Agency.

424.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of cannabis generally fall into the following categories:

- (a) Investigations when no person makes a medicinal claim.
- (b) Investigations when the person is a qualifying patient or caregiver.
- (c) Investigations when the person is otherwise authorized.

424.3.1 INVESTIGATIONS WITH NO MEDICAL CLAIM

In any investigation involving the possession, delivery, production, or use of cannabis or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or used for medicinal purposes.

424.3.2 INVESTIGATIONS INVOLVING A QUALIFYING PATIENT OR CAREGIVER

A qualifying patient or caregiver shall not be arrested for the authorized medical use or possession of cannabis provided by a grower or dispensary, provided (Md. Code HG § 13-3304; Md. Code HG § 13-3313):

- (a) Any qualifying patient possesses no more than a 30-day supply, unless the patient's written certification allows for the possession of more.
- (b) In the case of a caregiver, he/she is in possession of the cannabis for a qualifying patient he/she has agreed to assist in the use of medical cannabis.

A patient or caregiver identification card should suffice as evidence that a written certification has been issued. Certification or lack of certification should be verified through the Commission's

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registry before making an arrest (COMAR 10.62.04.06; COMAR 10.62.06.01 et seq.). No arrest should be made if there is reason to believe that the individual has a valid claim to possess.

424.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving cannabis possession, delivery, production, or use:

- (a) Because enforcement of medical cannabis laws can be complex, time consuming, and call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:
 - 1. The suspect has been identified and can be easily located at another time.
 - 2. The case would benefit from review by a person with expertise in medical cannabis investigations.
 - 3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
 - 4. Any other relevant factors, such as available agency resources and time constraints.
- (b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of a medicinal claim:
 - 1. The amount of marijuana recommended by a medical professional to be ingested.
 - 2. The quality of the marijuana.
 - 3. The method of ingestion (e.g., smoking, eating, nebulizer).
 - 4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
 - 5. Whether the marijuana is being cultivated indoors or outdoors.
 - 6. The climate.

424.3.4 EXCEPTIONS

This policy does not apply to the following offenses; officers may take enforcement action if the person is (Md. Code HG § 13-3313; Md. Code HG § 13-3314):

- (a) Undertaking any task under the influence of cannabis, when doing so would constitute negligence or professional malpractice.
- (b) Operating, navigating, or being in actual physical control of any motor vehicle, aircraft, or boat while under the influence of cannabis.
- (c) Smoking cannabis in any public place.
- (d) Smoking cannabis in a motor vehicle.

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- (e) Smoking, which for purposes of this exception does not include vaporizing, cannabis on private property that is:
 - 1. Rented from a landlord and subject to a policy that prohibits smoking cannabis on the property.
 - 2. Subject to a condominium or homeowners' association policy that prohibits the smoking of cannabis on the property of an attached dwelling.
- (f) Distributing, possessing, manufacturing, or using cannabis that has been diverted from a qualifying patient, caregiver, academic research representative, grower, or dispensary.
- (g) School personnel engaging in gross negligence or wanton or willful misconduct.

424.3.5 INVESTIGATIONS INVOLVING OTHER AUTHORIZED INDIVIDUALS

Any person falling into the following categories shall not be arrested for the authorized medical possession of cannabis (Md. Code HG § 13-3304; Md. Code HG § 13-3313):

- (a) Certifying providers.
- (b) Hospitals, medical facilities, and hospice programs where a qualifying patient is receiving treatment.
- (c) Academic research representatives authorized under Md. Code HG § 13-3304.1 to research the medical uses, properties, or composition of cannabis.
- (d) Authorized third-party vendors testing, transporting, or disposing of medical cannabis.
- (e) Designated school personnel authorized to administer cannabis to a student under Md. Code ED § 7-446.
- (f) Dispensaries and dispensary agents, growers and grower agents, and processors and processor agents.

424.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

424.5 EVIDENCE

424.5.1 MEMBER RESPONSIBILITIES

The investigating member should notify the property custodian in writing when cannabis may be the subject of a medical cannabis claim.

424.5.2 PROPERTY CUSTODIAN RESPONSIBILITIES

The property custodian should ensure that cannabis, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. The Property Storage Area supervisor is not responsible for caring for live cannabis plants.

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Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the property custodian should return to the person from whom it was seized any useable cannabis, plants, drug paraphernalia, or other related property.

The property custodian should not destroy cannabis that was alleged to be for medical purposes except upon receipt of a court order.

The property custodian may release cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Criminal Investigations Section supervisor.

Medical Aid and Response

425.1 PURPOSE AND SCOPE

This policy recognizes that officers often encounter persons in need of medical aid and establishes a law enforcement response to such persons.

425.2 POLICY

It is the policy of the Maryland Natural Resources Police that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

425.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
 1. Signs and symptoms as observed by the member.
 2. Changes in apparent condition.
 3. Number of patients, sex, and age, if known.
 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

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Members should not direct EMS personnel regarding whether to transport the person for treatment.

425.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries, or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

425.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a mental health hold in accordance with the Mental Health Evaluations Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

425.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking.

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If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport the arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer's training.

425.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, and Control Devices policies.

425.8 AIR AMBULANCE / (MEDEVAC)

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. As first responders, NRP officers may request an air ambulance Medevac directly. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or delays will affect the EMS response.

Members should follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

425.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after he/she has received the required training as provided in COMAR 30.06.02.01.

The Lead Law Enforcement Emergency Medical Casualty Care (LEEMCC) instructor shall be responsible for implementing and administering the AED program in accordance with state regulations including registering and receiving certification through the Maryland Institute for Emergency Medical Services Systems (MIEMSS) (Md. Code ED § 13-517; COMAR 30.06.02.01).

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425.9.1 AED USER RESPONSIBILITY

Commanders responsible for management of a NRP facility with an AED should check the AED at the beginning of each month to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the member who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact the Communications Center as soon as possible and request response by EMS.

425.9.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

The Maryland Facility AED Report Form available on the MIEMSS website shall also be completed and forwarded to MIEMSS for each incident of suspected cardiac arrest. If the AED fails when operated, a copy of the report shall be sent to MIEMSS and to the Food and Drug Administration (FDA) (COMAR 30.06.02.03).

425.9.3 AED TRAINING AND MAINTENANCE

The Training Unit Commander should ensure appropriate training, including training in the most recent publication of the American Heart Association Guidelines for CPR and emergency cardiovascular care (ECC), is provided to members authorized to use an AED (COMAR 30.06.02.01).

Each Commander responsible for a NRP facility equipped with an AED shall ensure AED devices are appropriately maintained and inspected consistent with the manufacturer's guidelines, and will retain records of all maintenance and inspections in accordance with the established records retention schedule (COMAR 30.06.02.01).

425.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Authorized members may administer opioid overdose medication when there is an emergency situation and medical services are not immediately available (Md. Code HG § 13-3105). Administration shall be in accordance with protocol specified by the health care provider who prescribed the overdose medication.

425.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and returned to the Supply and Maintenance Unit Commander.

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Medical Aid and Response

Any member who administers an opioid overdose medication should contact the Communications Center as soon as possible and request response by EMS.

425.10.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in an appropriate report.

The member's Commander will ensure that the Records Supervisor is provided enough information to meet applicable state reporting requirements (Md. Code HG § 13-3103).

425.10.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Unit Commander should ensure training is provided to members authorized to administer opioid overdose medication. The training should include recognizing the signs and symptoms of opioid overdose and the administration of opioid overdose medication (Md. Code HG § 13-3103).

The Training Unit Commander is responsible for maintaining records for trained and certified officers.

First Amendment Assemblies

426.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

426.2 POLICY

The Maryland Natural Resources Police respects the rights of people to peaceably assemble. It is the policy of this agency not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

426.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets, walkways, waterways or DNR public lands, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront, or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually monitor the activities of agency members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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426.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating agency performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

426.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets, walkways or waterways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

426.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

426.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders, to include the appropriate marine gathering permit in accordance with NR 8-715.8 (if applicable).

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- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

426.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles and responsibilities
- (b) Staffing and resource allocation
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.)
- (e) Deployment of specialized resources
- (f) Event communications and interoperability in a multijurisdictional event
- (g) Liaison with demonstration leaders, marine gathering permit holders, and external agencies
- (h) Liaison with State government and legal staff
- (i) Media relations
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
- (k) Traffic management plans - to include areas where vehicle or vessel traffic is restricted
- (l) First aid and emergency medical service provider availability
- (m) Prisoner transport and detention
- (n) Review of policies regarding public assemblies and use of force in crowd control
- (o) Parameters for declaring an unlawful assembly
- (p) Arrest protocol, including management of mass arrests
- (q) Protocol for recording information flow and decisions

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- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (s) Protocol for handling complaints during the event
- (t) Parameters for the use of portable recording devices

426.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (Outside Agency Assistance Policy).

426.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains legal, peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

426.7 USE OF FORCE

Use of force is governed by current agency policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual persists in refusing to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Use of force escalation should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage.

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Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Operational circumstances may preclude contemporaneous completion of use of force reports, in which case use of force incidents shall be communicated to the Communications Center for documentation. After-action reports shall include a detailed explanation of all incidents where force was used.

426.8 ARRESTS

The Maryland Natural Resources Police should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

426.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

426.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should

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promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

426.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment and supply records
- (e) Incident, arrest, use of force, injury and property damage reports
- (f) Photographs, audio/video recordings, the Communications Center records/tapes
- (g) Media accounts (print and broadcast media)

426.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with the NRP PIO and the DNR OAG, as appropriate, to prepare a comprehensive after-action report of the event, to include the following:

- (a) Date, time and description of the event.
- (b) Actions taken and outcomes (injuries, property damage, arrests, etc.).
- (c) Problems identified.
- (d) Significant events.
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

426.12 TRAINING

Agency members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Agency should, when practicable, train with its external and mutual aid partners.

Civil Disputes

427.1 PURPOSE AND SCOPE

This policy provides members of the Maryland Natural Resources Police with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy addresses specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Maryland law.

427.2 POLICY

The Maryland Natural Resources Police recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this agency will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

427.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

Civil Disputes

427.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

427.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

427.5 VEHICLES, VESSELS AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles/vessels or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle/vessel registration), but should be aware that legal possession of vehicles/vessels or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle/vessel or personal property involved should be identified and the incident documented.

Civil Disputes

427.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Suspicious Activity Reporting

428.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

428.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.
- An individual found in the vicinity of a natural resources crime or area of reported natural resources criminal activity whose presence cannot be legitimately explained.
- Vessels operated without navigational lights, or at times and places associated with suspected criminal or natural resources violations, or in contact with commercial shipping vessels.

Field Information Report (FIR) - An incident report used to document suspicious activity.

428.2 POLICY

The Maryland Natural Resources Police recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain, and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

428.3 RESPONSIBILITIES

The Homeland Security and Intelligence Unit supervisor and authorized designee(s) will manage FIR activities. Authorized designees should include personnel who are responsible

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for the department participation in Criminal Intelligence System(s) as outlined in the Criminal Organization policy.

The Homeland Security and Intelligence Unit supervisor will have the following duties:

- (a) Remain familiar with those databases available to the Maryland Natural Resources Police that would facilitate the purpose of this policy.
- (b) Maintain adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensure a process is available that would allow employees to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensure that Maryland Natural Resources Police personnel are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the agency.
- (e) Ensure that FIR information is appropriately disseminated to personnel in accordance with their job responsibilities.
- (f) Coordinate investigative follow-up, if appropriate.
- (g) Coordinate with the appropriate agency or fusion center.
- (h) Ensure that, as resources are available, the Maryland Natural Resources Police conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

428.4 REPORTING AND INVESTIGATION

Any agency member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any agency member who is not a police officer and receives such information should ensure that it is passed on to an officer in a timely manner.

If the activity is not directly related to a reportable crime, the information will be recorded on an FIR, which will document information about the involved party and the circumstances of the incident. If an officer comes across such information while investigating an unrelated crime or incident, he/she will make no mention of the suspicious activity in the original incident/arrest report, but will document the suspicious activity on an FIR and include the incident/arrest report number.

428.5 HANDLING INFORMATION

The Homeland Security and Intelligence Unit supervisor is responsible for reviewing FIRs and forwarding information appropriately.

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The Homeland Security and Intelligence Unit supervisor should prepare an annual report of FIR activity and submit the report to his/her Bureau Chief.

Chapter 5 - Traffic Operations

Traffic

500.1 PURPOSE AND SCOPE

This policy provides guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Maryland Natural Resources Police to educate the public on traffic-related issues and to enforce traffic laws. While not limited to DNR public lands and adjacent roadways, these areas will be the primary focus of traffic enforcement efforts by NRP personnel. The efforts of the Agency will be driven by such factors as the location and/or number of traffic accidents based on citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

There are many law enforcement agencies in Maryland tasked with traffic enforcement. The Natural Resources Police is the only agency in Maryland tasked with enforcing Maryland Natural Resources Laws. The enforcement of the Maryland Transportation Article is not a mission priority for the NRP and can take away from accomplishing the primary mission of the Agency.

Officers may enforce Transportation Article violations during the following circumstances:

- If the enforcement is for applicable traffic violations occurring within the boundaries of DNR managed lands and is necessary to protect the wildlife and visitors of those state lands.
- For special details, as approved by a commander, that target specific traffic violations associated with mission-specific enforcement or are part of an enforcement grant.
- As a pre-textual stop to investigate a potential natural resources violation.
- To accomplish a training objective.
- When a violation constitutes a clear and present danger to the lives or the safety of others.

It is recognized that certain traffic violations such as reckless, negligent, aggressive, or impaired driving may occur in the presence of an NRP officer and require immediate action. The immediacy and level of threat to the public is a consideration in determining the appropriate law enforcement response.

Exceeding the posted speed limit by itself may not necessarily constitute a clear and present threat to the lives and safety of others. Officers will not initiate traffic stops for non-egregious moving violations, commercial vehicle violations, other non-moving violations occurring on non-DNR land unless they meet the criteria above. Warnings and citations for these violations may be issued when there are multiple violations in conjunction with reckless, negligent, aggressive or impaired driving or as part of an enforcement action targeting natural resources enforcement.

Traffic

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of agency members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving, and a variety of educational activities. These activities should incorporate methods that are suitable to the situation, timed to events, seasons, past traffic problems or locations and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for agency members. State and local data on traffic accidents are a valuable resource. Factors for analysis include, but are not limited to the following:

- Location
- Time
- Day
- Violation factors
- Requests from the public
- Construction zones
- School zones
- Special events

Agency members assigned to uniformed patrol will emphasize the enforcement of violations that threaten public safety. Members will take directed enforcement action on request, and random enforcement action when appropriate, against violators. Members shall maintain high visibility while working general enforcement, especially in areas where traffic violations frequently occur.

500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This agency does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic violations, including but not limited to:

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, for example when a minor violation was inadvertent.

500.4.2 CITATIONS

Citations should be issued when a member believes it is appropriate. When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, motorists should be provided with (Md. Code TR § 26-201):

- (a) A copy of the traffic citation.

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- (b) An explanation of the violation or charge.
- (c) The court appearance procedure, including the optional or mandatory appearance by the motorist.
- (d) Notice that:
 - 1. The motorist can enter a plea and pay the fine by mail or at the court.
 - 2. Acknowledgement of receipt of the citation is not an admission of guilt.
 - 3. Failure to acknowledge receipt of the citation may subject the motorist to arrest.

500.4.3 PHYSICAL ARREST

Physical arrest can be made for a number of criminal traffic offenses. These cases usually deal with, but are not limited to (Md. Code TR § 26-202):

- (a) A violation relating to vehicles transporting hazardous materials (Md. Code TR § 21-1411; Md. Code TR § 22-409).
- (b) A violation relating to the failure or refusal to submit a vehicle to a weighing or to remove excess weight from the vehicle (Md. Code TR § 24-111; Md. Code TR § 24-111.1).
- (c) The person does not furnish satisfactory evidence of identity.
- (d) The person refuses to acknowledge receipt of a traffic citation by signature (Md. Code TR § 26-203).
- (e) The officer has reasonable grounds to believe that the person will disregard the traffic citation.
- (f) A violation for any of the following offenses:
 - 1. Driving or attempting to drive while under the influence of alcohol, while impaired by alcohol or in violation of an alcohol restriction.
 - 2. Driving or attempting to drive while impaired by any drug, any combination of drugs, or any combination of one or more drugs and alcohol, or while impaired by any controlled dangerous substance.
 - 3. Failure to stop, give information or render reasonable assistance as required by state law in the event of an accident resulting in bodily injury to or death of any person (Md. Code TR § 20-102; Md. Code TR § 20-104).
 - 4. Driving or attempting to drive a motor vehicle without a driver's license unless exempt or otherwise authorized (Md. Code TR § 16-101).
 - 5. Driving or attempting to drive a motor vehicle while the driver's license or privilege to drive is suspended or revoked.
 - 6. Failure to stop or give information, as required by state law, in the event of an accident resulting in damage to a vehicle or other property (Md. Code TR § 20-103; Md. Code TR § 20-104; Md. Code TR § 20-105).
 - 7. Any offense that caused or contributed to an accident resulting in bodily injury to or death of any person.

Traffic

8. Fleeing or attempting to elude an officer.
 9. Falsifying, manufacturing, possessing or sale of any official document issued by the Maryland Department of Transportation (Md. Code TR § 14-110(b); Md. Code TR § 14-110(c); Md. Code TR § 14-110(d); Md. Code TR § 14-110(e)).
 10. Racing a vehicle that results in serious bodily injury to another person (Md. Code TR § 21-1116(a)).
- (g) A person is a nonresident and the officer has probable cause to believe that the person committed a violation that contributed to an accident.

500.5 REPORTING OF STOPS

Utilizing the DeltaPlus software program, which is part of Maryland's Electronic Traffic Information Exchange (E-TIX) Program, officers shall, within 24 hours of making a traffic stop, as defined in the Annotated Code of Maryland, Transportation Article, §25-113(a)(4), enter all appropriate data regarding those traffic stops initiated for violations of the Maryland Vehicle Law.

500.6 HIGH-VISIBILITY VESTS

The Agency has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of agency members, who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the agency member or when the member will be exposed to the hazards of passing traffic, maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic accident investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in agency vehicles.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Supply and Maintenance Unit Commander should be promptly notified whenever the supply of vests needs replenishing.

Traffic Accidents

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the Maryland Natural Resources Police to respond to traffic accidents and to render or summon aid to injured victims as needed. The Agency will investigate accidents occurring on DNR public lands, and prepare reports according to established minimum reporting requirements, with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Unless restricted by law, accident reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this agency and there is:
 - 1. A fatality.
 - 2. A State vehicle involved.
 - 3. A State official or employee involved.
 - 4. Involvement of an on- or off-duty member of this agency.
- (b) Is within another jurisdiction and there is involvement of an on-duty member of this agency or an off-duty member of this agency driving a state vehicle.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.
- (b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, HAZMAT, tow vehicles).
- (f) Clearance and cleanup of the roadway.

Traffic Accidents

For accidents that occur on non-DNR managed lands, the investigation should get referred to the appropriate law enforcement agency having jurisdiction. However, if a vehicle accident requires only an exchange of information and the estimated response time of local law enforcement is not imminent, NRP officers may complete the E-tix exchange form to decrease risks to public safety and expedite the return of safe traffic flow.

501.4 NOTIFICATION

If a traffic accident that occurs on DNR lands involves a life-threatening injury or fatality, the responding officer shall notify a supervisor. The supervisor may assign appropriate personnel to investigate the incident. The supervisor will ensure notification is made to the agency command staff and DNR Secretary in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with an investigator, agency chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim's immediate family.

In the event of a fatality, members involved in notification should ensure that family members of the victim are provided with a victim's representation notification form ([click here to download Victims Notification Form](#)), and advised of their right to file the form, as appropriate (Md. Code TR § 12-206.1). The form allows family members to request notice of a hearing on a moving violation related to the victim's death.

501.5 MINIMUM REPORTING REQUIREMENTS

An accident report shall be taken when (Md. Code TR § 20-107; Md. Code TR § 20-113):

- (a) A fatality, any injury (including complaint of pain), driving under the influence, or hit and run is involved.
- (b) An on-duty member of the State of Maryland is involved.
- (c) The accident results in any damage to any State-owned or leased vehicle.
- (d) The accident involves any other public agency driver or vehicle.
- (e) There is damage to public property.
- (f) The accident involves a public or private school bus.
- (g) There is damage to any vehicle to the extent that towing is required.
- (h) Prosecution or follow-up investigation is contemplated.
- (i) Directed by a supervisor.

Accidents involving a Maryland Transit Administration (MTA) vehicle should be handled by MTA.

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501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic accident occurs on private property unless there is an injury or fatality, a hit-and-run violation or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

501.5.2 STATE VEHICLE INVOLVED

A traffic accident report shall be taken when a State vehicle is involved in a traffic accident that results in property damage or injury.

A general information report may be taken in lieu of a traffic accident report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a State vehicle, a vehicle damage report shall be completed and forwarded to the NRP Review Board. The investigator or supervisor at the scene should direct that photographs be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS

Agency members should refer to the Animal Control Policy and make appropriate notifications when a traffic accident involves the disposition of an injured animal or when learning that a domestic animal has been struck by a vehicle (Md. Code TR § 20-106(b)).

501.6 INVESTIGATION

When a traffic accident meets minimum reporting requirements the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Supervisor should request that the Office of the Attorney General's Independent Investigations Division in accordance with the Officer Involved Shooting and Deaths policy when a life-threatening injury or fatal traffic accident/collision occurs which involves an on-duty member of this agency or off-duty member of the Agency driving a state vehicle.

- (a) The involved member shall complete the agency traffic accident form. If the member is unable to complete the form, the supervisor shall complete it.

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The Supervisor should request that the Maryland State Police (MSP) or other outside law enforcement agency investigate and complete a traffic accident investigation when a life-threatening injury or fatal traffic accident/collision occurs which involves an on- or off-duty official or employee of the State of Maryland.

Agency members shall promptly notify a supervisor when any agency vehicle is involved in a traffic accident. The traffic accident investigation and report shall be completed by MSP or the agency having jurisdiction.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.8 REPORTS

Agency members shall utilize the Automated Crash Reporting System (ACRS) in Delta for the reporting of qualifying traffic accidents. All ACRS reports shall be attached to an incident report in RMS.

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

Vehicle Towing

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this agency to tow a vehicle.

502.2 POLICY

The Maryland Natural Resources Police will tow vehicles when appropriate and in accordance with the law.

Under no circumstances will the towing or impoundment of vehicles be initiated to punish the owner or operator.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Agency members may assist by communicating requests through the Communications Center to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the agency member.

Vehicles that are not the property of the State should not be driven by agency members unless it is necessary to move the vehicle a short distance to eliminate an immediate threat to public safety.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and the vehicle is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

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- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requestor should be informed that the Agency will not be responsible for theft or damages.

502.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

502.6 RECORDS

Members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the RMS.

502.6.1 VEHICLE STORAGE REPORT

Agency members initiating the towing of a vehicle shall complete a Vehicle/Vessel Tow Report in RMS and add to it to the Incident Report as soon as practicable after the vehicle is towed.

When a vehicle is removed by the towing company, the investigating officer shall include instructions to the tow operator regarding the release status of the vehicle in the Comments section.

502.6.2 NOTICE OF TOW

If the owner is not present the member will notify in person or by telephone the vehicle's registered owner of the circumstances for the tow, the location the vehicle was towed to, and the procedures for obtaining its release.

As soon as reasonably possible and within seven days of a vehicle being towed, it shall be the responsibility of the investigating officer to send a Citizen Tow Letter (NRP-428L) to all registered owners and others having a recorded interest in the vehicle. Notice shall be sent to all such individuals by certified mail with a return receipt requested.

If the identity or address of the last registered owner, or others having a recorded interest in the vehicle, cannot be determined or the certified notice is returned as undeliverable, the investigating officer shall post the notice where the abandoned vehicle was found as provided by state law (Md. Code TR § 25-205(c)).

502.7 TOWING SERVICES

Members shall request tow services through their local Maryland State Police barrack.

Whenever an officer requests a tow truck, they are required to await the arrival of that truck. Once the tow truck has arrived and the operator has the completed tow slip, the officer may clear the scene provided the vehicle being towed is not a traffic hazard and the tow truck operator concurs.

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If the officer has the vehicle keys, only the vehicle keys shall be turned over to the tow truck driver. If other keys accompany the vehicle keys, they will be returned to the owner. If this is not possible, they will be submitted into inventory.

Complete an RMS Vehicle Tow/Impoundment Report for each impounded vehicle. One copy each will be given to the tow operator and the vehicle owner/ operator (if present). If the owner is present the officer will have the owner initial the tow report to indicate receipt of his copy.

502.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of agency members shall be inventoried and listed in the RMS report. When reasonably practicable, photographs may be taken to assist in the inventory.

- (a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.
- (b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
- (c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
- (d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any contraband, valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains contraband, valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

Any cash, jewelry or other items having a value of \$50 or greater located during the inventory process will be held for safekeeping, in accordance with the Property Storage Area Policy. A copy of the property receipt should be given to the person in control of the vehicle, or if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

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These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of agency members and protecting the Agency against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. If contraband or evidence of a crime is discovered during the inventory of a vehicle or vessel, the inventory shall be suspended and a search and seizure warrant obtained.

Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the agency member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions), which are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Agency in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the immediate release of the vehicle.

Under the Influence/Impaired Driving

503.1 PURPOSE AND SCOPE

This policy provides guidance to those agency members who play a role in the detection and investigation of driving under the influence/driving while impaired (DUI/DWI).

This policy is not intended to cover boat operators (see the Boating Under the Influence procedure).

503.2 POLICY

The Maryland Natural Resources Police is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Maryland's impaired driving laws.

503.3 INVESTIGATIONS

All officers are expected to enforce these laws with due diligence.

Officers shall use the Alcohol Influence Report to document relevant information and maximize efficiency. Any DUI/DWI investigation will be documented using this form. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FST) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in this state or another jurisdiction.

503.4 FIELD TESTS

Officers shall utilize Standardized Field Sobriety Tests (SFST) and any approved alternate tests in accordance with the officer's training when investigating violations of DUI/DWI laws.

503.5 CHEMICAL TESTS

A person implies consent under Maryland law to a chemical test or tests, and to providing the associated chemical sample, when an officer has detained the person on suspicion of driving or attempting to drive a motor vehicle when the person is (Md. Code TR § 16-205.1(a)(2); Md. Code TR § 16-205.2(a); Md. Code TR § 16-813):

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- (a) Under the influence of alcohol or impaired by alcohol.
- (b) So impaired by any drug, any combination of drugs or a combination of a drug and alcohol that he/she cannot safely drive a vehicle.
- (c) Impaired by a controlled dangerous substance.
- (d) In violation of an alcohol restriction.
- (e) Driving, operating or in physical control of a commercial vehicle with any concentration of alcohol in his/her blood or breath.

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

A test to determine alcohol concentration shall be taken within two hours after the person is apprehended. A test to determine the presence of a drug or a controlled dangerous substance shall be taken within four hours after the person is apprehended (Md. Code CJ § 10-303).

The admissibility of test results without the presence or testimony of technician may be found in MD. Code CJ § 10-306.

503.5.1 TYPE OF TEST

A blood test may be required: (Md. Code CJ § 10-305):

- (a) To determine alcohol concentration when:
 - 1. Injuries to the person require removal of the arrestee to a medical facility.
 - 2. Equipment for administering the test of breath is not available.
 - 3. An officer has reasonable grounds to believe a person who was involved in a motor vehicle accident that resulted in death or a life-threatening injury to another person was driving while under the influence or impaired by alcohol or drugs, pursuant to Md. Code TR § 16-205.1(c)(1)(ii) or (c)(1)(iii).
- (b) The officer reasonably believes that the impairment is caused by drug or controlled dangerous substance content.

503.5.2 STATUTORY NOTIFICATIONS

Officers shall advise the detained person that:

- (a) Neither a refusal nor the taking of a preliminary breath test shall prevent or require a subsequent chemical test (Md. Code TR § 16-205.2(b)).
- (b) Upon receipt of a sworn statement from the officer that the person was charged with DUI/DWI and refused to take a test, or was tested and the result indicated an alcohol concentration of 0.08 or more, the Motor Vehicle Administration (MVA) shall (Md. Code TR § 16-205.1(b)):
 - 1. Suspend the person's driving privilege pursuant to state law.
 - 2. Disqualify the person's privilege to operate a commercial vehicle pursuant to state law.

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The result of the preliminary breath test shall be used only to decide whether an arrest should be made (Md. Code TR § 16-205.2(c)).

503.5.3 BREATH SAMPLES

The Supervisor should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Agency members obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Supervisor.

A breath test shall be administered at the direction of an officer by a qualified person trained in the use of equipment that has been approved under the Postmortem Examiners Commission. The arresting officer may not administer the breath test (Md. Code CJ § 10-304(b)).

Unless otherwise required by law, a breath test shall be used to determine alcohol concentration (Md. Code CJ § 10-305(a)).

503.5.4 BLOOD SAMPLES

Only a qualified medical person trained in the use of equipment that has been approved under the Postmortem Examiners Commission shall draw blood to collect blood samples. The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task (Md. Code CJ § 10-304(c)(1)).

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

503.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers should (Md. Code TR § 16-205.1(b)(2)):

- (a) Advise the arrestee of the requirement to provide a sample and the administrative sanctions or criminal penalties for refusal (Md. Code TR § 16-205.1(b)(1)).
- (b) Audio- and/or video-record the admonishment and the response when practicable.
- (c) Document the refusal in the appropriate report.

Any person who drives, operates or is in physical control of a commercial motor vehicle and refuses to take a chemical test to determine the alcohol concentration shall be placed out of service for the 24-hour period immediately following the time the officer detects alcohol in the driver's blood or breath (Md. Code TR § 16-813(b)).

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503.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to an alcohol concentration test or a drug and controlled dangerous substance test, officers shall (Md. Code TR § 16-205.1(b)(3)):

- (a) Confiscate the person's driver's license.
- (b) Personally serve an order of suspension of the driver's license on the person.
- (c) Issue a temporary license to drive.
- (d) Inform the person that the temporary license allows the person to continue driving for 45 days.
- (e) Inform the person of his/her rights, as listed on the MVA Advice of Rights form.

503.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample should be obtained when any of the following conditions exist:

- (a) A person has refused to submit to a chemical test and the officer has reasonable grounds to believe that the person was involved in a vehicle accident while driving under the influence of alcohol or a controlled substance that resulted in serious bodily injury or death of another (Md. Code TR § 16-205.1(c)(1)).
- (b) The officer has reasonable grounds to believe a person was driving while under the influence of alcohol or a controlled substance and the person is dead, unconscious or otherwise in a condition that renders him/her incapable of refusing a test. (Md. Code CJ § 10-305; Md. Code TR § 16-205.1(d)(1)).
- (c) A warrant is required if either of these circumstances exists, unless the officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

503.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should consult with a supervisor.

- (a) Officers are permitted to employ only the level of non-deadly, reasonable force necessary to restrain the person in order to obtain the required blood specimen.
- (b) The application of reasonable force may include reasonable physical force, hospital restraining devices and other restraining methods prescribed by hospital protocol when dealing with unruly patients.
- (c) Reasonable force will be applied only until compliance is achieved.
- (d) Officers may request the assistance of hospital security personnel to assist, but hospital staff are not required to participate in restraining the patient.
- (e) Blood specimens will not be drawn until the operator is fully immobilized so that the test does not present undue harm to hospital staff or him/herself.

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- (f) Officers will follow all reporting procedures for use of force.
- (g) If the operator is so unruly that a specimen cannot be safely obtained, the investigating officer will contact a supervisor.
- (h) If the decision is made to forgo specimen collection, the officer will process the operator as a refusal noting all attempts to obtain a sample in his/her report.
- (i) Should qualified medical personnel be unwilling to collect a specimen, the State's Attorney will be contacted for guidance in an attempt to work out a solution.
- (j) As a last resort, operator may be able to subpoena the hospital records and the operator will ensure that the receiving hospital will be performing a blood test for alcohol before making the decision to subpoena records.

The supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.
 - 1. This dialogue should be recorded on audio and/or video when practicable.
- (d) Ensure contact is made with the nearest medical facility to ascertain if they will perform a forced blood draw.
- (e) Ensure that the blood sample is taken in a medically approved manner.
- (f) Ensure that the forced blood draw is recorded on audio and/or video when practicable.
- (g) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
 - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
 - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
 - 3. In felony cases, force that reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (h) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

503.7 ARREST AND INVESTIGATION

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503.7.1 REPORTING

The Supervisor shall ensure that this agency complies with all state reporting requirements pursuant to Md. Code TR § 16-205.1(b)(3)(viii).

503.7.2 TEST ADMINISTERED BY OUTSIDE PHYSICIAN

A person is permitted to have a physician of his/her own choosing administer tests, in addition to the test administered at the direction of an officer. In the event a test was neither offered nor requested by the officer, the person may request, and the officer shall have administered, one or more of the tests provided by state law (Md. Code CJ § 10-304(e)).

503.8 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as requested by the prosecuting attorney's office. Requests from any other party shall be in accordance with the Records Maintenance and Release Policy.

503.9 ADMINISTRATIVE HEARINGS

The charging officer will ensure that all appropriate reports and documents related to administrative license suspensions are approved and forwarded to the MVA.

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

An officer called to testify at an administrative hearing should document the hearing date and the MVA file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

Safety Equipment Repair Orders (SERO), Traffic and Parking Citations

504.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing Safety Equipment Repair Order (SERO), traffic and parking citations.

504.2 POLICY

It is the policy of the Maryland Natural Resources Police to enforce traffic laws fairly and equally. Authorized members may issue a SERO, traffic citation, parking citation, or written warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all SERO, traffic and parking citation books issued to members of this agency using Motor Vehicle Administration (MVA) inventory withdrawal forms (COMAR 11.17.18.01; COMAR 11.17.18.02). Citations and SERO forms will be kept in a secure location and issued to members by the Records Section staff. SERO forms (MSP Form 157) may be obtained from the Maryland State Police (MSP) Automotive Safety Enforcement Division (ASED).

Members will sign for the SERO or citation books when issued or upon return of unused citations. A traffic citation book may not be reassigned to another member or another law enforcement agency without the prior authorization of the MVA. Members may not lend, borrow or share traffic citations (COMAR 11.17.18.03).

The Superintendent or the authorized designee shall submit a report on official letterhead advising the MVA within five days of any lost, stolen, mutilated or destroyed traffic citation (COMAR 11.17.18.04(B)).

Upon request, the Superintendent or the authorized designee shall account for the disposition of traffic citations in a format and within the time required by MVA (COMAR 11.17.18.04(D)).

504.3.1 WRITTEN WARNINGS

Written warnings may be issued when the agency member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this agency in accordance with the established records retention schedule.

504.4 TRAFFIC CITATIONS

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504.4.1 ISSUANCE

Upon issuing a traffic citation, members shall ask the person to acknowledge receipt of a copy of the citation and advise the person that failure to acknowledge receipt may lead to the person's arrest (Md. Code TR § 26-201(b); Md. Code TR § 26-203).

Following issuance of a traffic citation, members shall promptly file an electronic or written copy of the citation with the District Court. If the person acknowledges receipt on a written copy of the citation, members shall keep that copy to produce as evidence if required in court and dispose of the other copies of the citation in accordance with the regulations adopted by the MVA (Md. Code TR § 26-407(b)).

504.4.2 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall work with the local State's Attorney to amend the citation in court or re-issue a new citation and have the citation containing the error nolle prossed.

504.4.3 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Section.

504.4.4 DISMISSAL

Members of this agency do not have the authority to dismiss a traffic citation once it has been issued. Upon a review of the circumstances involving the issuance of the traffic citation, the Supervisor may recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal (Md. Code TR § 26-407(c); Md. Code TR § 26-407(g)).

Any request from a recipient to dismiss a citation shall be referred to the District Court (Md. Code TR § 26-408).

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the citation to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation.

504.4.5 DISPOSITION

The court and file copies of all traffic citations issued by members of this agency shall be forwarded to the member's immediate supervisor for review. The citation copies shall then be filed with the Records Section.

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Upon separation from appointment or employment with this agency, all members who were issued traffic citations books shall return any unused citations to the Records Section.

504.4.6 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

504.4.7 DATA COLLECTION

Whenever an officer conducts a traffic stop and detains the driver for any period of time for a violation of the Maryland Vehicle Law, he/she shall document the stop as required by law (Md. Code TR § 25-113(d)).

Utilizing the DeltaPlus software program, which is part of Maryland's Electronic Traffic Information Exchange (E-TIX) Program, officers shall, within 24 hours of making a traffic stop, as defined in the Annotated Code of Maryland, Transportation Article, §25-113(a)(4), enter all appropriate data regarding those traffic stops initiated for violations of the Maryland Vehicle Law

504.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law.

An appeal of a parking citation must be received by this agency at least five days prior to the date of payment set forth on the citation. The Supervisor shall forward a copy of the notice of intention to stand trial and a copy of the parking citation to the District Court (Md. Code CJ § 7-302(d); Md. Code TR § 26-303(a)).

If the presence of the member who issued the citation is required at trial and the Agency has received notice, the member shall appear at trial. Absent proper notice, the member need not appear at the trial and the copy of the citation bearing the certification of the member is prima facie evidence of the facts stated in it (Md. Code TR § 26-303(b)).

504.6 SERO

An officer may issue a SERO for defective safety equipment on all classes of Maryland registered motor vehicles, trailers and semi-trailers except those vehicles displaying historic license plates, interchangeable license plates and temporary registration plates. Specific equipment violations subject to a SERO is maintained by the MSP and are included on the SERO form (Md. Code TR § 23-105(a)).

An officer shall complete a visual inspection and certification upon contact by a member of the public or as assigned (Md. Code TR § 23-105(c)).

504.7 RECORDS

For each citation issued, this agency shall keep:

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- (a) Every citation, or a record of every citation, for at least three years after issuance (COMAR 11.17.18.04).
- (b) A record of the disposition of the charge by the District Court (Md. Code TR § 26-407(e)).

Disabled Vehicles

505.1 PURPOSE AND SCOPE

This policy establishes guidelines for agency members who provide assistance to motorists in disabled vehicles on Maryland roadways.

505.2 POLICY

It is the policy of the Maryland Natural Resources Police to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

505.3 RESPONSIBILITIES

When an on-duty member of this agency sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the police communications operators should be advised of the location of the disabled vehicle and the need for assistance. The police communications operators should then contact the agency having primary jurisdiction of that roadway to advise the agency of the location of the disabled vehicle.

505.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by agency members will be contingent on the time of day, the location, the availability of agency resources and the vulnerability of the disabled motorist.

505.4.1 MECHANICAL REPAIRS

Agency members shall not make mechanical repairs to a disabled vehicle. Members may standby to make the area safe for a citizen making repairs if they can be made in a reasonable timeframe and availability of agency resources permit.

505.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this agency by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

505.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person's consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The agency member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

Chapter 6 - Investigation Operations

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Maryland Natural Resources Police to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.
 - 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
 - 1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 - 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Duty Officer.
 - 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 - 5. Collect any evidence.
 - 6. Take any appropriate law enforcement action.
 - 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

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600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

An officer conducting a custodial interrogation of an individual who is suspected of having committed any violent felony offense, including murder, rape, sexual offense in the first degree or sexual offense in the second degree, shall make reasonable efforts to create an audiovisual recording in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings (Md. Code CP § 2-402).

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Criminal Investigations Section supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes. An audio or audiovisual recording made by a law enforcement unit of a custodial interrogation of a criminal suspect is exempt from the Maryland Wiretapping and Electronic Surveillance Act (Md. Code CP § 2-403).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when possible.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a written warning is the most appropriate disposition.
 - 1. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

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- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If an agency forensic examiner is unavailable, officers should request the assistance of an allied agency forensic examiner.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this agency. Any member who becomes aware of potential criminal activity via the Internet while off-duty shall immediately contact their supervisor if the activity involves a minor child or exigent circumstances. The supervisor shall determine the best course of action.

As soon as practicable following awareness of other potential criminal activity beyond the member's level of access, the member shall complete the NRP-484 detailing a complete description of the information observed. The NRP-484 shall be addressed to the Special Services Bureau Chief via the member's chain of command.

The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using agency equipment.

Information obtained via the Internet should not be archived or stored in any manner other than agency-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies). The following are valid law enforcement purposes:

- (a) Crime analysis and situational assessment reports;
- (b) Criminal intelligence development; and
- (c) Criminal investigations.

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600.7.1 AUTHORIZATION FOR ONLINE UNDERCOVER ACTIVITY

- (a) Only department personnel actively assigned to the Special Services Bureau are authorized to act in an online undercover capacity. Exceptions may be made on a case-by-case basis upon approval of the Special Services Bureau Chief.
- (b) This includes (but is not limited to) any form of electronic communication involving images, messages, emails, instant messages, videos, posts, or tweets.
- (c) Access and use of an online undercover account shall only be done utilizing an undercover IP address.

600.7.2 AUTHORIZATION TO UTILIZE SOCIAL MEDIA MONITORING TOOLS

- (a) Department members actively assigned to the Special Services Bureau, are authorized to utilize social media monitoring tools purchased by the department. Access to and use of these accounts is strictly limited to the identification and investigation of criminal activity.
- (b) Use of department purchased social media monitoring tools by anyone outside of the assigned account is prohibited.
- (c) Account information will be maintained by the Special Services Bureau Chief.

600.7.3 ACCESS RESTRICTIONS

Information that can be accessed from any agency computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires the approval of the Special Services Bureau Chief prior to access. Information for all approved accounts will be maintained by the Special Services Bureau Chief.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.4 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notification requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Md. Code CR § 3-301 et seq. (Sexual Crimes).

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims (Md. Code CP § 11-923).

601.2 POLICY

It is the policy of the Maryland Natural Resources Police that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

- (a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
- (b) Conduct follow-up interviews and investigation.
- (c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies, and medical personnel as needed.
- (e) Provide referrals to therapy services, victim advocates, and support for the victim (Md. Code CP § 11-926).
- (f) Participate in or coordinate with a SART or other multidisciplinary investigative teams as applicable.

Sexual Assault Investigations

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report shall be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call the victim makes to the Communications Center, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, members of a SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).

Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

An officer shall offer the alleged victim the opportunity to be taken immediately to the nearest medical facility. The offer shall be made without regard for the place of the alleged sexual assault or where it is reported (Md. Code CP § 11-924(b)).

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing (Md. Code PS § 2-504(a)(3)(iii)).

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

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601.6.1 DNA TEST RESULTS

Members investigating sexual assault cases should (Md. Code CP § 11-926; COMAR 02.08.01.03):

- (a) Within 30 days of any request by a victim, provide notification regarding the agency's decision as to whether to send a sexual assault evidence kit for analysis; and if sent, the status and results, unless doing so would impede or compromise the investigation.
- (b) If no request is made, victims should be notified of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in COMAR 02.08.02.04 and the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.6.2 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following:

- (a) Offer the alleged victim the opportunity to be taken immediately to the nearest medical facility. The offer shall be made without regard for the place of the alleged sexual assault or where it is reported (Md. Code CP § 11-924(b)).
- (b) Inform any victim who wants to remain anonymous and not file a criminal complaint that he/she may file a criminal complaint in the future (Md. Code CP § 11-926):
- (c) Submit any sexual assault evidence collection kit and any associated reference standards to a forensic laboratory for analysis within 30 days of receipt unless (Md. Code CP § 11-926):
 - 1. Clear evidence exists that disproves the sexual assault allegation;
 - 2. The alleged facts do not amount to a sexual assault, abuse, a crime relating to prostitution, or another covered crime;
 - 3. The victim from whom the evidence was collected declines to give consent for testing; or
 - 4. The evidence was collected from a suspect who has pleaded guilty to the offense for the purpose of entry into the Combined DNA Index System (CODIS).
- (d) If not already completed, take steps to enter any eligible results of the analysis of a kit into CODIS (Md. Code CP § 11-926).
- (e) Promptly retrieve sexual assault evidence collection kits upon notice of their availability (e.g., a hospital calls and advises a kit is ready for law enforcement collection) (COMAR 02.08.01.04).

Sexual Assault Investigations

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigations Section supervisor.

Classification of a sexual assault case as unfounded requires the Criminal Investigations Section supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 CASE REVIEW

The Criminal Investigations Section supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

SART members and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Superintendent.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Criminal Investigations Section supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, the Training Unit should provide periodic training to:

- (a) Officers who are first responders. Training should include:
 1. Initial response to sexual assaults.
 2. Legal issues.
 3. Victim advocacy.
 4. Victim's response to trauma.
- (b) Qualified Investigators, who should receive advanced training on additional topics. Advanced training should include:

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1. Interviewing sexual assault victims.
2. SART.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
6. Techniques for communicating with victims to minimize trauma.

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture, and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Superintendent to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Maryland Natural Resources Police seizes property for forfeiture or when the Maryland Natural Resources Police is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The agency member(s) assigned by the Superintendent who is responsible for reviewing all forfeiture cases and acting as the liaison between the Agency and the forfeiting authority (Md. Code CP § 12-101(f)).

Property subject to forfeiture - Items that may generally be subject to forfeiture include:

- (a) Real property, tangible and intangible personal property, money, weapons, vehicles, aircraft or vessels, and items or objects used in connection with a crime under the Controlled Dangerous Substances law (Md. Code CP § 12-102).
 1. Motor vehicles must meet required seizure guidelines (Md. Code CP § 12-204).
- (b) A handgun, handgun ammunition, or parts in violation of gun laws (Md. Code CP § 12-201).
- (c) A regulated firearm in violation of the law (Md. Code PS § 5-135).
- (d) Illegal possession of a handgun (Md. Code CR § 4-206).
- (e) Firearms used in specific designated crimes (Md. Code CR § 5-621(e)).
- (f) Money seized in illegal gambling investigations (Md. Code CP § 13-102).
- (g) Vehicles, vessels, or aircraft used in violation of explosives laws (Md. Code CP § 13-301).
- (h) Motor vehicles, money, and real property used in the connection of a violation of human trafficking laws (Md. Code CP § 13-502) or personal property that is directly or indirectly dangerous to health and safety (Md. Code CP § 13-504).
- (i) Contraband alcohol, cigarettes, and motor fuel, and conveyances used to transport the products (Md. Code TG § 13-835).
- (j) Crimes involving telecommunications and electronics (Md. Code CR § 7-310).

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- (k) Property used or intended for use in the course of a violation of the Mortgage Fraud law (Md. Code CP § 13-402).
- (l) Implements used in the violation of the Natural Resources Article (Md. Code NR Title 10 Subtitle 11; Md. Code NR Title 4 Subtitle 12).
- (m) Aquatic resources and wildlife seized as a result of a violation of Natural Resources Article (Md. Code NR Title 10 Subtitle 11; Md. Code NR Title 4 Subtitle 12).

Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Maryland Natural Resources Police recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime, and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations, or any person's due process rights.

It is the policy of the Maryland Natural Resources Police that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

The following property may be seized for forfeiture as provided in this policy:

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in conjunction with the forfeiture reviewer:

- (a) Property subject to forfeiture may be seized on a warrant or court order.
- (b) Property subject to forfeiture may be seized without a warrant when:
 1. The seizure is incident to an arrest or a search under a search warrant and the property is subject to forfeiture due to a controlled dangerous substance violation, human trafficking violation, or handgun violation (Md. Code CP § 12-202; Md. Code CP § 13-504; Md. Code CP § 13-202).
 2. The seizure is incident to an inspection under an administrative inspection warrant and the property is forfeitable due to a controlled dangerous substance or human trafficking violation (Md. Code CP § 12-202; Md. Code CP § 13-504).
 3. There is probable cause to believe that the property has been used or is intended to be used for a violation of a Controlled Dangerous Substances law (Md. Code CP § 12-202).
- (c) Property subject to forfeiture that may be lawfully seized as evidence of a crime.

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- (d) A vehicle, when there is probable cause to believe that it is subject to forfeiture for a violation of human trafficking (Md. Code CR § 3-1102; Md. Code CR § 3-1103) and after considering (Md. Code CP § 13-507):
 - 1. Evidence that the motor vehicle was acquired with proceeds from a transaction involving a violation of Md. Code CR § 3-1102 or Md. Code CR § 3-1103.
 - 2. The circumstances of the arrest.
 - 3. How the vehicle was used.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

Property that should not be seized for forfeiture includes:

- (a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds (Md. Code CP § 12-102).
- (b) Any personal property or vehicle if the officer reasonably knows the owner did not have knowledge of the offense or did not consent to the property's use ("innocent owner").
- (c) Real property without a court order.

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following (Md. Code CP § 12-301 et seq.):

- (a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so (Md. Code CP § 12-305).
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable (Md. Code CP § 12-301).
- (c) Forward the original seizure forms and related reports to the appropriate forfeiture reviewer within two days of seizure (see generally Md. Code CP § 12-206).

The officer will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs shall be taken of seized cash and should be taken of other valuable items (Md. Code CP § 12-202(b)(1); Md. Code CP § 13-103; Md. Code CP § 13-505).

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Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property Storage Area Commander/Evidence Custodian is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (Md. Code CP § 12-203).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used by the Agency unless the forfeiture action has been completed.
- (e) All money is deposited into the appropriate financial account (Md. Code CP § 12-202; Md. Code CP § 13-103; Md. Code CP § 13-505).
- (f) Pending final disposition, money seized for illegal gambling shall be properly accounted for and deposited in an interest-bearing bank account or invested in accordance with Title 17 of the Local Government Article (Md. Code CP § 13-104).
- (g) On receipt of an application, the Agency shall hold an informal review to determine whether the owner knew or should have known of the use or intended use of a handgun that is seized in violation of Md. Code CR § 4-203 or Md. Code CR § 4-204 (Md. Code CP § 13-204).
- (h) The Agency shall surrender a motor vehicle to the owner upon request if the motor vehicle falls within the purview of a forfeiture exception or the required legal standards are not met (Md. Code CP § 12-207; Md. Code CP § 13-509).

602.6 FORFEITURE REVIEWERS

Area/Unit Commanders shall serve as the forfeiture reviewer for routine seizures that fall under their purview. The Superintendent will designate forfeiture reviewers for seizures that are not routine.

The responsibilities of forfeiture reviewers include:

- (a) Remaining familiar with forfeiture laws, particularly Criminal Procedure Article Title 12 and Title 13.
- (b) Ensuring the proper disposition of all seized/forfeited property (Md. Code CP § 12-101(j)).

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- (c) Serving as the liaison between the Agency and the forfeiting authority and ensuring prompt legal review and filing of all seizures (Md. Code CP § 12-304; Md. Code CP § 13-517).
- (d) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (e) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate (Md. Code CP § 12-212).
- (f) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (g) Ensuring that seizure forms are available and appropriate for agency use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers.
- (h) Ensuring that members who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.
- (i) Reviewing each asset forfeiture case to ensure that:
 - 1. Written documentation of the seizure and the items seized is in the case file.
 - 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 - 3. The Superintendent personally reviews and recommends forfeiture of motor vehicles in violation of the Controlled Dangerous Substances or Human Trafficking laws (Md. Code CP § 12-206; Md. Code CP § 13-508).
 - 4. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property (Md. Code CP § 12-104; Md. Code CP § 12-209).
 - 5. Property is promptly released to those entitled to its return.
 - 6. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 - 7. Any cash received is deposited with the fiscal agent.
 - 8. Assistance with the resolution of ownership claims and the release of property to those entitled is provided (Md. Code CP § 12-203).
 - 9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
- (j) Ensuring that the Agency disposes of property as provided by law following any forfeiture.

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- (k) Ensuring that the process of selling or adding forfeited property to agency inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.
- (l) Upon completion of any forfeiture process, ensuring that no property is retained by the Maryland Natural Resources Police unless the Superintendent authorizes in writing the retention of the property for official use.
- (m) Ensuring that an annual report is filed with the Maryland Statistical Analysis Center of the Governor's Office of Crime, Prevention, Youth, and Victim Services as required by Md. Code CP § 12-602.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and State financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this agency may use property that has been seized for forfeiture until the forfeiture action has been completed and the Superintendent or the authorized designee has given written authorization to retain the property for official use. No agency member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

If an order of forfeiture is not entered by the court, the Agency shall return to the owner that part of the proceeds and any costs of the forfeiture proceedings paid from the proceeds of the sale (Md. Code CP § 12-503; Md. Code CP § 13-534).

After a full court hearing, if the court determines that the property should not be forfeited, the property shall be promptly returned to the legal owner (Md. Code CP § 12-402; Md. Code CP § 13-534).

Whenever property is forfeited by the court under the Controlled Dangerous Substances or Human Trafficking laws, the property may be kept for official use, destroyed or otherwise disposed of, or the Agency may sell the property if the law does not require the property to be destroyed and the property is not harmful to the public (Md. Code CP § 12-403; Md. Code CP § 13-529).

Whenever property is forfeited under a violation of gun laws, the Agency may only retain the property for official use, destroy the forfeited property, or sell, exchange, or transfer the forfeited property to another law enforcement agency for official use by that agency (Md. Code CP § 13-206(a)).

Shared forfeiture proceeds from a state law enforcement agency under the Controlled Dangerous Substances law shall be deposited in the State general fund (Md. Code CP § 12-403(e)).

Forfeiture proceeds under the Maryland Mortgage Fraud Protection Act shall be deposited in the state's general fund (Md. Code CP § 13-407(c)(4)).

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Proceeds from a violation of the Human Trafficking laws shall be deposited to the State General Fund (Md. Code CP § 13-530).

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Maryland Natural Resources Police for law enforcement purposes. This also includes a person agreeing to supply information to the Maryland Natural Resources Police for a benefit (.e.g., a quid pro quo in the form of a reduced criminal penalty, money).

Persons who provide information to law enforcement with no expectation of benefit or leniency in exchange for their assistance, including those calling the Wildlife Crimestopper tip line, do not fall under this definition. These persons are considered concerned citizens, or sources of information, and are not governed by this policy, although officers should take every precaution to protect their identity unless that person specifically agrees to provide testimony or be named in an incident report or search and seizure warrant affidavit.

603.2 POLICY

The Maryland Natural Resources Police recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this agency that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility. Once this has been documented, and supervisory approval has been given, the officer shall meet with the Task Force Section supervisor to discuss the quality and importance of the information the informant can provide. The Task Force Section Supervisor will ensure the necessary paperwork is completed to officially enroll the individual with the Agency as an informant. If the individual is approved for use as an informant, the Task Force Section supervisor shall obtain the necessary approval before utilizing the informant.

Members of this agency should not guarantee absolute safety or confidentiality to an informant.

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603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any
- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Superintendent or the authorized designee

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated agency informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by the Task Force Section supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Superintendent or their authorized designees.
 - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the Maryland Natural Resources Police, and that they shall not represent themselves as such.
- (d) Informants shall not take any action or initiate any contact regarding an investigation without the approval and direction of the assigned investigator.
- (e) The relationship between agency members and informants shall always be ethical and professional.
 - 1. All contacts with informants shall be documented as part of the investigative report for the specific investigation the informant is being utilized for.
 - 2. Members shall not become intimately involved with an informant.
 - 3. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Task Force Section supervisor.
 - 4. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

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- (f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Task Force Section supervisor.
 - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
 - 2. If it is impossible to be accompanied by another officer, the location of the meeting, informant number, date and time of the meeting shall be communicated to the Task Force Section supervisor.
- (g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (h) In all instances when agency funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the Task Force Section supervisor, who will initiate a review to determine suitability. Until a determination has been made by the Task Force Section supervisor, the informant should not be used by any member. The Task Force Section supervisor shall determine whether the informant should be used by the Agency and, if so, what conditions will be placed on his/her participation or any information the informant provides. The Task Force Section supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this agency to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

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603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of agency members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Task Force Section. The Task Force Section supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Superintendent, Deputy Superintendent, Special Services Bureau Chief, Task Force Section supervisor or their authorized designees.

The Special Services Bureau Chief should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Task Force Section supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. The control number shall be used in lieu of the informant's name in investigative reports. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses and telephone numbers
- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Criminal history record
- (j) Briefs of each item of information provided by the informant, or each task assigned to the informant, the results of each, and his/her continued subsequent reliability
 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (k) Name of the officer initiating use of the informant
- (l) Signed informant agreement
- (m) Update on active or inactive status of informant

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603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage of payment for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- Any leniency being offered by the prosecutor
- The level of risk taken by the informant

The Task Force Section supervisor will discuss the above factors with the Special Services Bureau Chief and recommend the type and level of payment, subject to approval by the Superintendent.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Task Force Section buy/expense fund.
 1. The Task Force Section supervisor shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by a method decided on a case-by-case basis after consultation with the Administrative Services Bureau Chief.
 1. If payment is made by check, notations shall be made on the check listing the case numbers related to and supporting the payment.
 2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
 3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
 4. Authorization signatures from the Superintendent are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall cash the check, then complete a cash transfer form provided by the Task Force Section supervisor.
 1. The cash transfer form shall include the following:
 - (a) Date.
 - (b) Payment amount.
 - (c) Maryland Natural Resources Police case number.

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- (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
- 2. The cash transfer form shall be signed by the informant, investigating officer and a witness.
- 3. The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

603.6.3 AUDIT OF PAYMENTS

The Task Force Section supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Superintendent or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this agency employ eyewitness identification techniques (Md. Code PS § 3-506).

604.1.1 DEFINITIONS

Definitions related to this policy include (Md. Code PS § 3-506.1):

Composite - Renderings or recollections of a witness describing a suspect's appearance. Composites may be completed by an artist, computer program, or Identi-Kit which features a variety of different facial features.

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Filler - means a person or a photograph of a person who is not suspected of an offense and is included in an identification procedure.

Folder Shuffle Method - means a system for conducting a photo lineup that:

- (a) Complies with the requirements of this section; and
- (b) Is conducted by placing photographs in folders, randomly numbering the folders, shuffling the folders, and then presenting the folders sequentially so that the administrator cannot see or track which photograph is being presented to the eyewitness until after the procedure is completed.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Maryland Natural Resources Police will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

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Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Criminal Investigations Section supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms (NRP-560 through 562) or reports that provide:

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.
- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification (Md. Code PS § 3-506.1).
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures, instructions and identification statement.
- (j) A signed statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure (Md. Code PS § 3-506.1).

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

Eyewitness Identification

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Except in unusual circumstances, a witness will participate in one and only one type of eyewitness identification procedure. This will help ensure that an eyewitness's memory is not tainted by viewing a suspect more than once.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup (Md. Code PS § 3-506.1).

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.6.1 MULTIPLE EYEWITNESSES

When there are multiple eyewitnesses (Md. Code PS § 3-506.1):

- (a) The identification procedure shall be conducted separately for each eyewitness.
 - 1. Instructions shall be provided to each eyewitness outside the presence of other eyewitnesses.
- (b) The suspect shall be placed in a different position for each identification procedure conducted for each eyewitness.
- (c) The eyewitnesses may not be allowed to communicate with each other until all identification procedures have been completed.

604.6.2 MULTIPLE SUSPECTS

If an eyewitness has previously participated in an identification procedure in connection with the identification of another person suspected of involvement in the offense, the fillers in the

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identification procedure shall be different from the fillers used in any prior identification procedure (Md. Code PS § 3-506.1).

604.6.3 NUMBER OF LINEUP MEMBERS

Lineups shall consist of the following number of members, not including the suspect (Md. Code PS § 3-506.1).

- (a) For a live lineup, at least four persons.
- (b) For a photo lineup, at least five photographs.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
 - 1. The length of time the witness observed the suspect.
 - 2. The distance between the witness and the suspect.
 - 3. Whether the witness could view the suspect's face.
 - 4. The quality of the lighting when the suspect was observed by the witness.
 - 5. Whether there were distracting noises or activity during the observation.
 - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
 - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

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- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

604.8 COMPOSITES

The use of composite images can yield investigative leads in cases in which no suspect has been determined. Use of these procedures can facilitate obtaining a description from the witness that will enable the development of a reasonable likeness of the suspect.

Composite images can be beneficial investigative tools; however, they should not be used as stand-alone evidence and may not rise to the level of probable cause.

Composites provide a depiction that may be used to develop investigative leads.

604.9 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification shall be documented in the case report (Md. Code PS § 3-506.1).

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness shall be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

A written record is not required if a video or audio record of the identification procedure is made that captures all of the information specified in Md. Code PS § 3-506.1.

Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Maryland Natural Resources Police that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Maryland Natural Resources Police will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Maryland Natural Resources Police will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Agency will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant, attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the agency case file.

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605.4 BRADY PROCESS

The Superintendent shall select a member of the Agency to coordinate requests for *Brady* information. This person shall be directly responsible to the Special Services Bureau Chief for their authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the Attorney General's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.
 1. Updating this list whenever potential *Brady* information concerning any agency member becomes known to the Agency or is placed into a personnel or internal affairs file.
 2. Providing timely notice to an officer if his/her name is placed on the list.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and agency member whose file is related to the motion shall be notified of the potential presence of *Brady* information.
- (b) The prosecuting attorney or Attorney General should be requested to file a motion in order to initiate a review by the court.
 1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
- (d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
 1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

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605.6 INVESTIGATING BRADY ISSUES

If the Agency receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Agency personnel should receive periodic training on the requirements of this policy.

Unmanned Aerial System (UAS) Operations

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY

Unmanned aerial systems may be utilized to enhance the agency's mission of protecting the natural resources, lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Superintendent will designate a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current or operations under FAA Part 107.
- Ensuring that all authorized operators and required observers have completed all required FAA and agency-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

Unmanned Aerial System (UAS) Operations

Deployment of a UAS shall require written authorization of the Superintendent or the authorized designee, depending on the type of mission.

- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Superintendent.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

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- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this agency. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Maryland Natural Resources Police to balance the safety needs of the public, the safety of agency members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 OPERATIONS DIRECTOR

The Response Team Section supervisor (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The Response Team Section supervisor will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the Response Team Section supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy).

While executing a search warrant, police officers shall be clearly recognizable and identifiable as a police officer, wearing a uniform, badge, and tag bearing the name and identification number of the police officer.

Warrant Service

607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the Response Team Section supervisor for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the Response Team Section supervisor. If the warrant is not classified as high risk, the supervisor or operational lead should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution (Md. Code CP § 1-203).
- (b) A clear explanation of the affiant's training, experience and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.6.1 WARRANT EXECUTION PROCEDURES

The operations director should establish procedures regarding execution of search warrants (e.g., appropriate approvals and training, time of service limitations, measures for participants to be identifiable and recognizable as uniformed officers, use of body-worn cameras where required) (Md. Code CP § 1-203).

Warrant Service

607.7 HIGH-RISK WARRANT SERVICE

The Response Team Section supervisor or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed. Once the location and all occupants have been secured, the Response Team section supervisor shall release the scene to the appropriate supervisor or operational lead for any further search and seizure authorized by a warrant.

The operational lead or member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service is video-recorded when practicable and legal to do so under Md. Code CJ § 10-402. The warrant service may be audio-recorded with the consent of all parties.
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

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As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released. Once a person is released, they must vacate the warrant location and be ordered not to return until the scene has been released back to the owner/occupant.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Response Team Section supervisor or other supervisor responsible for the warrant service will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting Maryland Natural Resources Police assistance in the service of a warrant should be referred to the appropriate Area or Unit Commander. The Commander should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Commander should ensure that members of the Agency are utilized appropriately. Any concerns regarding the requested use of agency members should be brought to the attention of the Commander's chain of command. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Area/Unit Commander is unavailable, the Regional/Division Commander should assume this role.

If officers intend to serve a warrant outside agency jurisdiction, the Area/Unit Commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Agency when assisting outside agencies or serving a warrant outside agency jurisdiction.

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607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Superintendent. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING

The Commanders should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Maryland Natural Resources Police to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Special Operations Division (SOD) is responsible for performing risk assessments as required by this policy.

The Search Warrant Threat Assessment form (NRP 483) provides a process to identify high-risk operations.

The SOD Commander will maintain the NRP 483 to assess, plan and coordinate operations.

The Response Team Section Supervisor will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The Response Team Section Supervisor will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for the service of search and seizure, arrest warrants, or any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include local law enforcement or task forces, regional intelligence and criminal justice databases, target deconfliction systems, firearm records,

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commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form NRP 483 and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the Response Team Section supervisor.

The supervisor and Response Team Section supervisor shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the Response Team Section supervisor, after consultation with the involved supervisor, determines that the operation is high risk, the Response Team Section supervisor should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
 - (a) Tactical Response Team (TRT)
 - (b) Additional personnel
 - (c) Outside agency assistance

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- (d) Special equipment
 - (e) Medical personnel
 - (f) Persons trained in negotiation
 - (g) Additional surveillance
 - (h) Canines
 - (i) Specialized mapping for larger or complex locations
- (b) Contact the appropriate agency members or other agencies as warranted to begin preparation.
 - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
 - (d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall contact the Task Force Section supervisor to ensure the subject of investigation and operations information are entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the Task Force Section supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The Response Team Section supervisor should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
 - 1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
 - 2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present,

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- information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
- (a) An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of an active legitimate law enforcement operation.
 - (b) How all participants will be identified as law enforcement.
 - (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
 - (f) Identification of all communications channels and call-signs.
 - (g) Use of force issues.
 - (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
 - (i) Plans for detaining people who are not under arrest.
 - (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
 - (k) Communications plan.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

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responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The officer conducting the briefing shall ensure that all participants are visually identifiable as law enforcement officers.
 - 1. Exceptions may be made for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
 - (a) It is the responsibility of the officer conducting the briefing to ensure that a sworn supervisor in the Communications Center is notified at the time of service and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
 - (b) If the radio channel needs to be monitored by the Communications Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
 - (c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 TRT PARTICIPATION

If the SOD Command determines that TRT participation is appropriate, they and the TRT shall ensure a written plan is developed. The TRT team leader shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the TRT team leader supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 ON SCENE SUPERVISOR RESPONSIBILITIES

When TRT turns over the scene to the on-scene supervisor to conduct appropriate searches the following should be considered:

- (a) Identify Property Storage Area or analytical personnel to assist with cataloging seizures
- (b) Possible utilization of forensic specialists
- (c) Designating responsibilities for collecting, reviewing, and approving reports.

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- (d) Ensure media relations are handled in accordance with the Media Relations Policy.

608.10 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Superintendent. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.11 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any TRT debriefing.

608.12 TRAINING

Commanders should ensure officers and TRT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Chapter 7 - Equipment

Agency-Owned and Personal Property

700.1 PURPOSE AND SCOPE

The policy addresses the care of agency-owned property and the role of the Agency when personal property, the property of another or agency-owned property is damaged or lost.

700.2 POLICY

Members of the Maryland Natural Resources Police shall properly care for agency property assigned or entrusted to them. Agency-owned property that becomes damaged shall be promptly replaced. The Agency will not replace or repair personal property or equipment.

700.3 AGENCY PROPERTY

All property and equipment issued by the Agency shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Agency, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

Suspension from duty shall relieve the member from the privilege of using Agency uniforms and equipment.

Accordingly, an officer suspended from duty shall immediately turn-in to their supervisor all portable radios, agency-issued vehicles, firearms, handcuffs, identification cards, badges, computers, cellphones, and body worn cameras.

An officer under suspension shall turn in other such Agency issued equipment as may be designated by the conditions of their suspension.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of agency property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of agency property may lead to discipline including, but not limited to, the cost of repair or replacement.

The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

Except when otherwise directed by competent authority or otherwise reasonable by circumstances, agency property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

Agency property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

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700.3.2 REPORTING

Members shall promptly report any loss, damage to, or unserviceable condition of any Agency-issued property or equipment to their supervisor and document in Blue Team following the procedure below.

- A. Required Notifications
 1. Damage or loss of Agency-owned property will be reported immediately by the employee to their immediate Supervisor.
- B. Blue Team Entry and Routing procedure
 1. Involved member
 - (a) After the member makes notification to their immediate supervisor the member will open a Blue Team "Property Damage or Loss" incident.
 - (b) The incident will be completed in entirety to include a detailed summary of events.
 - (c) If damage is being reported, photographs of the damaged property will be taken and uploaded.
 - (d) Upon completion of the Blue Team entry the incident will be forwarded to the supervisor of the next rank for investigation.
 2. Supervisor
 - (a) The supervisor will review the incident for completeness and investigate if misconduct or negligence caused the loss or damage.
 - (b) All findings will be written in the "Reviewer's Comment" prior to incident forwarding.
 - (c) Once complete the supervisor will forward the incident to the supervisor of the next rank for review.
 3. Reviewing Supervisor
 - (a) Once the Blue Team entry is forwarded to the Captain's level, the Captain shall perform a final review of the incident and forward it directly to IAPro.
 1. The incident will then be tasked to the NRP Review Board for final disposition.

700.3.3 NRP REVIEW BOARD

The NRP Review Board should determine whether additional action is appropriate.

In a lost or damaged property incident, where the NRP Review Board has issued a finding of preventable, the Board will also decide as to any corrective action that needs to be taken.

The involved officers may be subject to one or more of the following corrective actions:

- Restitution (only if negligence is indicated)
- Remedial training

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- Letter of Counseling
- Any other action deemed appropriate by the Superintendent.

700.3.4 EXPUNGEMENT

Officers may request an expungement of a lost or damaged property incident by submitting a written request, through the chain of command, to the NRP Review Board.

For officers to request an expungement request, three years must have passed since a finding was rendered by the NRP Review Board.

In cases where a Letter of Counseling was issued, officers may request an expungement of the Personnel Counseling Record after one year has elapsed since the Counseling Record was issued. The expungement request shall be submitted in writing, through the chain of command, to the Superintendent.

700.3.5 RETURN OF PROPERTY

Upon termination of employment with the Natural Resources Police, personnel who have been issued State property shall turn-in all equipment listed on the form NRP-490C to a designated supervisor or in person to the Supply and Maintenance Unit commander or their designee.

700.4 DAMAGE TO PROPERTY OF ANOTHER

Members who intentionally or unintentionally damage or cause to be damaged the real or personal property of another while performing any law enforcement function shall notify their supervisor, complete the General Loss Liability Notice (NRP-449) and obtain an incident number.

The supervisor receiving such a report shall investigate and submit the NRP-449 through their chain of command to the NRP Review Board.

The review board will review the incident to determine whether misconduct or negligence was involved

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Agency or personally owned, while on duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the Internet.

701.2 POLICY

The Maryland Natural Resources Police allows members to utilize agency-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Agency, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Agency and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.4 AGENCY-ISSUED PCD

The Agency may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Agency-issued or funded PCDs may be used for emergency business either on or off-duty in accordance with this policy and the Mobile Devices and Services Statewide Policy. Such devices and the associated telephone number, if any, shall remain the sole property of the Agency and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Personal Communication Devices

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

- (a) The Agency accepts no responsibility for loss of or damage to a personally owned PCD.
- (b) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.
- (c) Unless provided with an agency-issued PCD, members may use personally owned PCDs on-duty for routine administrative work.
- (d) All work-related documents, emails, photographs, recordings, or other public records created or received on a member's personally owned PCD should be transferred to the Maryland Natural Resources Police and/or deleted from the member's PCD as soon as reasonably practicable.
- (e) No information of any kind shall be disclosed to unauthorized persons without the authorization of the Superintendent or their designee.
- (f) Members should be cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery.
- (g) If the Agency becomes aware that a PCD was used to facilitate a violation of civil or criminal law or violation of agency policy, it may be subject to seizure and become evidence in a legal or administrative proceeding.
 - (a) No supervisor will, without legal authority, take possession of or inspect a member's personal PCD.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct agency business:

- (a) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
- (b) Disclosure of any Agency-related information to any third party through any means, without the express authorization of the Superintendent or the authorized designee, may result in discipline.
- (c) Using PCDs to harass, threaten, coerce, or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

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701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
- (b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
 - 1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
 - 2. Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Internal Affairs Unit Commander.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other agency communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving is only permitted for officers who are acting within the scope of their official duties. However, such use can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Therefore, officers should restrict the use of these devices to matters of an urgent nature and should utilize the PCD in hands-free mode (Md. Code TR § 21-1124.2).

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that agency vehicles are appropriately maintained.

702.2 POLICY

The Maryland Natural Resources Police will service agency vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining agency vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Supervisory notification and proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

All agency vehicles shall be equipped with the equipment contained on the Vehicle Inventory and Inspection Report.

702.6 VEHICLE REFUELING

Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. State vehicles shall be fueled from the Statewide Automated Fuel Dispensing and Management System or at fuel pumps located at a State facility, except for emergencies or rare and unusual instances when such use is not possible.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Agency.

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Vehicle Maintenance

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure agency vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of agency vehicles and shall not be construed to create or imply any contractual obligation by the State of Maryland to provide assigned take-home vehicles.

703.2 POLICY

The Maryland Natural Resources Police provides vehicles for agency-related business and may assign vehicles based on a determination of operational efficiency, economic impact to the Agency, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

State-owned vehicles shall be operated only by drivers who have signed the Department of Budget and Management (DBM) Acknowledgment Statement - Policies and Procedures for Drivers of State Vehicles (NRP-306ACK).

All drivers must have a driver's license which is valid in the State of Maryland.

703.3.1 ASSIGNED VEHICLES

The Area Commanders shall ensure their vehicle inventory is updated when officers are assigned new vehicles or when officers switch vehicles permanently.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Duty Officer. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

703.3.3 INSPECTIONS

Members shall be responsible for the daily inspection of the interior and exterior of any assigned vehicle. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this agency should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before (if safe and practicable) and after that person is transported.

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All agency vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. Unattended means that the employee is not in the immediate vicinity of the vehicle or does not have the vehicle in his/her clear observation. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MOBILE DATA TERMINAL (MDT)

Members assigned to the Field Operations Bureau shall log onto Mobile CAD, utilizing their MDT when going on-duty. If unable to log in, the member shall notify the Communications Center. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

703.3.7 AUTHORIZED PASSENGERS

Members operating agency vehicles shall not permit persons other than State personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any agency vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING AND TRAFFIC VIOLATIONS

Except when responding to an emergency or when urgent agency-related business requires otherwise, members driving agency vehicles should obey all parking and traffic regulations at all times. All traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.

All traffic violations (ie speed camera citations) received while operating an agency vehicle will be entered into Blue Team by a member of the Internal Affairs Unit.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Commander of the Supply and Maintenance Unit.

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703.3.11 CIVILIAN MEMBER USE

Civilian employees/volunteers, excluding NRP cadets, are not permitted to operate marked agency vehicles.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Agency vehicles may be assigned to individual members at the discretion of the Superintendent. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle shall comply with the terms of the SLEOLA MOU.

A member's assigned vehicle will be stored at the local area office, and all personal items removed therefrom, when the member:

- (a) is unable to perform their regular assignment, unless approved for restricted duty, or
- (b) is on sick or discipline-related leave for more than two weeks.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other agency members at the discretion of the Superintendent or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE BY CIVILIAN MEMBERS

Circumstances may arise where agency vehicles must be used by civilian members to commute to and from a work assignment. Civilian members may take home unmarked agency vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned or were created by the short-term needs of the Agency.
- (b) Other reasonable transportation options are not available.
- (c) Vehicles will be locked when not attended.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles to civilian personnel shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Members who reside outside the State of Maryland are required to secure the vehicle at a designated location within the State of Maryland.

Non-sworn members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and tax implications.

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Civilian members are cautioned that under federal and local tax rules, personal use of a State vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for civilian member use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes.
- (b) Vehicles may only be used to transport the member to and from the member's residence.
- (c) Unattended vehicles are to be locked and secured at all times.
- (d) Vehicles are to be secured at the member's residence or the appropriate agency facility, at the discretion of the Agency when a member will be away (e.g., on vacation) for periods exceeding one week.
 1. If the vehicle remains at the residence of the member, the Agency shall have access to the vehicle.
 2. If the member is unable to provide access to the vehicle, it shall be parked at a designated location.
- (e) The member is responsible for the care and maintenance of the vehicle.

703.4.4 OFF-DUTY USE OF STATE VEHICLE

Eligibility

- Officers are eligible for off-duty use of their assigned patrol vehicle upon successful completion of the NRP Field Training requirements.
- Officers placed on Limited Duty Status may retain off-duty use of their NRP vehicle.
- In the event that an officer's assigned vehicle is unavailable (e.g., maintenance, repairs) the agency is under no obligation to provide a replacement vehicle for the purposes of off-duty use.
- An officer's off-duty use privilege is subject to suspension or revocation if the Superintendent deems it in the best interest of the NRP.

Use and limitations

- (a) Officers may not operate their vehicle outside of a 25 mile radius (within MD) from their home or assigned work location.
- (b) Officers will not operate an NRP vehicle while on sick leave except sick leave taken specifically for routine medical or dental appointments, or in conjunction with the death or illness of members of the employee's immediate family.
- (c) Members of the officer's immediate family, to include spouse, child, brother, sister, parents or parents-in-law, grandparents, or guardians of the officer, are permitted to accompany him/her when operating his/her assigned vehicle off-duty. Officers are responsible for the behavior and appearance of the passengers.

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- (d) Officers are prohibited from using the vehicle while engaged in political activities such as setting up signs, and attending rallies, caucuses, promotional events, or fundraisers, etc.
- (e) Officers will not use NRP vehicles to carry loads that are excessive and protrude from the vehicle.
- (f) No towing personally owned trailers.
- (g) No alcoholic beverages will be carried in a patrol vehicle except when seized as evidence/contraband or for training purposes such as facilitating the SFST course.
- (h) Patrol vehicles will not be operated after consuming any amount of alcohol.
- (i) Patrol vehicles will not be operated after consuming any drug that may impair the officer's ability to operate the vehicle safely.
- (j) NRP vehicles may be used to commute to and from approved secondary employment locations that comply with all other portions of this section.
- (k) Vehicles may not be operated in conjunction with secondary employment.

Vehicles must be parked in an unobtrusive or secure position.

All off-duty accidents will be reported in accordance with the Traffic Accident Policy.

Off-Duty Enforcement

- (a) Officers will be prepared to respond to any emergency requiring police assistance occurring in the vicinity of their route of travel.
- (b) Minor incidents, to include disabled vehicles, stranded motorists, and citizens in need of assistance encountered while operating a patrol vehicle off-duty may be handled and cleared by the off-duty officer.
- (c) Any incident that becomes involved or time consuming shall be turned over to an on-duty officer or allied agency when possible.
- (d) Off-duty officers while operating a patrol vehicle are required to respond to incidents or calls for service that require an officer's immediate response or are of a serious or life-threatening nature.
- (e) Officers operating patrol vehicles off-duty are not expected to strictly enforce motor vehicle laws.
- (f) In minor situations which require the writing of a report by the off-duty officer, the report will be completed as soon as possible upon return to duty. Officers must obtain prior supervisory approval before earning any overtime or compensatory time in accordance with Compensation Policy.
- (g) When taking police action or responding to a call for service, the officer is responsible for the safety of all passengers in the patrol vehicle. Whenever possible, passenger(s) should be dropped off at a safe location until the call is resolved or the officer is no longer needed for assistance. Officers will drop passengers off if a Priority 1 response is needed.

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703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Agency. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule (Vehicle Service Record form (NRP-417). A maximum of 1,000 miles over the scheduled maintenance intervals will be acceptable.
- (c) All scheduled vehicle maintenance shall be performed as necessary at a facility approved by the agency. The operator shall be responsible for being aware of and obtaining any required special maintenance schedules.
- (d) The Agency Fleet Coordinator shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) All weapons shall be removed from any vehicle left for maintenance.
- (f) Supervisors shall complete the RMS biannual inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 DAMAGE, ABUSE AND MISUSE

When any agency vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall promptly notify the communication center, and a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction (see the Traffic Accidents Policy).

Damage to any agency vehicle that was not caused by a traffic accident shall be reported as soon as the damage is discovered, and documented as outlined in the appropriate procedure.

703.6 ATTIRE AND APPEARANCE

Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Agency and be in accordance with the Personal Appearance Standards Policy.

- (a) When operating a department vehicle off-duty, the officer must be armed with an agency-issued handgun or approved personally owned handgun in accordance with the Firearms Policy and will carry the badge, body armor and department identification card. Officers must have a set of handcuffs on their person or within the vehicle.
- (b) A portable radio will be kept in ready and usable condition inside the vehicle.
- (c) The vehicle must be equipped with all required equipment

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- (d) Officers will advise the dispatcher when going in or out of service while off-duty. Officers will monitor the police radio on the frequency for the area in which the vehicle is being operated.

703.7 SPECIALTY VEHICLES

For information related to personal watercraft (PWC) see the Vessel Use Policy

703.7.1 ALL-TERRAIN VEHICLES (ATV), UTILITY TERRAIN VEHICLES (UTV), AND SNOWMOBILES

(a) Operation and Maintenance

1. Officers who operate specialty vehicles shall be properly trained in the specialized operating characteristics of the equipment. This training shall be a MPCTC approved ATV safety course and a familiarization/orientation ride with an officer experienced with the specific specialty vehicle.
2. Officers with an assigned specialty vehicle are responsible for the proper storage, transport, and periodic and scheduled maintenance as outlined in the owner's manual
3. If the specialty vehicle is not equipped with a radio then the officer operating the equipment shall be in possession of, a functioning handheld radio or cellular telephone.
4. Any added accessories or equipment to specialty vehicles shall be approved by the Supply and Maintenance Unit and Area Commander.
5. A correctly fitted agency-issued helmet must be used when operating a specialized vehicle.
 - (a) The helmet wear requirement may be waived by a Commander for specific assignments and details if necessary to meet operational needs.
6. Helmets are not required on Agency-owned UTVs if the vehicle is equipped with a roll cage or similar rollover protection system and seat belts.
7. In addition to a helmet, officers operating snowmobiles shall wear gloves, boots, and other outerwear appropriate for cold weather.
8. In addition to the equipment listed above, officers operating specialty vehicles on the frozen surface of water bodies shall wear an approved life-jacket. Operation is prohibited on ice less than six inches thick.
9. Officers shall not engage in extended high-speed pursuits of suspects while operating specialty vehicles or when attempting to stop offenders on specialty vehicles.
10. Passengers will not be carried on specialty vehicles unless the vehicle is specifically designed to accommodate them.
11. Specialty vehicles shall not be operated on paved surfaces above 25 mph.

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure agency members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Informants policies.

704.2 POLICY

It is the policy of the Maryland Natural Resources Police to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of agency operations and ensure the public trust.

704.3 COVERT INVESTIGATIONS - ADMINISTRATIVE RESPONSIBILITIES

- (a) Handling monies used for the payment of informants upon approval of the Task Force Section Supervisor and the Bureau Commander; the purchasing of evidence and other related investigative expenses from the Special Operations Revolving Fund.
 - 1. Investigators shall maintain accurate and documented reports of all expenditures.
 - 2. Expenditures made from the Special Operations Revolving Fund shall be listed in detail by the investigator on the Special Operations Expense Voucher. The expense voucher will be submitted to the Task Force Section Supervisor as replacement funds are needed by the investigator. The expense voucher shall include a brief description of the expenditure, including the investigation case number when applicable.
 - 3. Receipts shall be obtained when the acquisition of the same by the investigator would not threaten the covert integrity of the investigation; and attached to the expense voucher.

704.4 COVERT INVESTIGATIONS FUNDS

The Special Services Bureau (SSB) Commander is responsible for maintaining and managing covert investigations funds.

The fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the SSB Commander.

704.5 AUDITS

Annually, or upon command change, an audit shall be conducted of all funds and records of transactions. This audit requires that the fund manager and the Administrative Services Bureau Chief or the authorized designee, review the transaction ledgers and verify the accuracy of the accounting. The fund manager and the participating member shall sign, otherwise validate the ledger or other form attesting to the accuracy of all documentation and fund accounting. A

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discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Superintendent.

A separate audit of cash transactions may be required at the discretion of the Superintendent.

704.6 PROCESSING PARK CITATION AND REPORT REQUEST CHECKS

Parking citation payments are mailed to a PO box and picked up weekly by a Records supervisor. Records staff then reconcile the payments with the parking citations received from the field. The below procedure is then completed. Parking citation payments can also be made through DNR Compass system.

Report request checks are mailed directly to Records by the requestor.

- (a) Stamp checks.
- (b) Copy checks – can have more than one check per page (please try to keep in order of original checks).
- (c) Include memo with PCA, Source Code, TC Code, total amount of checks, and a brief description of check purpose.
- (d) Include calculator tape that matches total checks on the memo.
- (e) Hand deliver to Finance and Administrative Services (FAS) at HQ.
- (f) FAS will verify the amount on the memo matches the total of checks.
- (g) FAS will make a copy of the stamped, received memo for NRP files that verify checks received by FAS, and will return a copy to Records.
- (h) Records retain copies of the verification memos in the designated file.

704.7 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property Storage Area Policy.

Cash in excess of \$1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Agency as well as the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Maryland Natural Resources Police endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Workplace Safety and Health Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training. Members may wear hearing protection any time they would be subjected to loud, persistent noises. Hearing protection worn while on patrol may not preclude officers from hearing their police radio.

Hearing protection shall meet or exceed the requirements provided in COMAR 09.12.31.9999 and 29 CFR 1910.95.

Personal Protective Equipment

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Lead Firearms Instructor shall ensure eye protection meets or exceeds the requirements provided in COMAR 09.12.31.9999 and 29 CFR 1910.133.

Eye protection may be worn by members as appropriate to their assigned duties.

705.6 RESPIRATORY PROTECTION

The Support Services Bureau Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; COMAR 09.12.31.9999):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.6.1 RESPIRATORY PROTECTION USE

Respiratory PPE shall be worn when directed by an on-scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

On-scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the on-scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the on-scene commander reasonably believes (29 CFR 1910.134; COMAR 09.12.31.9999):

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- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge or canister.

705.6.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; COMAR 09.12.31.9999):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per agency-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.6.3 FULL-FACE IAR-PURIFYING RESPIRATORS

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; COMAR 09.12.31.9999).

An on-scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

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705.6.4 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; COMAR 09.12.31.9999).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; COMAR 09.12.31.9999):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.6.5 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; COMAR 09.12.31.9999):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.7 POTASSIUM IODIDE (KI)

The Agency must take steps to protect its personnel from the harmful effects of radiological exposure. Therefore, the Agency shall make available to all NRP personnel two 130-mg tablets, a two-day dose, of potassium iodide (KI).

The Health Safety Officer will ensure that the Agency maintains a current, un-expired, supply of KI and annually reminds agency personnel of the process to request this protective measure.

Before being issued the potassium iodide, all Agency personnel must complete the (NRP-481) which will be kept on file at the local Area Office by the Commander. The original form will be forwarded to the NRP Health and Safety Officer.

- (a) Area / Unit Commanders shall issue the KI pills.
- (b) Personnel shall keep their packaged pills with them at all times.

The two 130-mg tablets of KI are only to be taken during a radiological emergency and shall only be administered upon the authority of a State of Maryland's health officer (e.g., State of Maryland Medical Director or State of Maryland Department of Health & Mental Hygiene health officer) or a local county health officer. If so directed, personnel shall take one KI pill each day for two days, or until told to stop.

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Personnel who have experienced an allergic reaction to iodine or to shellfish, should not take the pills.

Any personnel experiencing any side effects such as a metallic taste in their mouth, shortness of breath or swelling of the salivary glands, should stop taking the KI immediately and contact the designated health official.

For more information about KI see the links below.

<http://www.nrc.gov/about-nrc/emerg-preparedness/about-emerg-preparedness/potassium-iodide/ki-faq.html>

<http://www.fda.gov/Drugs/EmergencyPreparedness/BioterrorismandDrugPreparedness/ucm319791.htm>

705.8 RECORDS

The Training Unit Commander is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.
- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the established records retention schedule (29 CFR 1910.1020; COMAR 09.12.31.9999).

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; COMAR 09.12.31.9999).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; COMAR 09.12.31.9999).

Procurement

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on the use and reporting of purchasing cards.

706.2 POLICY

It is the policy of the Agency to appropriately utilize issued corporate purchasing cards.

706.3 CORPORATE PURCHASING CARDS

Each card will have an established credit limit of up to \$2,500.00 per transaction.

Corporate Purchasing Cards shall be used for authorized purposes. Purchases must be in compliance with State of Maryland COMAR requirements.

The State Tax Exempt number (30002563) is printed on the Corporate Purchasing Card. It is the cardholder's responsibility to ensure that sales tax is not included in the Corporate Card Purchase.

For additional information refer to the State of Maryland's Corporate Purchasing Card Program Policy and Procedures and COMAR, Title 21.

706.3.1 CORPORATE CARD APPROVED USES

The Corporate Card may be used for the following purchases:

- (a) Fuel for state vehicles while traveling out of state on state business.
- (b) Fueling of state vessels at marinas.
- (c) In an extreme emergency, the card may be used to purchase fuel for a state vehicle. A written explanation must be submitted.
- (d) The Corporate Card may be used to purchase tires. Purchaser must ensure that the State contract price is used. Additionally, mounting and balancing of the tires must be charged to the Fleet Card.
- (e) Out-of-State Travel - Training - a copy of the approved application for out-service training authorization and the request for out-of-State travel (form X-3a) must be included with invoices and submitted with the Corporate Purchasing Card Activity Log.
- (f) Food - For meetings and events a list of attendees and agenda must be included with invoices, and submitted with the Corporate Purchasing Card Activity Log.
- (g) Expendable data processing supplies such as SD cards, flash drives, ink or toner cartridges etc. may be purchased on individual corporate purchasing cards with supervisory approval.

706.3.2 CORPORATE CARD USE RESTRICTIONS

The Corporate Cards shall not be used for:

- Cash advances.
- In place of the Fleet Card or facilities.

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- For personal use.
- Fuel purchases in place of the state fuel net facilities.
- Data Processing Services, hardware, or software. Only Data Processing Contacts may purchase these items.

706.3.3 REPORTING

All purchases and credits must be reported on the Corporate Purchasing Card Activity Log (NRP-442) (8-½" x 14" legal size).

Use a black China Marker to cross out all credit card numbers on receipts and statements.

Tape all small receipts to an 8 ½ X 11 piece of paper.

The original Corporate Card statement and all receipts in date order are to be paper clipped to the Corporate Purchasing Card Activity Log.

The Corporate Purchasing Card Activity Log and the Corporate Card statement must both be signed and dated by the cardholder, and the cardholder's immediate supervisor (Manager's Signature).

The Corporate Purchasing Card Activity Log shall be submitted to the NRP Fiscal Services Section by the 22nd of the month following the month for which the log is completed.

If an employee does not receive a Corporate Card statement for the period when charges have been incurred, the fiscal officer should be contacted for assistance.

- Not receiving a statement for the period when charges have been incurred on the Corporate Purchasing Card does not preclude an employee from completing a Corporate Purchasing Card Activity Log.
- Under certain circumstances, a copy of the page from the Department's Corporate Purchasing Card Database (INFOSPAN), outlining the list of charges may be used in place of the missing statement.

706.3.4 LOST/STOLEN CARDS AND FRAUDULENT CHARGES

If a Corporate Purchasing Card is lost or stolen, it must telephone the toll-free 24-hour customer service number and fill out an Exhibit C form to close the account.

Fill out an Exhibit D form for all Fraud or Disputed charges.

VEHICLE, VESSEL & TRAILER INSPECTIONS

707.1 FORMS

Vehicle, Vessel & Trailer Safety Inspection Reports forms shall be completed in the RMS system by the person to whom the vessel and/or trailer is assigned.

Supervisors shall review each form for completeness and accuracy. If a deficiency is noted, the supervisor shall take steps to rectify the issue.

707.2 INSPECTION REQUIREMENTS

A member assigned to a vehicle, vessel, or trailer shall inspect the vessel and complete the appropriate report twice each year, no later than May 1 and November 1.

Supervisors shall conduct random inspections of vessels, vehicles, and trailers for proper maintenance and cleanliness.

SPEED DETECTION DEVICES

708.1 APPROVED DEVICES

Natural Resources Police personnel shall only utilize those speed detection devices obtained by the Agency that have been tested and certified by the International Association of Chiefs of Police (IACP) as meeting the minimum performance specifications published by the National Highway Traffic Safety Administration of the US Department of Transportation.

708.2 CALIBRATION

Following the IACP's recommendations, area commanders shall insure that all RADAR and LIDAR units assigned to their area are calibrated every two years, or whenever the unit has been "opened up" for or during repair.

708.3 TRAINING

Speed Detection Device Training - Before conducting speed enforcement with an Agency issued speed detection device, the speed detection device operator shall have successfully completed a training program for the type of device to be utilized (RADAR or LIDAR).

Upon successful completion of a speed detection device training program, the operator shall be issued a certification card by the NRP Training Academy.

All speed detection device training, whether conducted by NRP or an outside law enforcement agency must be authorized by the NRP Training Academy and approved by the MPCTC.

708.4 APPROVED LOCATIONS FOR USE

NRP personnel may only utilize Agency issued speed detection devices for speed enforcement on:

- Other enforcement locations as approved by a supervisor.
- roadways that adjoin DNR owned or controlled lands, and that provide immediate and direct access to the DNR property.
- lands owned or controlled by DNR; or,
- Maryland's waterways.

708.5 COURT

The RADAR/LIDAR operator shall take to court their certification card, the calibration certificate, and Log of the specific gun utilized to issue the charge, and any other enforcement forms.

NALOXONE (NARCAN) PROGRAM

709.1 PROGRAM CONTROL

No officer will administer Naloxone until they have completed the training required by State law.

This prohibition does not apply to officers who are certified as emergency medical services (EMS) providers who are permitted to administer Naloxone.

This program is being conducted under the supervision of the Maryland State Police Medical Director through a memorandum of understanding.

709.2 DEFINITIONS

CERTIFICATE – A document issued to administer Naloxone in accordance with the Annotated Code of Maryland, Health – General Article, §13-3106.

NALOXONE – A medication that blocks the effects of an opioid overdose; may be sold under the brand name Narcan®.

OPIOID – Any compound derived from or of similar structure to opium, with morphine-like effects; codeine, heroin, methadone are common examples.

709.2.1 REFERENCES

Annotated Code of Maryland, Health – General Article, §13-3101-3109.

709.3 RESPONSIBILITIES

The Maryland State Police Medical Director:

- Provides medical oversight for officers who are trained and certified to administer Naloxone;
- Conducts all initial "train the trainer" training for certification of officers in the administration of Naloxone. These trained officers will administer all further training in the administration of Naloxone to NRP personnel.

The NRP Occupational Safety and Health Officer (Training, Recruitment, and Safety Education Division Commander) will:

- order Naloxone based on the need as determined by the number of officers certified to administer Naloxone and the level of replacement stock.
- be responsible for the compliance oversight and ensuring all completed RMS reports are forwarded to the MSP Medical Director when Naloxone is deployed by an officer.

The Training Unit Commander:

- Will ensure all officers will be trained in the pre-hospital administration of Naloxone.
- is responsible for maintaining records for trained and certified officers.

Area/Unit Commanders will:

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NALAXONE (NARCAN) PROGRAM

- Obtain replacement Naloxone through the Supply and Maintenance Unit Commander and will maintain adequate replacement doses at the Area/Unit Offices;
- Develop local operating procedures addressing the distribution and replacement of Naloxone to their personnel.

709.4 TRAINING

Orientation training will be completed in the form of an online training program provided by the MSP Medical Director.

Yearly refresher training will be incorporated into the Law Enforcement Emergency Medical Care Course (LEEMCC).

709.5 EQUIPMENT

Upon successful completion of the required training, Sergeants and below will be issued a Naloxone Kit which consists of a belt pouch containing two doses of Naloxone, and an N100 face shield. Nitrile gloves will be carried in the kit and will be acquired from a supply maintained at the Area/Unit level by the Area/Unit Commander. Upon request, commanders will be issued one dose with their belt pouch.

In accordance with manufacturer's instruction, Naloxone must be kept out of direct sunlight and should be stored at room temperature (between 59 and 86 degrees Fahrenheit). According to the manufacturer, the product will maintain its effectiveness as long as not exposed to extreme heat (over 120 degrees Fahrenheit) for more than twenty-four consecutive hours or allowed to freeze.

With that in mind, under no circumstances should the Naloxone be left in a vehicle or vessel.

The Naloxone kit will be stored in a manner to ensure non-authorized personnel cannot gain access both on and off-duty.

The Naloxone must be carried in a manner that will allow it to be immediately accessible to an officer in the event it needs to be administered, (pocket, belt, backpack, bag, etc.). If the outside temperatures are expected to be 32 degrees Fahrenheit or below and officers are outside of a heat-controlled environment the pouch should be carried in a manner to protect the contents from the cold environment.

Inspections of the Naloxone kit will be conducted daily by the officer and whenever necessary (e.g. weather conditions, after an altercation).

Supervisors will inspect Naloxone kits during bi-annual inspections.

709.6 ACCOUNTABILITY & DISPOSAL

Naloxone is not a controlled dangerous substance as defined by federal law but is a prescription medication with exceptions to the laws and regulations governing prescriptions in medical practice.

NALAXONE (NARCAN) PROGRAM

Damaged, lost, or expired Naloxone will be documented in the RMS. A copy of the report will be automatically forwarded to the Supply and Maintenance Unit Commander to ensure adequate supplies are maintained.

Naloxone needing replacement, as a result of use or damage will be documented using the procedures outlined in paragraph 8 (Reporting).

Damaged Naloxone will be turned over to the evidence custodian within 5 days of the date it was damaged. Damaged Naloxone will be reported per Agency policy for damage to agency equipment and replaced.

Expired Naloxone will be destroyed within 30 days of the date of expiration in a manner in accordance with training received. Area/Unit Commanders will be responsible for documenting Naloxone turned in for destruction and replacement. Within 30 days of expiration the evidence custodian shall obtain an incident report number to document the quantity of expired Naloxone destroyed. A copy of the RMS report will be automatically forwarded to the Supply and Maintenance Unit Commander.

709.7 ADMINISTRATION

When an officer encounters or is dispatched to the scene of a suspected overdose, the officer will ensure EMS has been notified.

Officers will conduct an assessment of the patient, to include gathering statements obtained from witnesses regarding drug use.

If the officer makes the determination there may be an opioid overdose, Naloxone should be administered.

An officer administering Naloxone will use appropriate personal protective equipment (e.g. gloves, mask).

The officer should consider the need for an additional dose if the Naloxone recipient does not adequately respond to the Naloxone, or if the Naloxone recipient responds, but symptoms reappear.

If additional doses are required beyond what the officer has administered, the officer will notify EMS providers when they arrive or request an additional officer who has a Naloxone kit.

If the Naloxone recipient responds to the Naloxone and there is no suspicion of a spine injury, the officer should place the patient on his/her left side in the recovery position.

Handcuffs or other restraints may be used if necessary. Caution should be used when administering Naloxone due to the unpredictable response of a Naloxone recipient being revived.

If evidence suggests an arrest should be made, care should be given to ensure that the Naloxone recipient's safety is paramount. Evidence should be gathered and charging documents completed at a later date. Officers should practice safe evidence handling techniques when handling potentially dangerous evidence.

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NALAXONE (NARCAN) PROGRAM

After administering the Naloxone, the officer should observe the Naloxone recipient closely until EMS arrives, transfer care to EMS and ensure that the EMS provider is notified of the Naloxone administration.

While overdose Naloxone recipients cannot be compelled to go to a hospital, officers should encourage them to be transported by EMS voluntarily.

If a Naloxone recipient refuses to go to the hospital, an emergency petition can be considered, but only if the patient's behavior meets the criteria for an Emergency Petition as defined in the Annotated Code of Maryland, Health Article, Sections 10-620 thru 629.

709.8 OFFICER EXPOSURE/CONTAMINATION

Officers should take precautions to limit possible exposure to dangerous opioids including, but not limited to: Fentanyl, Carfentanil, Heroin, and other similar drugs.

Precautions should be taken when handling evidence, serving warrants, and searching individuals, vehicles, vessels, and/or homes. Nitrile gloves will be worn at all times when handling suspected opioids. Protective N100 masks are also recommended.

Officers who believe they may have been exposed should follow established policies for reporting and documenting a First Report of Injury through RMS and complete all required documents.

If the exposure causes overdose type symptoms, the officer should call for medical attention immediately. If other trained officers are on the scene of the exposure, they may deploy their issued Naloxone as needed. Officers deploying Naloxone will follow reporting procedures found in this policy.

709.9 REPORTING

Anytime Naloxone is administered to a naloxone recipient, the officer administering the Naloxone will complete an Incident Report in the RMS.

The first report type selected will be "Overdose" and the second report type selected will be "Naloxone."

In addition to providing a summary of the incident, whenever Naloxone is administered, officers will include the Naloxone recipient's outcome in the narrative of the Incident Report.

The incident report will be submitted in the RMS by the completion of the officer's shift, unless an exception is granted by a supervisor.

A copy of the approved report will follow RMS submission guidelines. The NRP Occupational Safety and Health Officer will automatically be notified when a report for Naloxone administration is generated. The Occupational Safety and Health Officer is responsible for forwarding a copy of the completed RMS report to the MSP Medical Director.

The officer administering the Naloxone shall contact the Maryland Poison Control Center at 1-800-222-1222 to report the use of Naloxone.

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Damaged Naloxone will be reported per policy for damage to agency equipment. Once reviewed, the review board will send a copy of the report to the Supply and Maintenance Unit Commander for record keeping purposes.

SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)

710.1 POLICY

- A. It is the policy of this agency to use a Small Unmanned Aircraft System (sUAS) as a resource to protect the lives and property of first responders and members of the general public in full compliance with applicable State and Federal laws and regulations and Federal Aviation Administration (FAA) regulations.
- B. This policy sets forth how the sUAS program will operate the aircraft in coordination with law enforcement officers conducting a specific mission as guided by the Certificate of Authorization (COA) and/or Part 107 Waiver, issued by the Federal Aviation Administration (FAA).

710.2 PURPOSE

- A. The purpose of this policy is to provide guidelines on the safe, efficient, and lawful operation of the Natural Resources Police (NRP) sUAS while continuing to safeguard the right to privacy of all. Safety, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.
- B. The primary use of the sUAS will be for efficient traffic management and for an aerial observation platform.
 1. The sUAS will be used to document and collect evidence at serious/fatal boating and Hunting accidents/crime scenes through the use of 3D mapping technologies. This will significantly reduce the amount of time it takes to properly conduct an accident scene investigation and/or a crime scene on state-managed lands.
 2. The sUAS may also be utilized for:
 - (a) search and rescue,
 - (b) missing or lost person searches,
 - (c) barricaded subjects,
 - (d) large crowd events,
 - (e) approved training missions and/or
 - (f) special events,
 - (g) as well as times when an aerial perspective would assist in law enforcement duties when the agency aircraft isn't available.

710.3 REFERENCES

Title 14 Code of Federal Regulations, Part 61, Part 91 and Part 107

Procedure 700, "**SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)**"

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SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)

710.4 DEFINITIONS

- A. **Certificate of Authorization (COA):** Given by the FAA which grants permission to fly within specific boundaries and perimeters. Training and mission flights will only take place in areas authorized by the COA.
- B. **CFR Part 107 Waiver:** The Part 107 Waiver is issued by the FAA and grants permission to fly at times when not covered by the COA. Examples include when the mission is nighttime operations, flying over a person or people, flying behind line of sight, flying above 400 feet AGL, and flying near airports and/or in controlled airspace.
- C. **Remote Pilot:** A person other than the remote pilot in command (RP) who is controlling the flight of a sUAS under the supervision of the remote PIC.
- D. **Remote Pilot in Command (PIC):** A person who holds a remote pilot certificate with an sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation conducted under part 107.
- E. **Small Unmanned Aircraft (sUA):** A Unmanned Aircraft weighing less than 55 pounds, including everything that is onboard or otherwise attached to the aircraft, and can be flown without the possibility of direct human intervention from within or on the aircraft.
- F. **Small Unmanned Aircraft System (sUAS):** A sUA and its associated elements (including communication links and the components that control the sUA that are required for the safe and efficient operation of the sUA in the National Air Space (NAS).
- G. **Unmanned Aircraft (UA):** An aircraft operated without the possibility of direct human intervention from within or on the aircraft.
- H. **Visual Observer (VO):** A person acting as a flight crew member who assists the sUAS remote PIC and the person manipulating the flight controls in order to see and avoid other air traffic or objects aloft or on the ground. The Observer will also assist with operation of all camera (video and still) and remote sensing functions during sUAS operation.
- I. **" FAR":** Federal Aviation Regulations.
- J. **" IAW":** In Accordance With.
- K. **"NAS":** National Airspace System--that airspace under the direct control of the Federal Aviation Administration.

710.5 IMPLIMENTATION

- A. The NRP will obtain a COA and Part 107 waiver from the FAA in order to conduct operational and/or training missions per FAA rules and regulations. The NRP will otherwise operate the sUAS IAW FAR Part 107.
- B. A sUAS operation should be flown in accordance with the COA and/or Part 107 Waiver from the FA The waiver is not required if the sUAS is flown in accordance with CFR Part 107 guidelines.
- C. Requests for the deployment of the sUAS will be made by an officer through the SOD Duty Officer.

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SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)

1. The duty officer will then contact any available sUAS PIC and notify him/her of the mission. The PIC will determine if the sUAS can be deployed safely and practically.
- D. The use of the sUAS will be limited to the authorized missions described herein.
- E. Per IAW Federal Aviation Regulation PART 107, the NRP will operate a sUAS with a weight no greater than 55 pounds.
- F. The sUAS will not be equipped with any weapons. The PIC is prohibited from spraying or dropping anything from the aircraft.
- G. The authorized missions for the NRP sUAS are:
 1. Boating, hunting accident/crime scene documentation and evidence gathering;
 2. Search and/or Rescue (SAR) missions as requested;
 3. Barricaded persons;
 4. Lost/Missing Persons;
 5. Training missions as authorized by the Training Certificate of Authorization;
 6. Traffic Monitoring at large crowd events, and/or
 7. Conservation law enforcement activities.

Capital Asset Inventory Program

711.1 PURPOSE AND SCOPE

The purpose of this policy is to establish efficient and uniform procedures for maintaining, controlling, and reporting fixed asset inventory under the jurisdiction of the Natural Resources Police.

711.2 POLICY

The Maryland Natural Resources Police shall follow the guidance in DNR's Inventory Control Procedures Manual for maintaining its inventory of sensitive equipment. This manual shall be available to all Agency personnel at the rank of Sergeant and above. The DNR Capital Inventory is maintained in the E-Quip system.

711.3 DEFINITIONS

AGENCY PROPERTY OFFICER: The commander of Supply and Maintenance Unit will be designated as the Agency Property Officer. They will be the direct liaison with DNR Capital Inventory Program.

CAPITAL EQUIPMENT: (Non-expendable Item) means any equipment item or furnishing having a probable useful life in excess of one year and a procurement cost of \$500 or more per unit. This includes sensitive items having a procurement cost of \$250 or more and a useful life of one year or more. Firearms and other weapons are considered capital equipment regardless of cost. See **SENSITIVE EQUIPMENT** for examples.

EXCESS PROPERTY: means State property that is no longer required. This includes usable and unusable items that have been replaced or that have become obsolete.

INVENTORY CONTROL OFFICER: Captains shall be responsible for the capital inventory for their respective Region/Division. Their title for this purpose will be inventory control officer. The Adjutant to the Superintendent shall serve as the Inventory Control Officer for all LEOs assigned to Headquarters.

JUNK: means property that has no economic, scrap or functional value.

MISSING PROPERTY: means property that has been reported missing as the result of a physical inventory, audit, or inventory reconciliation.

MOTOR VEHICLE: includes all automobiles, light and heavy-duty trucks, trailers, motorcycles, ATVs, and other such equipment contrived for conveying passengers or objects. * This also includes marine vessels and aircraft.

NON-CAPITAL EQUIPMENT: (Expendable Item) means miscellaneous equipment, furniture, desk top articles, and similar items having an acquisition cost less than \$500 and sensitive items with an acquisition cost less than \$250, or items with a useful life of less than one year.

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SENSITIVE EQUIPMENT: is capital or non-capital equipment as defined by ISSSD. All computer equipment, recording devices, portable tools, handheld radios, cell phones, and cameras, etc. are considered sensitive. Also included would be items prone to theft and concealable in a handbag or briefcase. Equipment items too large for concealment, such as a chain saw or ladder, and the like, shall be considered sensitive if there is a history of loss or theft within DNR. Firearms and other law enforcement type weapons are always considered sensitive regardless of acquisition cost.

711.4 AGENCY PROPERTY OFFICER DUTIES

The Agency Property Officer shall be responsible for working with Inventory Control officers to reconcile the inventory records to the control accounts.

711.5 INVENTORY CONTROL OFFICER DUTIES

- (a) Captains shall be responsible for the capital inventory for their respective Region/Division. Their title for this purpose will be inventory control officer.
- (b) Captains may designate one alternate to assist with the capital inventory process. The administrative position assigned to the Region/Division shall be the alternate unless no administrative position exists. In the absence of an administrative position, the captain is free to choose their alternate.

711.6 LIEUTENANTS DUTIES

- (a) Area/Unit Lieutenants will be trained in the Equip system. They will act as the inventory control officer only in the extended absence of the captain.
- (b) Unless extenuating circumstances exist, the Area/Unit Lieutenants will not be designated as permanent alternates to the Inventory Control Officer.

711.7 SUPERVISORS DUTIES

- (a) Sergeants will have "view only" access to Equip. Any discrepancies they find while conducting inventories or spot checks shall be brought to the attention of their respective captain through the chain of command.

711.8 PROCEDURE

- (a) Capital Asset Inventory shall be updated on a rolling basis. As new items come into the Region/Division that need to be added to or transferred within Equip, this shall be completed as soon as possible.
- (b) All property will be photographed, and that photograph will be uploaded to the corresponding property entry in Equip. If it is unfeasible to photograph an item, a note shall be entered into Equip documenting that.
- (c) Firearms will be entered in the location where the respective officer is assigned, not Matapeake.

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Capital Asset Inventory Program

- (d) An audit of a reasonable number of capital asset inventory items shall be conducted twice a year by the Inventory Control Officers. It will be done in conjunction with the biannual inventories completed for Officers, vessels, and vehicles.
- (e) Training in Capital Inventory system and the Equip system shall be provided by the Supply and Maintenance Unit on an as-needed basis.
- (f) At least once a year, the Internal Affairs Unit will ensure the accuracy of the physical inventories by selecting a reasonable number of items from inventory.

Agency Firearm Inventory

712.1 PURPOSE AND SCOPE

To ensure that every firearm owned by the Agency is not only present, but accurately accounted for at all times.

712.2 POLICY

The Agency will maintain an accurate database of firearms owned by the Agency, and visually verify the presence of each firearm at least twice annually.

712.3 BI-ANNUAL INVENTORY

- A. Twice per calendar year, between April 1 to May 30 and September 1 to October 31, the following will occur:
 1. The Area/Unit Commander of every Area/Unit within NRP will direct the supervisors under their command to inventory and visually verify each firearm assigned to their Area/Unit.
 2. Each firearm will be physically verified, photographs or other means of verification are not acceptable and do not satisfy this policy.
 3. By May 30 and October 31, the supervisor will ensure that every firearm assigned to personnel under their command has been inventoried, and the make, model, serial number, and person responsible for the firearm is accurate and up to date. This includes spare firearms.
 4. The supervisor will then certify that the firearm has been physically verified by entering the supervisor's name and the date the firearm was physically verified into the appropriate columns in the Firearms Inventory Control database. If a revision to the database is required, see §6A below.
 5. The Area/Unit Commander will verify that each firearm assigned to their Area/Unit has been inventoried in the Firearms Inventory Control Database by May 30 and October 31.
 6. Updates or Revisions to the Firearms Inventory Control Database
 - (a) For transfers of firearms from one member to another, or to fix minor typographical errors within the database, the Area/Unit Commander responsible for the firearm will notify the Commander of the Supply and Maintenance Unit in the manner they require without delay and request the change be made.
 7. Following May 30 and October 31, the Supply and Maintenance Unit Commander will audit the Firearms Inventory Control Database.
 - (a) This audit will be completed by July 1st and January 1st of each year.
 - (b) The Audit will reconcile the Firearms Inventory Control Database with Agency records.

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Agency Firearm Inventory

712.4 DISCREPANCIES FOUND DURING AUDIT

- A. Any unaccounted-for firearms will be noted and immediately followed up on, taking the necessary action to correct the discrepancy.
 - 1. Notification will also be made to the Commander of the Training and Supply Division who will in turn notify the chain of command.

712.5 PERIODIC AUDITS

- A. The Training and Supply Division Commander will request DNR auditors perform periodic examinations of inventory records to ensure accuracy.

Chapter 8 - Property and Miscellaneous

Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Maryland Natural Resources Police. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Maryland Natural Resources Police to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the Agency's resources.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

- Crime reports
- Field Interview Reports (FIR)
- Parole and probation records
- Activity records from the Communications Center Computer Aided Dispatch (CAD)
- Records Management System (RMS) records
- Maryland Statistical Analysis Center (MSAC)

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

Crime Analysis

800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate bureaus or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them.

Information relevant to the development of agency strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members

Property

801.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy does not apply to the Task Forces Section as they follow their own internal policy and guidelines on the processing and handling of evidence and property. Should there be an issue not covered by the Task Forces Section policy, then this policy shall apply.

801.1.1 DEFINITIONS

Definitions related to this policy include:

Crime firearm - a firearm that is used in the commission of a crime of violence, as defined under § 5-101 of the Public Safety Article, or recovered by a law enforcement agency in connection with illegal firearm possession, transportation, or transfer.

Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.

Found property - Items found by members of the Agency or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Property - All articles placed in secure storage within the Property Storage Area.

Property Storage Areas - secured areas and evidence lockers/rooms, as approved by identified locations as listed in the RMS.

Property Custodian - an employee, normally the Area or Unit Commander, responsible for implementing the property storage procedures as described in this policy. An alternate, who shall hold the rank of sergeant, shall also be designated.

Safekeeping - Items received by the Agency for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence, and items taken for safekeeping under the authority of law.

System Evidence ID Number – unique, identifying number created by the Records Management System

Temporary Storage Locker – a secure temporary evidence locker at a facility approved by the Area Commander. The property will not be held more than 72 hours in a temporary storage locker.

801.2 POLICY

It is the policy of the Maryland Natural Resources Police to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

Property

801.3 PROPERTY STORAGE AREA SECURITY

The Property Storage Area shall maintain secure storage and control of all property in the custody of this agency. The Area/Unit Commander shall be designated as the property custodian for each facility under their command. The property custodian is responsible for the security of the Property Storage Area. One alternate property custodian at the rank of Sergeant may be designated for each facility, however accountability for security and control of the property room remains with the Area/Unit Commander. The Regional/Division commander will have RMS evidence access for audit purposes only; they will not have physical access to property storage areas.

801.3.1 REFUSAL OF PROPERTY

The Property Custodians have the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should a property custodian refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required.

801.3.2 KEY CONTROL

Property Storage Area keys should be maintained by the property custodians and alternate property custodians. Property Storage Area keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Property Storage Area key is lost, all access points shall be re-keyed and new keys issued without delay as necessary. If a key is lost, no additional evidence will be placed in the evidence room until it has been re-keyed.

801.3.3 ACCESS

Only authorized members assigned to the Property Storage Area shall have access to property storage areas. Any other individual who needs to enter the property storage area (e.g., maintenance or repair contractors) must be approved and accompanied by the respective property custodian. Each individual must sign the Property Storage Area access log and indicate:

- (a) The date and time of entry and exit.
- (b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying agency member.

801.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property custodians and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Agency. A copy of the property receipt form shall be given to the individual from whom the property was taken.

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Members shall not convert to their own use, manufacture, tamper with, damage through negligence, destroy, or in any other way misappropriate any evidence or any other material or property found in connection with an investigation or other police action, except in accordance with established Agency procedures.

801.4.1 PROCESSING AND PACKAGING

All property must be processed prior to the responsible member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

- (a) A property form (NRP 416) shall be completed, separately describing each item of property. The below information shall be entered into the Records Management System along with all other information required for entry. List all known information including:
 1. Serial numbers
 2. Owner's name
 3. Finder's name
 4. Other identifying information or markings
- (b) Each item shall be marked using approved evidence tags/labels with the member's initials and the date processed using a method that will not damage, deface, degrade, or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked using approved evidence tags/labels with the member's initials and date.
- (c) Property shall be packaged in a container suitable for its size.
- (d) A property tag shall be completed and attached to the property or container in which the property is stored.
- (e) The case number shall be indicated on the property tag and the container.
- (f) The property form shall be submitted with the evidence to the property custodian or placed in the temporary evidence locker with the evidence.
- (g) Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property control card placed in a temporary property locker.

801.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and may be placed in an alternate storage area as needed.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

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Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be photographed or copied and be placed in a property envelope and initialed by both members. Both witnesses to the count, shall initial and date the envelope, and specify any additional security or precautionary procedures that may be necessary. Unless testing for the presence of CDS or other unusual circumstance exists that requires the cash seized to be used as evidence, the property custodian shall, within 5 business days, submit the cash to the Administrative Services Bureau Chief for deposit into the State Holding Account. Cash may be held for safekeeping if it can be returned to its owner or an authorized representative within 15 days.

Explosives and fireworks - Explosives will not be retained in any NRP property room. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

Property custodians are responsible for the transportation to the Office of the State Fire Marshal, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives. Note that for any crime firearm seized, a NRP-402 must be submitted to the MSP Gun Center--see below for further.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Motor Vehicle Administration by the locating officer. No formal property processing is required.

Hazardous materials and flammables shall not be stored in the Property Storage Area. Generally, small samples of this type of evidence are sufficient for analysis and bulk amounts should be disposed of after the sample is obtained.

State property that is of no evidentiary value should be released directly to the appropriate State department. No formal property processing is required.

If no responsible State personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes and needles.

801.4.3 CONTROLLED DANGEROUS SUBSTANCES

- (a) Controlled dangerous substances (CDS) shall not be packaged with other property, but shall be processed separately using a separate property form.

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- (b) The member processing CDS shall retain such property in his/her possession until it is weighed, packaged, tagged, and placed in the designated CDS locker, accompanied by the property control form and request for laboratory testing (MSP 67A).
- (c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected CDS. If conducted, the result of the test shall be included in the report.
 - 1. The member shall package CDS as follows:
 - (a) Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.
 - (b) Seal and initial the property envelope and cover the initials with cellophane tape.
 - (c) Weigh the property envelope to obtain the Gross Package Weight (GPW).
 - (d) Write the GPW and then initial and date the outside of the package.
- (d) When the quantity of CDS exceeds the available safe storage capacity as determined by the property custodian, the quantity shall be photographed and transported to an appropriate storage or destruction facility.
 - 1. A representative sample of sufficient quantity to allow scientific analysis of the CDS should be taken as allowed by state law and placed in a separate package or container.
 - 2. Excess quantities should be stored or disposed of as required by law or directed by court order.
- (e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property custodians shall monitor stored marijuana for growth of mold.

801.4.4 EXTREME RISK PROTECTIVE ORDERS

Whenever a firearm or ammunition is received under an extreme risk protective order, the receiving member should complete a property form identifying the firearm by make, model, and serial number, retain the form, and provide a copy of the form to the person, along with information on the process for reclaiming the firearm/ammunition (Md. Code PS § 5-608).

All firearms taken in relation to an extreme risk protective order should be stored and transported in a protective case, if available, and in a manner intended to prevent damage to the firearm. No identifying or other marks may be placed on the firearm (Md. Code PS § 5-608).

801.4.5 FIREARMS CRIMES

Whenever a firearm is recovered or seized in connection with illegal firearm possession, transportation, or transfer, or that was used in the commission of a crime of violence as defined in Md. Code PS § 5-101, the member who seized the firearm(s) will complete the NRP-402, then send the completed form via email to Gun.Center@Maryland.gov before the end of their shift (Md. Code PS § 5-703). The NRP-402 is approved by the Gun Center for sufficiency and records:

- (a) The number and type of firearms recovered.

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- (b) The jurisdiction where the firearm was recovered.
- (c) The source of the firearm recovered if it can be determined.
- (d) Information concerning any person found in possession of the firearm.
- (e) Any additional information required by the Maryland State Police Gun Center.

The investigating member will ensure the NRP-402 is scanned and uploaded as an attachment to the RMS, then secured to the packaging of the seized firearm when placed into the temporary locker.

801.5 RECORDING OF PROPERTY

The property custodian receiving custody of property shall transfer the property to the property storage area. The property custodian shall, update the NRP 416 and any other chain of custody form as appropriate, and update the RMS system. If the property meets the definition of a "crime firearm", the property custodian will ensure the seizing officer completed a NRP-402 and sent the same to the MSP Gun Center. The property custodian will staple the completed NRP-402 to the associated NRP-416-RMS, and ensure the forms remain together.

801.6 PROPERTY CONTROL

The property custodian relinquishing custody of property to another person shall record his/her signature, the date and time the property was released and the name of the person accepting custody of the property on the chain of custody (NPR 416).

The property custodian shall obtain the signature of the person to whom the property is released. Any member receiving property shall be responsible for such property until it is properly returned to the Property Storage Area or properly released to another authorized person or entity.

The return of the property to the Property Storage Area should be recorded on the chain of custody, indicating the date, time and the name of the person who returned the property, and to whom the property is returned.

801.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the chain of custody shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the investigating officer or a supervisor.

Temporary release of evidence to members for investigative purposes, or for court proceedings, shall be noted on the chain of custody, stating the date, time and to whom released. Requests for items of evidence needed for court proceedings shall be submitted to the property custodian at least one week prior to the court date.

Requests for laboratory analysis for items other than CDS shall be completed on the appropriate lab form and submitted to the property custodian. This request may be submitted any time after the property has been processed.

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801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property custodian releasing items of evidence for laboratory analysis must complete the required information on the chain of custody. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the chain of custody. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item involved, the member will record the delivery time on the lab form and the chain of custody and obtain the signature of the person accepting responsibility of the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be scanned into RMS and returned to the Records Section for filing with the incident report.

801.6.3 CONTROLLED DANGEROUS SUBSTANCES

The Property Custodians are responsible for the storage, control and destruction of all CDS coming into the custody of the Agency. The quantity will be verified every time CDS are checked in or out of the Property Storage Area and any discrepancies will be noted on the outside of the package. Any change in quantity should be immediately reported to the Regional Commander.

801.6.4 UNCLAIMED MONEY

The Property custodians shall submit an annual report regarding money that is presumed to have been abandoned to the Administrative Services Bureau Chief or more frequently as directed. The Property custodians shall transfer such money along with the report. Unclaimed money will be placed into the appropriate agency account by the Administrative Services Bureau.

801.7 RELEASE OF PROPERTY

Property custodians shall authorize the release of all property coming into the care and custody of the Agency. All reasonable attempts shall be made to identify the rightful owner of found property or items of evidence not needed for an investigation.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the NRP 416 or must specify the specific items to be released. Release of all property shall be documented on the NRP 416.

Found property and property held for safekeeping shall be held for the period of time required by law. During such period, the investigating officer Property Storage Area members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented in related reports.

Property custodians shall release the property when the owner presents proper identification and an authorized property release form has been received. A signature of the person receiving the property shall be recorded on the NRP 416. If some items of property have not been released, the NRP 416 will remain with the non-released items in the Property Storage Area. After release of all property entered on the NRP 416, it shall be forwarded scanned into RMS as a supplemental to the incident report. Upon release, the proper entry shall be documented in the property login the RMS.

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Firearms or ammunition should only be released upon presentation of valid identification and determination that the individual may legally possess the item.

801.7.1 DISCREPANCIES

The Regional/Division Commander shall be notified whenever a person alleges there is a shortage or discrepancy regarding the person's property. The Regional/Division Commander will interview the person claiming the shortage. The Regional/Division Commander shall ensure that a search for the alleged missing items is conducted and shall attempt to prove or disprove the claim. Any unresolved discrepancies shall be forwarded to IAU through Blue Team.

801.7.2 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by the Agency and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Agency should be contacted.

801.7.3 EXTREME RISK PROTECTIVE ORDERS

Firearms or ammunition taken in relation to an extreme risk protective order should only be released as follows (Md. Code PS § 5–608):

- (a) On the expiration or termination of the order, the property custodian should notify the respondent on the order that the respondent may request a return of the firearms/ammunition.
- (b) If the respondent requests a return of the firearms/ammunition and is not prohibited from possessing the firearms/ammunition, the property custodian should return the firearms/ammunition no later than 14 days after the expiration of an interim or temporary order or termination of a final order and no later than 48 hours after the expiration of a final order.
- (c) If the respondent does not desire that the firearms/ammunition be returned, the property custodian may release the firearms/ammunition to a licensed firearms dealer or another person who is not prohibited from possessing the firearms/ammunition and who does not live with the respondent, but only upon written verification that the respondent has agreed to the transfer.
- (d) If another person claims ownership of the firearms/ammunition, the property custodian may release the property to the person upon proof of ownership if the person is not prohibited from possessing the firearms/ammunition.

801.8 DESTRUCTION OR DISPOSAL OF PROPERTY

The property custodians shall authorize the destruction or disposal of all property held by the Agency. All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on a supplemental report and the NRP 416.

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The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices that are forfeited or declared by law to be illegal to possess shall be destroyed following expiration of appeal period. (Md. Code CP § 13-206).
- CDS declared by law to be illegal to possess without a legal prescription shall be destroyed quarterly (Md. Code CP § 12-403).
- Money seized in connection with arrest for unlawful bookmaking, betting, or gaming shall be transferred from the state holding account to the NPR budget upon expiration of the appeal period (Md. Code CP § 13-106).
- A forfeited motor vehicle, other vehicle, vessel, or aircraft that was used to conceal, convey, or transport explosives in violation of law (Md. Code CP § 13-301(d)).
- Firearms or ammunition surrendered pursuant to an extreme risk protective order, upon a respondent's request for destruction, or if such property is not reclaimed within six months of the notice provided to the respondent (Md. Code PS § 5-608).

801.8.1 BIOLOGICAL EVIDENCE

Property custodians shall ensure that no biological evidence held by this agency is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Criminal Investigations Section Supervisor

Biological evidence shall be retained for a minimum period established by law (Md. Code CP § 8-201) or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this agency within 90 days of the date of the notification. A record of all certified mail receipts shall be scanned into RMS as part of the investigatory file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Criminal Investigations Section Supervisor. If the property custodian determines that biological evidence should be destroyed before the end of the statutorily required retention period, he/she should give 120-days' notice to the appropriate parties pursuant to Maryland law, if applicable (Md. Code CP § 8-201).

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Superintendent and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Criminal

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Investigations Bureau Commander should be consulted and the sexual assault victim should be notified.

Sexual assault evidence collection kits and other crime scene evidence relating to sexual assaults that has been identified by the prosecutor as relevant to the prosecution should not be disposed of prior to 20 years from the date of collection, unless allowed by law (Md. Code CP § 11-926; COMAR 02.08.01.04).

801.8.2 REQUEST FOR NOTICE

Upon written request by a victim of sexual assault, the Maryland Natural Resources Police should notify the victim 60 days before the date of intended disposal of biological or other evidence relating to the victim's case or retain the evidence for 12 months longer than the time period required by law unless a different time period has been agreed upon by the victim (Md. Code CP § 11-926; COMAR 02.08.01.04).

801.8.3 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth and the property custodians shall make efforts to lawfully destroy the contaminated marijuana in compliance with this policy and as soon as practicable. Property custodians should consult with the member assigned to the case investigation for his/her authorization to destroy the remaining marijuana after taking representative samples and consulting with the prosecutor, if appropriate.

801.8.4 MEDICAL CANNABIS

The investigating member should advise the property custodian and the prosecutor if the party from whom the marijuana was seized claims that the possession of the marijuana is for medical purposes.

The property custodian shall store marijuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis consistent with the provisions of the Medical Cannabis Policy.

Marijuana that is infected with mold shall not be returned. This includes marijuana seized from a person who holds a valid medical permit to possess marijuana or who claims that possession of the marijuana is for medical purposes.

801.9 AUDITS OF THE PROPERTY STORAGE AREA

The Regional/Division Commander, accompanied by the property custodian(s), shall conduct quarterly audits of the Property Storage Area to ensure adherence to appropriate policies and procedures. The Internal Investigations Unit Commander also shall ensure that an audit is conducted annually, or as directed by the Superintendent.

During the quarterly audit, should a discrepancy be found, the incident will be documented in Blue Team by the Regional/Division Commander. Internal Affairs Unit will document in Blue Team any discrepancies found during the annual audit.

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Whenever there is a change of assignment for any member with authorized access to the Property Storage Area, an audit of all property shall be conducted by the Internal Affairs Unit. This audit shall take place prior to the change of assignment.

Wildlife and Domestic Animal Response

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

802.2 POLICY

It is the policy of the Maryland Natural Resources Police to be responsive to the needs of the community regarding animal-related issues that pose a threat to public safety. This includes enforcing state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

802.3 DNR WILDLIFE AND HERITAGE SERVICE

Response to calls for service relating to sick, nuisance, or injured wildlife are generally the primary responsibility of DNR Wildlife and Heritage Service and include the following:

- (a) Wildlife-related matters during periods when DNR Wildlife and Heritage Service personnel are available.
- (b) Ongoing or persistent wildlife nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that DNR Wildlife and Heritage Service personnel are available for investigation and resolution.

802.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation. Calls for service involving domestic animals should be referred to the local animal control entity.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone; members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) Should an officer arrest an owner/handler of an animal or the owner/handler is incapacitated, the member should find appropriate placement for the animal.
 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

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2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

802.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced including but not limited to:

- (a) Abuse or neglect of an animal (Md. Code CR § 10-604).
- (b) Aggravated cruelty to animals (Md. Code CR § 10-606).
- (c) Dogfights (Md. Code CR § 10-607).
- (d) Cockfights (Md. Code CR § 10-608).
- (e) Poisoning a dog (Md. Code CR § 10-618).
- (f) Endangering the health or safety of a dog or cat by leaving the animal unattended in a motor vehicle (Md. Code TR § 21-1004.1).
- (g) An investigation should be conducted on all reports of animal cruelty.
- (h) Officers may seize an animal if necessary to protect an animal that is in need of immediate care or protection from acts of cruelty (Md. Code CR § 10-615(b)(1)).
 1. If an animal is impounded, yarded, or confined without necessary food, water, or proper attention, or is subject to cruelty or is neglected, an officer may enter the place where the animal is located, except if the animal is in a private dwelling, and supply the animal with necessary food, water, and attention, or seize the animal if seizure is necessary for the animal's health (Md. Code CR § 10-615(c)).
 2. The officer shall notify the animal's owner or custodian by personal service or certified mail with 24 hours of the seizure and any administrative or judicial remedies that may be available (Md. Code CR § 10-615(d)).
 3. Seizure of livestock, poultry, or a dog actively engaged in livestock herding or guarding requires the prior recommendation of a veterinarian licensed in the state (Md. Code CR § 10-615(f)).
 4. If an animal or livestock is seized, the officer should follow the requirements of Md. Code CR § 10-615.1 for filing a petition with the court.

802.5.1 CONFIDENTIAL REPORTS

Reports of suspected cruelty received from a veterinarian and the identity of the veterinarian shall be confidential, must be kept in a secure location, and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (COMAR 15.14.15.04).

802.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities.

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Members investigating an animal bite involving wildlife should make reasonable efforts to coordinate with the appropriate agency (e.g., local animal control, Wildlife and Heritage Service) to euthanize, capture or otherwise have the animal placed under quarantine in accordance with Md. Code HG § 18-320.

Members investigating an animal bite involving a domestic animal should make reasonable efforts to coordinate with the appropriate animal control agency for further direction.

As required by Maryland Law, warm-blooded animal calls involving bite or non-bite human contact must be immediately reported by telephone or in person to the local police or sheriff's department, except in Frederick County, where the call shall be immediately reported to the animal control center of Frederick County. PCOs and officers should instruct the reportee to contact the appropriate animal control entity.

Members shall complete the Maryland Animal - Bite Report and Rabies Quarantine Agreement Form and make the report available within 24 hours to the local health officers and, on request, to the Public Health Veterinarian (COMAR 10.06.02.05; Md. Code HG § 18-316).

If rabies or distemper is suspected and the animal is to be tested, its head must remain intact.

802.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

802.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, they should request the assistance of DNR Wildlife and Heritage Service or animal control services from an allied agency.

802.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals.

802.9.1 AVERSION CONDITIONING OF BLACK BEARS

Calls related to black bears should be referred to the appropriate Wildlife and Heritage Service office. The DNR Communication Center maintains a current list of staff contacts available during and after normal work hours

Definitions

- (a) Aversive Conditioning - the application of an unpleasant experience designed to discourage future human contact.
- (b) Rubber Buckshot - Departmentally issued rubber buckshot shot shells.

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- (c) Nuisance Black Bears - any black bear invading areas of human habitation for the purposes of seeking food or shelter. This would include, but is not limited to, crop depredation and refuse foraging. Any bear lacking a natural fear of humans will be considered a nuisance bear.

An officer may conduct aversive conditioning of nuisance black bears only at those times when Maryland Wildlife and Heritage Service personnel are unable to respond in a timely fashion or when the circumstance dictates immediate action to be taken. Natural Resources Police Officers may conduct the aforementioned aversive conditioning only under the following circumstances:

- (a) When the nuisance black bear poses a non-immediate threat to the safety and welfare of domesticated animals or livestock.
- (b) When the nuisance black bear poses a non-immediate threat to the safety and welfare of any individual(s).
- (c) When the nuisance black bear invades areas inhabited by humans for the purposes of foraging food.
- (d) When in the officer's opinion, the safety and welfare of the black bear would best be served by aversive conditioning (i.e. Bears being fed by humans in violation of State law or bears which have become too imprinted to human contact).and
- (e) Only after the officer has received training in how to administer aversive conditioning.

An RMS "Aversive Conditioning of Nuisance Black Bear/Use of Rubber Buckshot" form template shall be completed after each use of rubber buckshot.

802.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Members encountering deceased eagles shall collect the carcass utilizing the appropriate PPE and contact the U.S. Fish and Wildlife Service.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

802.11 INJURED ANIMALS

When a member becomes aware of injured wildlife, all reasonable attempts should be made to take it to a designated animal rehabilitation facility if appropriate. For injured fawns, members should refer to the Wildlife and Heritage Service's Fawn Policy.

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

When a domestic animal is injured in a traffic accident, the member shall notify the appropriate local organization to give such injured animal medical care (Md. Code TR § 20-106(b)).

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802.12 DISPATCHING INJURED OR DANGEROUS ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed.

802.13 CAPTIVE WILDLIFE INSPECTION PROCEDURE

- (a) The Captive Wildlife Inspection Procedure shall not preclude the necessity for Regulated Shooting Areas, Waterfowl Processing Operations, and Master Hunting Guides to be visited during the hunting season as part of normal law enforcement.
- (b) Inspections will be captured on the RMS Regulated Shooting Area Inspection Report Template.
- (c) Officers issuing citations or warnings to permit holders shall forward this information to the permits coordinator for the Wildlife and Heritage Division so that they may utilize this information in any permit review/revocation process.
- (d) When completing falconry inspections, the RMS Raptor Facilities Inspection Report Template should be used in addition to the RMS Wildlife Inspection Report Template.

802.14 ADDITIONAL WILDLIFE ISSUES

For information regarding the following wildlife issues:

- (a) Abandoned/orphaned fawns – members are to instruct the public that abandoned/orphaned fawns are to be left in their natural environment. For additional guidelines see the Wildlife and Heritage Service's Fawn Policy.
- (b) Captive Wildlife – In the event a member of the public has custody of wildlife without proper authority, officers should refer to the Wildlife and Heritage Service's Captive Wildlife Policy or Captive Deer Policy.

Potassium Iodide Tablets

803.1 KI TABLETS

The NRP Health Safety Officer will ensure that Matapeake maintains a supply of Potassium Iodine (KI) that is not expired and annually reminds agency personnel the process to request this protective measure.

- (a) The Agency must take steps to protect its personnel from the harmful affects of radiological exposure. Therefore, the Agency shall make available to all NRP personnel two 130-mg tablets, a two-day dose, of potassium iodide (KI).
- (b) Before being issued the potassium iodide, all Agency personnel must complete NRP Form NRP-481 which will be kept on file at the local Area Office by the Commander. The original form will be forwarded to the NRP Health Safety Officer.
- (c) Personnel shall keep their packaged pills with them at all times.
- (d) Area / Unit Commander's shall issue the KI pills.
- (e) The two 130-mg tablets of potassium iodide (KI) are only to be taken during a radiological emergency and shall only be administered upon the authority of a State of Maryland's health officer (i.e., State of Maryland Medical Director or State of Maryland Department of Health & Mental Hygiene health officer) or a local county health officer. If so directed, personnel shall take one KI pill each day for two days, or until told to stop.
- (f) Personnel who have experienced an allergic reaction to iodine or to shellfish, SHOULD NOT TAKE THE PILLS.
- (g) Any personnel experiencing any side effects such as a metallic taste in their mouth, shortness of breath or swelling of the Salivary Glands, should stop taking the KI immediately and CONTACT THE DESIGNATED HEALTH OFFICIAL.
- (h) For more information about KI see the links below.

<http://www.nrc.gov/about-nrc/emerg-preparedness/about-emerg-preparedness/potassium-iodide/ki-faq.html>

<http://www.fda.gov/Drugs/EmergencyPreparedness/BioterrorismandDrugPreparedness/ucm319791.htm>

Chapter 9 - Custody

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Maryland Natural Resources Police for processing prior to being released or transferred to a detention center, housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Temporary custody - The time period an adult is in custody of the Maryland Natural Resources Police prior to being released or transported to a detention center, housing or other type of facility.

900.2 POLICY

The Maryland Natural Resources Police is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody of the Agency. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be held in temporary custody by the Maryland Natural Resources Police, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are suspected suicide risk (see the Mental Health Evaluation Policy).
 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

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- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Agency unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized agency member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female agency member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.4 INITIATING TEMPORARY CUSTODY

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The officer should promptly notify the Duty Officer of any conditions that may warrant immediate medical attention or other appropriate action.

900.4.1 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Support Services Bureau Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to agency members. There should also be a published list of foreign embassy and consulate telephone and fax numbers.

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Agency members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
 - (c) Forward any communication from the individual to his/her consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any faxed confirmation for the individual's file.
 2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Members of this agency shall abide by any documentation requirements for logs by the holding facility (e.g., Maryland State Police barracks).

900.5.2 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to agency members.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should be released or transferred to another facility as appropriate.

900.5.3 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

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Whenever a prosthetic or orthopedic appliance is removed, the Duty Officer shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.4 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible.

- (a) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.
- (b) If communication is deemed detrimental to an investigation, approval for such phone call shall not be granted by the officer.

900.5.5 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall be properly secured in accordance with the facility's requirements.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody will be handcuffed in accordance with the Handcuffing and Restraints Policy.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody of the Maryland Natural Resources Police unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (i.e., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be documented in the appropriate report.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Agency shall maintain a copy of the property receipt.

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A supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The supervisor shall attempt to prove or disprove the claim.

900.8 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

Field Operations Bureau Commanders will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody of the Maryland Natural Resources Police. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Duty Officer.
- (c) Notification of the spouse, next of kin or other appropriate person.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the Attorney General.
- (f) Notification of the Medical Examiner.
- (g) Evidence preservation.

900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms and logs have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband or dangerous weapons, has been return to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The individual is not permitted in any non-public areas of the Maryland Natural Resources Police unless escorted by a member of the Agency.
- (g) Any known threat or danger the individual may pose (escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
 - 1. The agency member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility. Any such communication should be noted in the Agency members report of temporary custody.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid

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barrier. If segregating individuals is not practicable, officers should consider requesting additional units to assist with the transportation. Members shall always be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

- (i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Maryland Natural Resources Police (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held by law enforcement for the juvenile's own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for the juvenile's protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 13 to 17 years of age who is alleged to have committed an offense that would subject an adult to arrest, or a juvenile 10 to 12 years of age who is alleged to have committed a crime of violence as defined in Md. Code CR § 14-101 (Md. Code CJ § 3-8A-01; Md. Code CJ § 3-8A-03). A juvenile offender also includes a juvenile in custody for handgun possession by a person under age 21 years under Md. Code PS § 5-133 (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other agency member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct, visual observation by a member of this agency performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail or other object.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

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- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Maryland Natural Resources Police is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Agency. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held by the Maryland Natural Resources Police. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Mental Health Evaluations Policy).
 - 1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior.
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held by the Agency unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at a Maryland Natural Resources Police facility when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to another authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her initial detention by the Agency (34 USC § 11133).

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held by the Maryland Natural Resources Police. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to an alternate location to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

The following offenses require a citation in lieu of custody absent a separate justification for custody (Md. Code CJ § 3-8A-33):

- (a) Alcoholic beverage violations (Md. Code CR § 10-113; Md. Code CR § 10-114; Md. Code CR § 10-115; Md. Code CR § 10-116)
- (b) Possession of *Salvia divinorum* (Md. Code CR § 10-132)
- (c) Table game and video lottery terminal violations (Md. Code CR § 10-136)
- (d) Alcohol possession or consumption on school premises (Md. Code ED § 26-103)
- (e) Use or possession of cannabis (Md. Code CR § 5-601)

901.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Maryland Natural Resources Police unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders are subject to custody when (Md. Code CJ § 3-8A-14; Md. Code CJ § 3-8A-19.5):

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- (a) An officer has probable cause to believe the juvenile committed an offense that would subject an adult to arrest or violated a peace order.
- (b) There is a valid warrant for the juvenile's arrest (Md. Code CJ § 3-8A-14.1).

An officer should contact the court or an intake officer in cases when there is reason to believe a juvenile offender in custody may need to be detained because the juvenile needs protection, the juvenile is a danger to others, or the juvenile is likely to abscond (Md. Code CJ § 3-8A-15).

901.5 NOTIFICATIONS

When a juvenile is taken into custody, officers shall immediately notify the juvenile's parent, guardian, or custodian of the custody, the reason for the custody, the juvenile's location, and how to meet with the juvenile. Other reasonable attempts to communicate this information should be made if direct contact cannot be immediately made (Md. Code CJ § 3-8A-14; Md. Code CP § 2-108), in a manner reasonably calculated to give actual notice. If the juvenile has been taken into protective custody, the officers should also immediately notify the county department of social services (Md. Code CJ § 3-814). If there is reason to believe that the juvenile is a victim of sex trafficking, officers shall notify the appropriate regional navigator (Md. Code CJ § 3-8A-14).

901.5.1 REQUIRED SCHOOL NOTIFICATION

If a juvenile between the ages of 5 and 21 (inclusive) is taken into custody for one of the reportable offenses listed in Md. Code ED § 7-303(a)(6) or for an offense related to the juvenile's membership in a criminal organization, the Area Commander must ensure notification of the following officials of any school the juvenile attends (even if the person is between 18 and 22 years of age, inclusive) within 24 hours or as soon as practicable:

- Local superintendent
- School principal
- School security officer (if applicable)

The officer may also notify the State's Attorney (Md. Code ED § 7-303).

901.6 JUVENILE CUSTODY LOGS

Members of this agency shall abide by any documentation requirements for logs by the holding facility (e.g., Maryland State Police barracks).

901.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Maryland Natural Resources Police (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Agency shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

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901.7.1 TRANSPORTATION

A juvenile may not be transported from the field or to another detention facility with any adult who has been charged with or convicted of a crime unless the court has waived its jurisdiction and the juvenile is being prosecuted as an adult (Md. Code CJ § 3-8A-16(c)).

901.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Maryland Natural Resources Police shall ensure:

- (a) The supervisor is notified if it is anticipated that a juvenile may need to remain at the Agency more than four hours. This will enable the supervisor to ensure no juvenile is held at the Agency more than six hours.
- (b) Safety checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
 - 2. This prohibition does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (i) There is privacy during family, guardian, and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
 - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light, and ventilation are provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.

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- (n) Juveniles have the right to the same number of telephone calls as an adult in temporary custody (see the Temporary Custody of Adults Policy).
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

901.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Maryland Natural Resources Police when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of a supervisor or duty officer. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.10 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.11 SECURE CUSTODY

The NRP does not maintain approved Secure Custody facilities at any of its locations. Juveniles shall not be placed into Secure Custody at an NRP or other DNR facility.

901.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Field Operations Bureau Commander will ensure procedures are in place to address any suicide attempt, death, or serious injury of any juvenile held at the Maryland Natural Resources Police. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate
- (b) Immediate notification of the chain of command to the Superintendent beginning with a supervisor/duty officer.
- (c) Notification of the parent, guardian, or person standing in loco parentis, of the juvenile
- (d) Notification of the appropriate prosecutor
- (e) Notification of the Attorney General
- (f) Notification of the Medical Examiner

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- (g) Notification of the juvenile court
- (h) Evidence preservation

901.13 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

No custodial interrogation of a juvenile should occur without the juvenile having consulted with an attorney and without an actual or attempted contact of a parent, guardian, or custodian as set forth in Md. Code CJ § 3–8A–14.2 (Md. Code CJ § 3–8A–14.2; Md. Code CP § 2-405). Associated documentation of the attorney contacted and the contact or efforts to contact a parent, guardian, or custodian are to be documented on the NRP-403, "Documentation of Attempts to Contact a Juvenile's Guardian & Attorney Prior to Custodial Interrogation" and uploaded to RMS (Md. Code CJ § 3–8A–14.2; Md. Code CP § 2-405).

All custodial interrogations of juveniles shall be recorded in an audio and video format (e.g., body-worn camera) unless there is a reason that renders the recording impossible, impracticable or unsafe to do so, and only after the juvenile is advised the interrogation will be recorded (Md. Code CJ § 3–8A–14.2; Md. Code CP § 2-405).

901.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Any agency record, including fingerprints and photographs, concerning a child is confidential and shall be maintained separate from those of adults. These may not be divulged, by subpoena or otherwise, except by order of the court upon good cause shown or as otherwise provided by law (Md. Code CJ § 3-8A-27(a)).

901.15 TRAINING

Agency members should be trained on and familiar with this policy and any supplemental procedures.

Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into any Maryland Natural Resources Police vehicle, vessel or facility. Such items can pose a serious risk to the safety and security of agency members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any agency vehicle or vessel.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

Custodial Searches

902.4 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this agency, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property Storage Area Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The inventoried items must be entered into the property section of the Field Arrest Report.

902.5 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The agency member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.6 STRIP SEARCHES

No individual in temporary custody of Maryland Natural Resources Police shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on agency members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).
- (f) Upon authority of a valid search warrant.

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Custodial Searches

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.6.1 STRIP SEARCHES PROCEDURES

Strip searches shall be conducted as follows (28 CFR 115.115):

- (a) Authorization from a supervisor shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy, that has been approved by a supervisor, so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The authorization for the search, obtained from the supervisor.
 - 4. The name of the individual who was searched.
 - 5. The name and sex of the members who conducted the search.
 - 6. The name, sex and role of any person present during the search.
 - 7. The time and date of the search.
 - 8. The place at which the search was conducted.
 - 9. A list of the items, if any, that were recovered.
 - 10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is showering, performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

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902.6.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with supervisory authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy.

902.7 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

- (a) No individual shall be subjected to a physical body cavity search without approval of a supervisor and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician or other qualified medical practitioner may conduct a physical body cavity search.
- (c) Any force used to accomplish a body cavity search shall be in accordance with the Use of Force Policy.
- (d) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary agency members needed to maintain the safety and security of the medical personnel shall be present.
- (e) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (f) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The supervisor's approval.
 - 4. A copy of the search warrant, if applicable.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any agency members present.

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8. Any contraband or weapons discovered by the search.

902.8 TRAINING

The Training Unit Commander shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Chapter 10 - Personnel

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Maryland Natural Resources Police

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Maryland Natural Resources Police provides equal opportunities for applicants and employees regardless of actual or perceived race, color, ancestry or ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other protected classification or status protected by law. The Agency does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Agency will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Agency shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The Support Services Bureau shall lead this effort for the recruitment and selection of sworn members and Cadets. The Administrative Services Bureau shall lead efforts to recruit and select civilian members.

The strategy should include:

- (a) Use of the current Strategic Recruitment Plan.
- (b) Identification of racially and culturally diverse target markets.
- (c) Use of marketing strategies to target diverse applicant pools.
- (d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive agency website and the use of social networking sites.
- (e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

The Agency shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Agency should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

Recruitment and Selection

1000.4 SELECTION PROCESS

The Agency shall actively strive to identify a highly qualified diverse group of candidates. Minimally, the Agency shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Reference checks
- (d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer (VSA) examination (when legally required or permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Applicants shall be informed that if hired they must comply with the Personal Appearance Standards and Uniforms and Civilian Attire Policies.

1000.4.1 CRIMINAL HISTORY INQUIRIES

The Background Unit Supervisor should establish procedures to ensure that inquiries into the criminal history of applicants conform to the requirements of Md. Code LE § 3-1501 et seq.

1000.4.2 FACIAL RECOGNITION

The Agency should not use any facial recognition service to create a facial template of a candidate during an interview for employment unless the candidate provides a written consent waiver containing (Md. Code LE § 3-717):

- (a) The candidate's name.
- (b) The date of the interview.
- (c) A statement that the candidate consents to the use of facial recognition during the interview.
- (d) A statement that the candidate has read and understood the consent waiver form.

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1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify the candidate's personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Maryland Natural Resources Police.

The Superintendent shall ensure that background investigations for candidates for officer include (COMAR 12.04.01.05):

- (a) A check of military records, when applicable, including obtaining a complete copy of the candidate's discharge document.
- (b) A report from a credit agency regarding the candidate's current and past credit history.
- (c) An investigation of the prior illegal use of controlled substances by the candidate as specified under COMAR 12.04.01.16. Prior marijuana use is not a disqualifier for certification as an officer and may not be the basis for disqualifying an applicant for a position as an officer (Md. Code PS § 3-209; Md. Code PS § 3-215).
- (d) An examination of school records or interviews with school officials if the candidate attended school within the last five years.
- (e) Interviews of:
 - 1. Personal references furnished by the candidate.
 - 2. Neighbors of the candidate within the past five years.
 - 3. Current and past employers within the last five years.
 - 4. Coworkers within the last five years.

The Agency shall maintain a record of the background investigation on each candidate hired as an officer by this agency. The results of the investigation shall be recorded on an Application for Certification (AFC), including any supplemental information, as specified in COMAR 12.04.01.01 and submitted to the Maryland Police Training and Standards Commission (MPTSC). The MPTSC may refuse to certify the candidate based upon supplemental information (COMAR 12.04.01.05).

1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 STATE NOTICES

The Superintendent or the authorized designee shall complete an AFC for an officer hired by this agency. The Superintendent or the authorized designee is responsible for (COMAR 12.04.01.02):

- (a) Accurately completing the AFC.
- (b) Submitting the AFC to the MPTSC (COMAR 12.04.01.08).
- (c) Signing the AFC to certify that the MPTSC's selection standards have been met.
- (d) Including on the AFC the:

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1. Date the candidate completed the certification requirements.
 2. Agency telephone number for the Superintendent.
- (e) Submitting the AFC to the MPTSC if he/she has, within one year before submitting the AFC:
1. Completed or verified for the candidate each of the selection standards as required under COMAR 12.04.01.04 or COMAR 12.04.01.08.
 2. Determined that the candidate meets each of the selection standards under COMAR 12.04.01.04 or COMAR 12.04.01.08.

False or misrepresented information on the AFC is a basis for rejection or revocation of certification by the MPTSC and may be the basis for separate administrative or legal action (COMAR 12.04.01.02).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Agency shall not require candidates to provide passwords, account information, or access to password-protected social media accounts (Md. Code LE § 3-712).

The Agency may consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Agency fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Agency should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.4 INTERVIEWS

Background investigation interviews may be conducted (COMAR 12.04.01.05):

- (a) In person.
 1. A personal interview conducted as part of a background investigation is considered appropriate when an interviewee is available within 50 miles of this agency.
- (b) By telephone.
- (c) By using a designated agency form and questionnaire that the interviewer or individual interviewed is required to complete.
- (d) By using other lawful methods designed to elicit useful information from an individual concerning the candidate.

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Personal references and others residing outside the state may be contacted by correspondence or telephone (COMAR 12.04.01.05).

1000.5.5 OUT-OF-STATE CANDIDATES

When the candidate for officer has resided or been employed out-of-state, the background investigation may be performed by an appropriate law enforcement agency or a legitimate private background investigation agency in the area where the candidate lived or worked (COMAR 12.04.01.05).

If a candidate has been employed as a police officer for the federal government or in another state, the Superintendent shall:

- (a) Report the law enforcement agency's name and jurisdiction to the MPTSC.
- (b) Forward any supplemental information obtained from the previous out-of-state law enforcement agency or from any other source.

1000.5.6 INVESTIGATIONS BY OTHER AGENCIES

The Agency may authorize another individual, office or agency to conduct a background investigation (COMAR 12.04.01.05).

1000.5.7 CRIMINAL RECORD CHECKS AND FINGERPRINTS

The Agency shall fingerprint candidates for officer and submit the fingerprints to the appropriate local, state, and national agencies for a search of criminal records (COMAR 12.04.01.05).

1000.5.8 TATTOOS AND BODY MODIFICATIONS

Applicants may be denied employment based on prohibited tattoos and/or body modification(s), in accordance with the Personal Appearance Standards policy. If denied employment a picture of such tattoos and/or body modification(s) will be taken and placed in the applicant's file.

1000.5.9 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.10 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.11 PRIOR POLICE OFFICER EMPLOYMENT

The Superintendent or the authorized designee should require candidates for officer to disclose, under penalty of perjury, all prior instances of employment as an officer at other law enforcement agencies and to authorize the Maryland Natural Resources Police to obtain the candidate's

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personnel and disciplinary records from those agencies (Md. Code PS § 3-215). The background investigator should obtain and review any personnel and disciplinary records and include the results in the background report. The Superintendent or the authorized designee should certify to the MPTSC that applicant's disciplinary record was reviewed (Md. Code PS § 3-215).

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Agency and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The NRP Personnel Section should maintain validated standards for all positions.

1000.7.1 STANDARDS FOR OFFICERS

Candidates for certification as an officer shall meet the following MPTSC minimum standards (COMAR 12.04.01.04):

- (a) Be 21 years old or older.
- (b) Be a United States citizen and submit documents supporting a claim of citizenship to this agency.

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1. Candidates may be permanent legal residents if they are honorably discharged veterans of the United States armed forces and have applied to obtain United States citizenship, provided that their application for citizenship must be ultimately approved (Md. Code PS § 3-209).
- (c) Possess and submit either of the following:
 1. A high school diploma issued by a high school or recognized by the State Board of Education.
 2. A General Education Development (GED) certificate or diploma issued by Maryland or another state or recognized by the State Board of Education.
 - (a) A college degree may be accepted in place of high school diploma or GED requirements.
 - (b) In the absence of a copy of a diploma, the Superintendent may accept a certified transcript indicating that a candidate successfully completed the requirements for graduation from a high school or college.
- (d) Be eligible under federal and Maryland law to possess and use a handgun.
- (e) Be of good moral character as determined by a thorough background investigation and criminal history investigation, including a fingerprint check, according to the requirements under COMAR 12.04.01.05.
- (f) Submit to mental health and physical agility assessments as required by the MPTSC and any related regulations and be free from any physical, emotional, or mental condition which might adversely affect the exercise of police powers as evidenced by examinations and recommendations by appropriate health care officials (Md. Code PS § 3-209).
- (g) Possess a valid driver's license
- (h) Participate in an interview with the Superintendent or the authorized designee.
- (i) Submit to a screening for controlled dangerous substances, narcotic drugs, and marijuana according to procedures outlined in COMAR 12.04.01.15.
- (j) Submit to an implicit bias test as required by the MPTSC and any related regulations (Md. Code PS § 3-207).

The Superintendent may establish more restrictive standards than those of the MPTSC for selection of a candidate for the position of officer.

The Superintendent may submit a request for a waiver of MPTSC selection standards in accordance with the requirements of COMAR 12.04.01.14.

1000.8 REINSTATEMENT

An individual previously certified as a police officer in Maryland who has been separated in good standing from a law enforcement unit for less than three years may be recertified as a police officer and is not required to meet the entrance level training standards of the Maryland Police and Correctional Training Commission.

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A former non-temporary State employee who returns to State employment in a position in the State Personnel Management System within three years from separation is reinstated.

When a vacancy exists and that vacancy has been authorized to be filled, the Superintendent may reinstate or rehire any former sworn employee who meets all requirements for initial appointment.

1000.9 PROBATIONARY PERIODS

The NRP Personnel Section should coordinate with the DNR Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

All NRP officers serve a two-year probationary period, which begins on the first day of employment as an Officer Candidate in accordance with NR Article 1-203(e).

Cadets serve an initial six-month probationary period. Once a cadet is reclassified to Officer Candidate, the two-year probationary status begins effective with the change.

Refer to Department of Budget and Management Regulations 17.04.03.17, for complete information on Probationary Periods.

Performance Appraisals

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Maryland Natural Resources Police performance appraisal system.

Specific procedures for the appraisal process may be found in the procedure manual. For civilian appraisal process see the DNR intranet HRS Forms Page.

1001.2 POLICY

The Maryland Natural Resources Police shall use a performance appraisal system to measure, document and recognize work performance. The performance appraisal will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Agency evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position.

1001.3 TYPES OF APPRAISALS

The Agency shall use the following types of appraisals:

End Cycle - An appraisal completed at regular intervals by the employee's immediate supervisor. Employees who have been promoted should be evaluated as established by the NRP Personnel Section.

When an employee transfers to a different assignment in the middle of an appraisal period, the previous supervisor shall complete an interim appraisal. The interim appraisal shall be made available to the current supervisor, who shall use it as input when completing the bi-annual appraisal.

Mid-cycle - A simple review notifying the employee if they meet standards at the halfway point of the appraisal cycle or if they need to make improvements in order to receive a satisfactory End Cycle Appraisal.

Job Observation Reports (JOR) - A report that may be completed at any time a supervisor determines it is appropriate to acknowledge a commendable performance or to address less than standard performance. The observation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS

When completing an appraisal, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Outstanding/Exceptional - Performance is well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

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Exceeds standards - Performance is better than demonstrated by a competent employee. It is performance superior to what is required, but is not of such nature to warrant a rating of outstanding.

Meets standards - It is satisfactory performance that meets the standards of a fully experienced or competent employee.

Needs improvement - Performance is less than the standards expected of a competent employee. A needs improvement rating shall be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is very inadequate or undesirable performance that cannot be allowed to continue. Improvement is critical.

Not observed -Appraisal factor was not observed at any time during the appraisal period.

Supervisor comments may be included in the appraisal to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory, needs improvement or outstanding/exceptional shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN (PIP)

Employees who receive a needs improvement or unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 APPRAISAL PROCESS

Supervisors should meet with the employees they supervise at the beginning of the appraisal period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the positions, standards of expected performance and the appraisal criteria with each employee.

Performance appraisals cover a specific period of time and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Appraisals should be completed by each employee's immediate supervisor. Other supervisors directly familiar with the employee's performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee's job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the appraisal period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing of such performance as soon as possible in order to have an opportunity to remediate the issues.

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Performance Appraisals

All supervisors shall receive training on performance appraisals within one year of a supervisory appointment.

All essential job functions and other assigned duties used when appraising all sworn officers are clearly listed on the appraisal forms and delineated by rank. Essential job functions for civilian employees are listed on the Position Description form (MS-22).

1001.5 APPRAISAL FREQUENCY

There will be two appraisals given each year. The first, following the period July through December of the preceding calendar year, which is due to the NRP Personnel Section, on the first Friday of February. The second, following the period January through June, which is due to the NRP Personnel Section, the first Friday of August.

There will be a Mid-Cycle Review of the officer's performance during the first three months of each appraisal period.

- (a) For the appraisal period January thru June, the Mid-Cycle Review will occur between March 15 and March 31.
- (b) For the appraisal period July thru December, the Mid-Cycle Review will occur between September 15 and September 30.

Those employees who are required to successfully complete a probationary period should be evaluated monthly.

For all promotions to Corporal or higher, a 90 day and 180 day Probationary Evaluation forms shall be completed beginning with the effective date of the promotion and continuing for a period of six months. Newly promoted Corporals or higher shall also receive their traditional Appraisal Report during this interim period.

1001.6 APPRAISAL INTERVIEW

When the supervisor has completed the appraisal, a private discussion of the appraisal should be scheduled with the employee. The supervisor should discuss the appraisal ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the appraisal. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the appraisal. The supervisor and employee will sign and date the appraisal.

After the review and discussion with the supervisor, should the officer disagree with the Observation or Appraisal Report, then they shall note their disagreement in the comments section of the report and sign the report. Their signature does not reflect agreement with the report; it only

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signifies that they have received the report. Failure to follow this requirement will result in loss of appeal rights to the NCOAS Appeals Board.

If there remain any unresolved issues with the Observation or Appraisal report that the officer and supervisor cannot agree on, then the reviewing commander shall determine if the appraisal is valid.

The completed Appraisal Report will then be signed and forwarded to NRP Personnel Section

1001.7 APPEAL

An employee who disagrees with his/her appraisal may provide a formal written response that will be attached to the appraisal, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor's Commander. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.8 CHAIN OF REVIEW

The signed performance appraisal and any employee attachment should be forwarded to the evaluating supervisor's Commander. The Commander shall review the appraisal for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Commander or the authorized designee should evaluate the supervisor on the quality of ratings given.

The completed Appraisal Report will be forwarded, via the chain of command, to the NRP Personnel Section.

1001.9 RETENTION AND DISTRIBUTION

The original performance appraisal and any original correspondence related to an appeal shall be maintained by the Agency in accordance with the Personnel Records Policy.

A copy of the appraisal and any documentation of a related appeal shall be provided to the employee and also forwarded to the NRP Personnel Section.

Grievances

1003.1 PURPOSE AND SCOPE

The grievance process is governed by the Annotated Code of Maryland, State Personnel and Pensions System, Division I State Personnel, Title 12 Grievance Procedure in State Personnel Management System.

This policy is intended to provide employees with clarification and guidance regarding the Title 12 Grievance Procedures.

1003.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 DEFINITIONS

Appointing Authority - Superintendent of the Maryland Natural Resources Police

Employer means:

- An employee's appointing authority,
- An employee's principal unit (DNR); or
- The Department of Budget and Management.

A grievance is a difference of opinion or dispute regarding the meaning, interpretation, or application of any of the following:

- A personnel policy or regulation adopted by the Secretary of the Department of Budget and Management (DBM).
- Rules and regulations governing personnel practices or working conditions.
- This Policy Manual.
- Any other policy or regulation over which management has control.
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members.

Head of Principal Unit – Secretary of the Department of Natural Resources (DNR).

Immediate Supervisor – The person responsible for the daily supervision of the employee.

Secretary – Secretary of Department of Budget and Management

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1003.4 GRIEVANCE EXCLUSIONS

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy.

Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any agency employee that, if true, would constitute a violation of agency policy, federal, state, or local law, as set forth in the Personnel Complaints Policy.

Grievance does not include a dispute about:

- A pay grade or range for a class;
- The amount or the effective date of a statewide pay increase;
- The establishment of a class;
- The assignment of a class to a service category;
- The establishment of classification standards; or
- A mid-year performance appraisal; or
- An oral reprimand or counseling.

1003.5 FILING ELIGIBILITY

Grievances may be brought by an individual employee or by an employee group representative.

Under Title § 12-102, all employees, except for those that are specifically excluded, may file a grievance. Those employees specifically excluded from the Title include, but are not limited to:

- An employee who is appointed by the Governor whose appointment requires the Governor's approval;
- A temporary employee;
- An employee who is subject to a collective bargaining agreement that contains another grievance procedure.

1003.6 REPRESENTATION

§ 12-105 Representation

For Grievant - A grievant may choose any person to assist or represent the grievant at any time during the grievance process and shall notify the employer of that choice.

For Employer - The appointing authority, the head of the principal unit, or the Secretary may designate an individual to assist or represent them at any step of the grievance process and shall notify the grievant of that designation.

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1003.7 RIGHTS

Under §12-103, an employee with a grievance or the grievant's representative may present the grievance free from coercion, discrimination, interference, reprisal, or restraint.

1003.8 PROCESS

Unless another procedure is provided for, the grievance procedure of the State Personnel and Pensions Article, Division 1 State Personnel, Title 12 Grievance Procedures is the exclusive remedy through which a non-temporary employee in the State Personnel Management System may seek an administrative remedy for violations of the provisions of this article.

1003.9 INFORMAL DISCUSSIONS - PRE-GRIEVANCE RESOLUTION PROCEDURES

Per § 12-109, the employee will attempt to resolve the issue through informal discussion at the lowest level possible, e.g. their immediate supervisor.

Per § 12-202 before initiating the grievance procedure, the employee shall present the matter orally to their immediate supervisor for informal discussion.

1003.9.1 IMMEDIATE SUPERVISOR RESPONSIBILITIES

The immediate supervisor shall conduct the informal discussion with the employee as soon as practicable, but not more than 24 hours following the employee's request.

The immediate supervisor must provide the employee with a decision on a resolution of the dispute within 24 hours of the discussion with the employee.

1003.9.2 COMMANDER RESPONSIBILITIES

If the employee's immediate supervisor is not available to respond, or schedule the meeting, in the time frames provided, the next supervisor in the employee's chain of command shall assume the responsibilities

1003.10 FILING OF THE GRIEVANCE WITH THE SUPERINTENDENT

If the issue cannot be resolved informally, the employee may, within 20 calendar days after the alleged cause of the complaint, or after the employee reasonably became aware of the alleged cause of the complaint, file a grievance under Title 12 of the State Personnel and Pensions Article, Annotated Code, or an alternative process authorized in their collective bargaining agreement.

An employee shall utilize the DBM/ERD-1 State Personnel Management System Appeal and Grievance form to file their grievance. The form can be found in the state employee section of the DBM website.

An employee who initiates a grievance proceeding shall submit the DBM/ERD-1 form to the Superintendent via email and shall also email a copy of the grievance to their immediate supervisor when the grievance is filed.

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1003.10.1 RESPONSIBILITIES OF THE SUPERINTENDENT

Within 10 days after receiving a grievance, the Superintendent, or their designee, shall hold a conference with the employee and they shall attempt to resolve the grievance.

Within 10 days after the conference, the Superintendent shall issue a written decision to the employee and may grant any appropriate remedy under § 12-402(a).

1003.11 APPEAL TO THE SECRETARY OF THE DEPARTMENT OF NATURAL RESOURCES

Within 10 days after receiving the Superintendent's decision, the employee or the employee's representative may initiate Step Two by appealing the decision in writing to the Secretary of the Department of Natural Resources. The appeal must be accompanied by a copy of the decision being appealed.

1003.11.1 RESPONSIBILITIES OF THE SECRETARY

Within 10 days after receiving an appeal, the Secretary of the Department of Natural Resources or designee shall:

- **Review the grievance record; and**
- **Confer with the employee and attempt to resolve the grievance.**
- **Within 10 days after the conference, the Secretary of the Department of Natural Resources shall issue a written decision to the employee and may grant any appropriate remedy under § 12-402(a).**

1003.12 APPEAL TO THE SECRETARY OF THE DEPARTMENT OF BUDGET AND MANAGEMENT

Within 10 days after receiving the decision of the Secretary of the Department of Natural Resources, the employee or the employee's representative may initiate Step Three by appealing the decision in writing to the Secretary of the Department of Budget and Management. The appeal must be accompanied by a copy of the decision being appealed.

1003.12.1 RESPONSIBILITIES OF THE SECRETARY OF THE DEPARTMENT OF BUDGET AND MANAGEMENT

Within 30 days after receiving an appeal, the Secretary of Budget and Management or their designee shall:

- **Review the grievance record;**
- **If the grievance is based on a position reclassification, order an audit of the position if it has not been audited within the last year; and**
- **Take one of the following actions and give the parties written notice of that action.**
 - **If the Secretary of the Department of Budget and Management does not concur with the decision of the Secretary of the Department of Natural Resources, the Secretary of the Department of Budget and Management**

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shall attempt to resolve the grievance with a settlement that is binding on all parties.

- The Secretary of the Department of Budget and Management shall determine whether the Secretary of the Department of Natural Resources will accept a settlement.
- If the grievance is not settled, the Secretary of the Department of Budget and Management shall refer the grievance to the Office of Administrative Hearings.

1003.13 DUTY OF THE OFFICE OF ADMINISTRATIVE HEARINGS

The Office of Administrative Hearings shall dispose of the grievance or conduct a hearing on each grievance received from the Secretary of the Department of Budget and Management.

The Office of Administrative Hearings is bound by any regulation, declaratory ruling, prior adjudication, or other settled, preexisting policy, to the same extent as the Department of Budget and Management is or would have been bound if it were hearing the case.

The employee has the burden of proof by a preponderance of the evidence.

Within 45 days after the close of the hearing record, the Office of Administrative Hearings shall issue a written decision to the parties and may grant any appropriate remedy.

The decision of the Office of Administrative Hearings is the final administrative decision.

Any costs the Office of Administrative Hearings incurs for the appeal of a grievance shall be paid by the Department of Natural Resources.

1003.14 RESOLUTION - TIMELINES

Under § 12-106, if a grievant fails to appeal a decision to the next step, then the grievant is considered to have accepted the decision.

Under § 12-106, if the appointing authority fails to decide a grievance at any step, then it is considered a denial from which an appeal may be made.

Under § 12-107, the parties may agree to waive any time limitations specified.

1003.15 REMEDIES AVAILABLE TO GRIEVANTS

Available remedies are guided by § 12-402.

Except as provided in 1003.15.1, the remedies available to a grievant are limited to the restoration of the rights, pay, status, or benefits that the grievant otherwise would have had if the contested policy, procedure, or regulation had been applied appropriately as determined by the final decision-maker.

1003.15.1 BACK PAY

The Secretary of DNR or the Secretary of DBM:

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- may order an appointing authority to grant back pay; and
- on a finding that wages were withheld in violation of §§ 2-402 and 2-407 of this article, shall order the payment of damages in accordance with § 2-407(c) of this article.

1003.16 STATE LAW ENFORCEMENT OFFICERS LABOR ALLIANCE (SLEOLA) MEMORANDUM OF UNDERSTANDING GRIEVANCE PROCESS

This section refers specifically to disputes concerning the application or interpretation of the MOU between the State of Maryland and SLEOLA.

In conformance with the Memorandum of Understanding (MOU) between the Natural Resources Police (NRP) and the State Law Enforcement Officers' Labor Alliance (SLEOLA), NRP law enforcement officers may file a grievance regarding a dispute over the interpretation or application of the MOU.

Subject to any limitations of existing law, a complaint is defined as a dispute concerning the application or interpretation of the terms of the MOU. The provisions of this procedure shall be the only procedure for complaints concerning interpretation or application of the MOU. Disciplinary appeals or grievances otherwise appealable through procedures established by law or regulation are not subject to this procedure.

1003.16.1 STEPS

Complaints regarding the MOU shall be presented and adjusted in the following manner:

Step One

Within 15 days after the event giving rise to the complaint or within 15 days following the time when the employee should reasonably have known of its occurrence, the employee aggrieved and/or the Union representative shall discuss the dispute with the employee's immediate supervisor. The Supervisor shall attempt to adjust the matter and respond orally to the employee and/or the Union representative within three (3) days.

Step Two

If the dispute has not been settled at step one, a written complaint may be filed and presented to the employee's appointing authority and/or designee within seven days after receiving the step one response. A Union representative must sign the complaint. The appointing authority or designee shall meet with the employee and the employee's Union representative and render a decision in writing no later than twenty (20) days after receiving the complaint.

Step Three

If the complaint has not been settled at step two, a written complaint may be filed with the Head of the Principal unit within seven days after receipt of the answer at step two. The Head of the Principal unit or designated representative shall meet with the

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employee and the Union representative and render a written decision within twenty (20) days after receiving the written appeal. When the appointing authority is also the Head of the Principal unit, this step shall be skipped and the step two decision shall be appealed directly to step four.

Step Four

If the dispute has not been settled at Step Three, SLEOLA's President, or designee, may file a written complaint with the Secretary of the Department of Budget and Management, or designee, within thirty (30) days of the Step Three response. If the Secretary, or designee, does not concur with the decision rendered at Step Three of the procedure, the Secretary, or designee, shall render a decision that is binding on the unit. If the Secretary, or designee, concurs with the Third Step decision, the Secretary, or designee, may refer the matter to fact-finding within thirty (30) days. The Union can appeal to fact-finding the decision of the Secretary, or designee, within thirty (30) days of the Secretary's, or designee's, decision.

1003.16.2 FACT FINDING

When fact-finding is invoked, the Union and the Employer shall jointly request a list of seven (7) neutral fact-finders from the FMCS. The parties will meet within fifteen (15) days of receipt of the FMCS list to seek agreement on one of the listed fact-finders. This meeting may take place on the telephone. If the parties cannot agree on a fact-finder, the Employer and the Union will alternately strike one name from the list until a single name remains. A flip of the coin shall determine who shall strike the first name.

The fact-finder shall resolve all questions related to the procedure. Upon mutual agreement of the parties, threshold issues may be resolved prior to the parties proceeding with the substantive issues involved in the case. The cost of the fact-finder shall be shared equally by the parties.

If the Employer or the Union disagrees with the fact-finder's decision, an appeal may be filed with the State Labor Relations Board within thirty (30) days of receipt of the decision in accordance with the Board's regulations. Only the Union's President or the Governor's designated collective bargaining representative may appeal a fact-finder's decision.

1003.16.3 GENERAL PROVISIONS

As used in this Article, "days" means calendar days. If the last day a response or action is due falls on a Saturday, Sunday, or State holiday, the deadline shall be extended to the next non-holiday weekday. All deadlines in this Article may be extended by mutual agreement. Time limits for the processing of complaints are intended to expedite dispute resolution and, if not extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may then be invoked. If the employee or Union fails to pursue any step within the time limits provided, he/she shall have no further right to continue to seek resolution of that dispute.

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Failure by management to provide a response in the time required shall be deemed a denial of the complaint. A failure to appeal such denial within ten (10) calendar days of the date a response was due shall constitute a withdrawal of the complaint except that the Union shall have thirty (30) days from the date the response was due to invoke step four. The Employer shall ensure that its supervisors and representatives do not repeatedly fail to respond to complaints in a timely manner and shall also ensure that its designees are authorized to settle matters subject to the complaint.

If a dispute arises from the action of an authority higher than the immediate supervisor, such dispute may be initiated at the appropriate step of this procedure.

Each agency shall provide the Union with a list (including telephone number, fax number, and mailing address) of its appointing authorities and Heads of Principal units (or designees).

Only designated Union representatives may represent employees or file appeals under this procedure. For purposes of this Article, stewards, Union staff, and Union officers shall be considered designated Union representatives. The Union will provide a list of the names of the aforementioned (to include telephone numbers, fax numbers, and mailing addresses) to the Executive Director of the Office of Personnel Services and Benefits. An employee's complaint must be signed by a Union representative of SLEOLA.

Stewards and Union representatives referred to in this procedure shall be granted reasonable time off with pay to process grievances pursuant to this Article during working hours. Meetings scheduled pursuant to this Article shall be scheduled at a mutually agreeable time during the regular working hours of the Union representative and Employer representative, if possible, but such meetings may be waived by mutual agreement. If the Union and Employer representative do not work on an overlapping schedule, the meeting shall be scheduled during regular day shift hours and, upon request of the Union representative, his/her schedule shall be adjusted if it is consistent with operational needs of the agency. There shall be no overtime or compensatory time earned for the processing of a complaint or attendance at a meeting under this Article.

A written complaint shall state the issues including a citation to the relevant portion of the MOU allegedly being violated.

Each party shall make every effort to resolve a dispute at the lowest level possible.

1003.17 WEAPONS AT OFFICE OF ADMINISTRATIVE HEARINGS (OAH) FACILITY

The Maryland Office of Administrative Hearings (OAH) does not permit weapons in any of its hearing facilities. Individuals who legally possess the right to wear and carry firearms will be directed to secure the weapon in his/her vehicle prior to entering an OAH facility.

Exceptions to OAH's weapons policy will be for the following circumstances:

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- (a) An NRP police officer in uniform, acting in his/her official capacity, who has been summoned to appear as a witness for a hearing at the OAH and/or who is on official duty and representing the Agency in an Administrative Hearing.
- (b) An NRP police officer not in uniform, who is acting in his/her official capacity as a representative of the Agency in a hearing, will display his/her badge of authority and conform to the Agency's policy on the wearing and carrying of firearms.

1003.18 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the DNR Human Resources for inclusion into a secure file for all written grievances.

Copies of the documents should also be sent to the Office of the Superintendent where they will be entered into a log and stored in a file.

1003.19 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Superintendent in a memorandum.

Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement or memorandum of understanding.

1004.2 POLICY

The Maryland Natural Resources Police has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Anti-Retaliation

1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, commander staff member, Superintendent or the NRP HR Supervisor, or DNR HR.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Superintendent via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.
- (i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

Anti-Retaliation

1004.6 COMMANDER RESPONSIBILITIES

Commanders should communicate to all supervisors the prohibition against retaliation.

Commanders shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

State law protects officers from discrimination or other negative consequences for disclosing gross mismanagement, waste, substantial dangers or law violations (Md. Code PS § 3-103).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to any supervisor, commander, Superintendent, the NRP HR Supervisor, or DNR HR.

1004.8 RECORDS RETENTION AND RELEASE

The Internal Affairs Commander shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules, the Black Officers Association (BOA)/DNR Consent Decree and applicable state laws.

1004.9 TRAINING

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Maryland Natural Resources Police. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Maryland Natural Resources Police requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Agency.

1005.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Maryland law prohibits individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Md. Code PS § 5-133).

All members and retired officers with identification cards issued by the Agency are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

COMAR 12.04.01.04 prohibits any individual who is ineligible under federal or Maryland law to possess or use a handgun from receiving or maintaining an officer certification through the Maryland Police Training and Standards Commission (MPTSC). Additionally, Md. Code PS § 3-107 and Md. Code PS § 3-212 require the termination and decertification of an officer who is convicted of a felony, perjury, or other misdemeanor related to truthfulness.

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this agency may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING

All members shall immediately notify their supervisors of any past or current criminal detention, arrest, charge, or conviction in any state or foreign country, regardless of whether the matter was

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dropped or rejected, is currently pending or on appeal, and regardless of the penalty or sentence, if any.

All members shall immediately notify their supervisors if they become the subject of a domestic violence-related order or any court order that prevents the member from possessing a firearm or requires suspension or revocation of applicable MPTSC certification.

Any member whose criminal arrest, conviction, or court order restricts or prohibits that member from fully and properly performing the member's duties, including carrying a firearm, may be disciplined. This includes but is not limited to being placed on administrative leave, reassignment, and/or termination.

Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on the member's own time and at the member's own expense.

Any member failing to provide prompt notice pursuant to this policy shall be subject to discipline, up to and including termination.

1005.5.1 NOTIFICATION REQUIREMENTS

Upon notification that an officer has been subject to a criminal arrest, conviction or court order that restricts the officer from possessing a firearm or requires suspension or revocation of applicable MPTSC certification, the Area/Unit Commander will notify the Training and Supply Division Commander within 24 hours.

The Agency shall report arrests or convictions to the MPTSC for possible suspension and revocation of any applicable certification (Md. Code PS § 3-212).

Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding controlled dangerous substances (CDS) and alcohol in the workplace (41 USC § 8103).

1006.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide a drug- and alcohol-free workplace for all members.

Members of the Maryland Natural Resources Police are also responsible for complying with the State Substance Abuse Policy.

1006.3 GENERAL GUIDELINES

Alcohol and CDS use in the workplace or on agency time can endanger the health and safety of agency members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to their immediate supervisor or duty officer prior to beginning their shift.

1006.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using CDS or alcohol on agency premises or on agency time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance. (members engaged in training for alcohol enforcement are excluded).

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Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to CDS, medication or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and CDS problems (41 USC § 8103). Insurance coverage that provides treatment for CDS and alcohol abuse also may be available. Employees should contact the NRP Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or CDS problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member is on-duty informs a supervisor that he/she has consumed any alcohol, CDS or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol, CDS or medication, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Agency.

1006.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any the following circumstances (Md. Code HG § 17-214(h)):

- (a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or CDS.
- (b) The employee discharges a firearm in the performance of the employee's duties (excluding training or authorized euthanizing of an animal).
- (c) The employee discharges a firearm issued by the Agency while off-duty, resulting in injury, death, or substantial property damage.
- (d) The employee drives a motor vehicle in the performance of the employee's duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

An officer who is under investigation may be ordered to submit to a blood alcohol test and/or a blood, breath, or urine test for CDS when the testing specifically relates to the investigation (Md. Code PS § 3-107).

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1006.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing using the Form NPR 835 of the following:

- (a) The test will be given to detect either alcohol or CDS, or both.
- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.2 DISCIPLINE

An employee may be subject to disciplinary action if the employee:

- (a) Fails or refuses to submit to a screening test (Md. Code PS § 3-107).
- (b) After taking a screening test that indicates the presence of a CDS, fails to provide proof, within 72 hours after being requested, that the employee took the CDS as directed, pursuant to a current and lawful prescription issued in the employee's name.
- (c) Medical marijuana cards are not acceptable, valid or recognized by the Agency.

1006.7.3 TESTING REQUIREMENTS

The provisions of a collective bargaining agreement that cover preliminary drug testing of a job applicant preempt conflicting portions of this policy (Md. Code HG § 17-214(l)).

When an employee is required to be tested for job-related reasons for the use or abuse of any CDS or alcohol, this agency shall:

- (a) When using a single-use test device, collect, handle, store and ship each specimen in a manner that maintains the employee donor's identity and confidentiality, the physical integrity of the specimen and precludes contamination of the specimen (Md. Code HG § 17-214(d)(1)).
- (b) Maintain a written record of the chain of custody of each specimen from the time that the specimen is collected until the time that the specimen is no longer needed for retesting (Md. Code HG § 17-214(d)(2)).
- (c) Have the specimen tested by a laboratory that is certified or otherwise approved and at the time of testing provide the name and address of the laboratory, if requested by the employee (Md. Code HG § 17-214(b)(1)).
- (d) Upon notice from the laboratory that an employee has tested positive, deliver to the employee by certified mail or in person and within 30 days from the date the test was performed (Md. Code HG § 17-214(c)(1)):
 - 1. A copy of the laboratory test indicating the test results.
 - 2. A copy of this policy.

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3. If applicable, written notice of intent to take disciplinary action, terminate employment or change the conditions of continued employment.
4. A statement or copy of the provisions set forth in Md. Code HG § 17-214(e) which permits the employee to request independent testing of the same sample for verification of the test result.

1006.7.4 DISCLOSURE OF INFORMATION

Information that may not be disclosed to the Agency includes (Md. Code HG § 17-214(i)(1)):

- (a) The use of a nonprescription drug, excluding alcohol, that is not prohibited under state law.
- (b) The use of a medically prescribed drug, unless the employee being tested is unable to establish that the drug was medically prescribed for the employee in accordance with state law.

The prohibitions against disclosure of information do not apply to the extent that they prevent a person from complying with the applicable provisions of the federal Commercial Motor Vehicle Safety Act of 1986 and the federal Motor Carrier Safety Regulations (Md. Code HG § 17-214(i)(2)).

The results of a mandatory test are not admissible or discoverable in a criminal proceeding against an officer (Md. Code PS § 3-107).

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Agency will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.9 CONFIDENTIALITY

The Agency recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the employee's medical file in accordance with the Personnel Records Policy.

Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees is detailed in the State personnel manual or applicable collective bargaining agreement or memorandum of understanding.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Maryland Flexible Leave Act (Md. Code LE § 3-802).

For additional information regarding sick leave see https://dbm.maryland.gov/employees/Pages/Leave_home.aspx

1007.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or required documentation.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All employees should notify the appropriate supervisor as soon as they are aware that they will not be able to report to work and when feasible/possible this should be no less than two hours before the start of their scheduled shifts. The supervisor will then update the on-line schedule prior to the start of that employees shift. If, due to an emergency, an employee is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned surgery or childbirth, the employee should, whenever possible and practicable, provide the Agency with no less than 30-days' notice of the impending absence.

Sick Leave

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for submitting the required documentation describing the type of time off used and the specific amount of time taken, if applicable.

1007.4 EXTENDED ABSENCE

Members absent from duty for five or more consecutive days may be required to furnish a signed medical professional's note supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall provide the NRP Human Resources unit with an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of less than five days if the employee has maintained a zero or near zero balance of sick leave without documentations or has six or more occurrences of undocumented sick leave within a 12 month period.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Ensuring the online schedule has been updated.
- (c) Attempting to determine whether an absence of five or more days may qualify as family medical leave and consulting with NRP Human Resources as appropriate.
- (d) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 1. Negatively affected the member's performance or ability to complete assigned duties.
 2. Negatively affected agency operations.
- (e) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (f) Referring eligible members to an available employee assistance program when appropriate.

Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of agency members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, or tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Maryland Natural Resources Police. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Maryland Natural Resources Police is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 AGENCY HEALTH AND SAFETY OFFICER

The Agency Health and Safety Officer, in consultation with an appropriate medical professional (e.g., Maryland State Police Medical Director), shall be responsible for the development and maintenance of an exposure control plan that includes:

- (a) Exposure prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that agency members will have no-cost access to the personal protective equipment (PPE) (i.e., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
 1. Communicable disease prevention (Md. Code HG § 18-102).

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2. Responding to a notification that an officer has been exposed to a contagious disease or virus (Md. Code HG § 18-213; Md. Code HG § 18-213.2; COMAR 10.35.01.17).
 3. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
 4. HIV testing ordered by an infectious disease/communicable disease officer of a hospital (Md. Code HG § 18-338.3; COMAR 10.18.08.12).
 5. Bloodborne pathogen standards in 29 CFR 1910.1030 (Md. Code LE § 5-308.1).
- (f) Providing protection and testing during a catastrophic health emergency as required by the Maryland Essential Workers' Protection Act (Md. Code LE § 3-1601 et seq.).

The Health and Safety Officer should also act as the liaison with Maryland Occupational Safety and Health (MOSH) and may request voluntary compliance inspections. The Health and Safety Officer should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to:

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, and other specialized equipment in the work area or agency vehicle, as applicable.
- (b) Wearing agency-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.
 1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

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- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.
- (d) Obtain an incident number and complete the First Report of Injury form (NRP-448E).
- (e) Document all possible exposure incidents via the RMS Exposure Form.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

- (a) Name of the member exposed
- (b) Date and time of incident
- (c) Location of incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE available and PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., cleanup, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the Exposure Report (NRP-499) and ensure all related first report

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of injury reports are completed (NRP-448 forms) in conjunction with other reporting requirements that may apply (see the Work-Related Injury and Illness Reporting and Workplace Safety and Health policies).

The supervisor shall ensure the Agency Safety and Health Officer is notified of the incident as soon as possible and immediately sent a copy of all appropriate reports.

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Agency members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary. The Health and Safety Officer should request a written opinion/evaluation from the treating medical professional that contains only the following information:

- (a) Whether the member has been informed of the results of the evaluation.
- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the Health and Safety Officer.

1008.5.4 COUNSELING

The Agency shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the Health and Safety Officer. If the Health and Safety Officer is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking testing through the procedures in the Md. Code HG § 18-338.3 and COMAR 10.18.08.12.
- (c) Seeking testing through the procedures in Md. Code CP § 11-107 et. seq. and COMAR 10.52.10.01 et seq.

Since there is the potential for overlap between the different manners in which source testing may occur, the Health and Safety Officer is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The Health and Safety Officer should seek the consent of the individual for testing and consult the DNR Attorney General's Office to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

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1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

- (a) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members while in Maryland Natural Resources Police facilities, vessels or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Maryland Natural Resources Police recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Agency and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all agency facilities, buildings, vessels and vehicles, and as further outlined in this policy (Md. Code HG § 24-504; COMAR 04.05.01.03F).

1009.3 SMOKING AND TOBACCO USE

Except in designated smoking areas, smoking and tobacco use by members is prohibited any time members are in public view representing the Maryland Natural Resources Police.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside State facilities, vessels or vehicles.

The Public Safety Education and Training Center in Sykesville which houses the entry level academy and various in-service programs is a tobacco free campus. Smoking and tobacco use are prohibited anywhere on campus.

1009.4 ADDITIONAL PROHIBITIONS

A “NO SMOKING” sign that conforms to the requirements of COMAR 10.19.04.06E shall be conspicuously displayed at every public entrance to an indoor area that is open to the public and at every public entrance to an indoor area that is open to the public where smoking is prohibited (COMAR 10.19.04.06).

A sign stating “Smoking in This Elevator Is Illegal and Subject to a Penalty Not to Exceed \$25.00” shall be posted in any elevator that is available to the public (Md. Code HG § 24-212(a)).

Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Maryland Natural Resources Police. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Maryland Natural Resources Police takes seriously all complaints regarding the service provided by the Agency and the conduct of its members.

The Agency will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local laws; municipal and county rules; and the requirements of any collective bargaining agreement or memorandum of understanding.

It is also the policy of this agency to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of agency policy, or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate agency policy, federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Agency.

Disciplinary procedures will be applied to all sworn law enforcement officers in conformance with the Law Enforcement Officer's Bill of Rights (LEOBR) and/or will be applied to all employees in conformance with other laws, policies, rules or regulations.

All records and documents related to complaints or disciplinary procedures are confidential.

Allegations concerning the difference of opinion between an officer and a citizen over the issuance of a citation or criminal arrest are not complaints, unless the allegation reports misconduct (e.g., improper demeanor, use of force, etc.).

1010.3.1 PURPOSE OF THE INTERNAL AFFAIRS UNIT

The Internal Affairs Unit (IAU) ensures that all allegations and complaints of misconduct against employees are investigated and action is taken, when warranted, to ensure the Department's mission is achieved and its values are upheld.

IAU is the central repository for all records of administrative action taken against employees.

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1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any agency member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.
- (f) A Statement alleging brutality must be filed in compliance with LEOBR and any other pertinent laws and regulations.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Complaints from the public may be submitted through the agency website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any agency member and promptly given to the appropriate supervisor. Complaints may also be filed orally, either in person or by telephone. Personnel receiving the complaint will not discuss the nature of the complaint with the involved employee or another unauthorized person.

Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

A sworn statement alleging brutality must be filed in compliance with the LEOBR and any other pertinent laws and regulations.

1010.5 DOCUMENTATION

Supervisors shall ensure that all complaints are documented on an Allegation of Complaint form (NRP-800) or Complaint of Brutality form (NRP-801) as appropriate. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log maintained by the IAU that records and tracks complaints. The log shall include the nature of the complaint, IAU case number, name and rank of the respondent and the actions taken to address the complaint. On an annual basis,

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the IAU Commander should audit the log and send an audit report to the Superintendent or the authorized designee.

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Superintendent or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to the Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Bureau Commander or the Superintendent, who will initiate appropriate action.
- (b) Responding to all complainants in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Agency receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the IAU through the chain of command.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the employee's Commander or the IAU Commander are notified via the chain of command as soon as practicable.
- (e) Promptly contacting the NRP Human Resources Supervisor for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

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- (f) Forwarding unresolved personnel complaints to the involved employee's Commander, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Investigating a complaint as follows:
 - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (h) Ensuring that the procedural rights of the accused member are followed.
- (i) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Internal Affairs Unit, the following applies to members covered by the Law Enforcement Officers' Bill of Rights (LEOBR) (Md. Code PS § 3-104):

- (a) Interrogations of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interrogations of an accused member shall be at a Maryland Natural Resources Police installation or other reasonable and appropriate place.
- (c) No more than one interrogator should ask questions of an accused member. The interrogator shall be a sworn law enforcement officer.
- (d) Prior to any interrogation, a member should be informed in writing of the nature of the investigation. The member under investigation shall also be informed of the name, rank and command of:
 - 1. The law enforcement officer in charge of the investigation.
 - 2. The interrogating officer.
 - 3. Each individual present during an interrogation.
- (e) All interrogations should be for a reasonable period and the member's personal needs should be accommodated.
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
 - 1. The member under interrogation may not be threatened with transfer, dismissal or disciplinary action.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

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1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
 - (h) The investigator should record all interrogations of members and interviews of witnesses. If the member has been previously interrogated, a copy of that recorded interrogation may be provided to the member prior to any subsequent interview.
 - (i) A complete record shall be kept of the entire interview of the member, including all recess periods. The record may be written, taped or transcribed.
 - (a) The interview shall be delayed, if necessary, for no more than 5 business days to permit an officer to find counsel or other representation. The Superintendent may extend this period for good cause (Md. Code PS § 3-104).
 - (j) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview.
 - (k) All members shall provide complete and truthful responses to questions posed during interviews.
 - (l) Members may be compelled to submit to a polygraph examination (Md. Code PS § 3-104). Refusals may lead to disciplinary action.
 - (m) If the member is under arrest, or is likely to be placed under arrest as a result of the interrogation, the member shall be completely informed of all of his/her rights before the interrogation begins.

1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date, source of the complaint and IAU case number.

Report of Investigation:

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

- Include a summary of all interviews and interrogations.

Investigative findings - A summary of the finding of the case to include testimony and evidence.

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Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of members and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Appendices - Supporting documentation (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur as reported. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Non sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

Not involved – When the investigation discloses that accused member was not involved in the alleged incident.

Administrative closure – When the investigation can no longer be conducted or concluded (e.g., officer resigns/retires).

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation because charges must generally be filed within one year (Md. Code PS § 3-106).

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

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1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 EMERGENCY SUSPENSION

A suspension may be imposed against an officer by a supervisor superior in rank to the suspended employee. Concurrence of the Superintendent or the authorized designee shall be obtained as soon as possible. For members covered by the LEOBR, when a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Agency, the Superintendent or the authorized designee may suspend the accused member with pay. A member charged with a felony may be suspended without pay (Md. Code PS § 3-112).

Any member suspended:

- (a) May be required to relinquish any agency badge, identification, assigned weapons and any other agency equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned during the investigation. The member may be required to remain available for contact at all times during such shift, and will report as ordered.

A suspended member shall be provided a prompt hearing within 72 hours of the emergency suspension (Md. Code PS § 3-112).

1010.9 ADMINISTRATIVE LEAVE

For employees not covered by the LEOBR, when a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Agency, the Superintendent or the authorized designee may temporarily assign an accused employee to administrative leave/emergency suspension. Any employee placed on administrative leave:

- (a) May be required to relinquish any agency badge, identification, assigned weapons and any other agency equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned during the investigation. The employee may be required to remain available for contact at all times during normal business hours and will report as ordered.

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1010.10 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Superintendent shall be notified as soon as practicable when a member is accused of criminal conduct. The Superintendent may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Superintendent may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Superintendent or the authorized designee through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Superintendent or the authorized designee may accept or modify any classification or recommendation for disciplinary action.

1010.11.1 BUREAU COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Bureau Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Bureau Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Superintendent or the authorized designee, the Bureau Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Superintendent or the authorized designee, the Bureau Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.11.2 SUPERINTENDENT OR AUTHORIZED DESIGNEE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Superintendent or the authorized designee shall review the recommendation and all accompanying materials. The Superintendent or the authorized designee may modify any recommendation and/or may return the file to the Bureau Commander for further investigation or action.

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Once the Superintendent or the authorized designee is satisfied that no further investigation or action is required by staff, the Superintendent or the authorized designee shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Superintendent or the authorized designee shall provide the member with a written notice of administrative charges.

Before any discipline may be imposed, the Superintendent or the authorized designee shall ensure notice is given to a member covered by the LEOBR of the member's right to a hearing by a hearing board, the time and place of the hearing, the issues involved, and the member's right to choose an alternate method of forming a hearing board (Md. Code PS § 3-107).

1010.11.3 HEARING BY HEARING BOARD

If the Superintendent or the authorized designee recommends demotion, dismissal, transfer, loss of pay, reassignment, or similar punitive action against a member covered by the LEOBR, a hearing before the hearing board will be held before the action is taken. The hearing board shall be convened and conducted as provided in Md. Code PS § 3-107 and § 3-108 or as otherwise provided in the applicable collective bargaining agreement.

At least 10 days before the hearing, the officer shall be notified of the charges against him/her. The officer also shall be provided with the name of each witness and a copy of the investigatory file, as well as any exculpatory information that relates to the officer and the charges specified. The officer and the officer's representative must execute a confidentiality agreement and pay reasonable costs associated with reproducing the materials (Md. Code PS § 3-104).

The hearing board shall issue a written decision including findings of fact and may also make a written recommendation of a penalty if the hearing board makes a finding of guilt (Md. Code PS § 3-108).

A copy of the hearing board's decision, findings of fact, conclusions and any discipline recommendation shall be sent to the Superintendent and to the member or attorney or representative of record for the member.

1010.11.4 FINAL ORDER OF SUPERINTENDENT

Within 30 days after receipt, the Superintendent shall review the findings, conclusions, and recommendations of the hearing board, consider the member's past job performance, and issue a final order (Md. Code PS § 3-108; Md. Code CS § 11-1009).

1010.11.5 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Superintendent or the authorized designee should ensure that the complainant is notified of the receipt of their complaint and of the conclusion of the investigation.

1010.11.6 NOTICE REQUIREMENTS

The Superintendent or the authorized designee shall provide any notifications required by the uniform citizen complaint process developed by the Maryland Police Training and Standards Commission (MPTSC) (Md. Code PS § 3-207).

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1010.12 PRE-DISCIPLINE MEETING

Employees not covered by the LEOBR will be given a pre-discipline meeting with the Superintendent or the authorized designee.

For members covered by the LEOBR, a pre-discipline hearing will be held if the Superintendent intends to increase the discipline recommended by the hearing board. The Superintendent may increase the hearing recommended discipline only after reviewing the entire hearing board record and providing in writing, at least 10 days before the meeting, any oral or written communication not included in the record of the hearing board on which the decision to consider increasing the discipline based. The meeting shall be recorded and the Superintendent shall state on the record the evidence relied upon to support the increase of the recommended penalty. (Md. Code PS § 3-108).

The pre-discipline process is intended to provide the accused member with an opportunity to present a written or oral response to the Superintendent after a hearing board recommendation and prior to imposition of discipline. The member shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the member may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file.

Notice that a sworn member has separated shall be sent to the Maryland Police Training and Standards Commission (MPTSC) within 30 days of member's change in employment status (COMAR 12.04.01.02).

1010.14 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees not covered by the LEOBR have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by an employment agreement, or other rules.

In the event of punitive action against a member covered by LEOBR, the appeal process shall be as provided in Md. Code PS § 3-109.

1010.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct may be

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afforded an opportunity solely to clear their name through a liberty interest hearing, which shall be limited to a single appearance before the Superintendent or the authorized designee.

Any probationary period may be extended at the discretion of the Superintendent in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1010.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints and complete administrative investigations shall be securely maintained by the IAU Commander.

All records and documents related to disciplinary procedures are are not considered personnel records and can be available for inspection.

A custodian shall allow inspection of a record by The United States Attorney, The Attorney General, The State Prosecutor, or The State's Attorney for the jurisdiction relevant to the record.

1010.17 DISCIPLINARY MATRIX

1010.17.1 BACKGROUND

- (a) The purpose of discipline is to correct inappropriate behavior.
- (b) The NRP must strive for consistency when applying discipline.
- (c) The Disciplinary Matrix ensures that similar violations receive similar penalties.

1010.17.2 PHILOSOPHY

The matrix in this chapter includes some but not all possible charges which may arise out of violations of any NRP rules, regulations, or orders.

When assessing discipline, one should not focus on a single factor, but may consider other influential factors that may raise or lower the original category to another level. These factors include but are not limited to:

- (a) Type of incident
- (b) Injury severity
- (c) Amount of damage
- (d) Intent
- (e) Officer record and performance level.
- (f) Number of violations

Recommendations for disciplinary action may be based on:

- (a) Mitigating and/or aggravating factors
- (b) Officer motive
- (c) Degree of culpability

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- (d) Truthfulness
- (e) Disciplinary record
- (f) Admission of error/mistake by officer
- (g) Other factors rising from the case.

1010.17.3 DESCRIPTION OF CATEGORIES

- (a) Misconduct is classified into broad categories of violations based on progressive degrees of severity.
- (b) Category "A" defines the lowest level of misconduct, Category "E" the highest.
- (c) Repetition of similar misconduct or violations of more serious offenses will lead to higher penalty categories of "B," "C," "D," or "E."

1010.17.4 CATEGORY "A" VIOLATIONS

- (a) Category "A"- minor rules violation. Written Reprimand.
- (b) Same or similar misconduct within 18 months enhances the third violation to Category "B."
- (c) A combination of any three Category "A" violations within 18 months enhances the third violation to Category "B."

1010.17.5 CATEGORY "B" VIOLATIONS

- (a) Category "B" - minor misconduct violations. Summary Punishment/ADP limited to loss of leave/suspension for one day, or \$50 fine.
- (b) Enhanced violation from Category "A."
- (c) Third violation of same or similar violations within 18 months from Category "A."
- (d) Same or similar misconduct within 36 months enhances next violation to Category "C."
- (e) Combination of any three sustained Category "B" violations within 36 consecutive months enhance the third violation to Category "C."

1010.17.6 CATEGORY "C" VIOLATIONS

- (a) Category "C" – misconduct violations. Summary Punishment/ADP limited to loss of leave/suspension for two days, written reprimand, or a fine of \$100 to \$150.
- (b) Enhanced violation from Category "B."
- (c) Same of similar misconduct within 60 months enhances next violation to Category "D."
- (d) Combination of any three sustained Category "C" violations within 60 months enhances the third violation to Category "D."

1010.17.7 CATEGORY "D" VIOLATIONS

- (a) Category "D" – misconduct violations. Loss of leave/suspension for 4 to 15 days.
- (b) Enhanced violation from Category "C."

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- (c) Same or similar misconduct within 60 months from Category “C.”
- (d) Combination of any three sustained category “D” violations within 60 months enhances the third violation to category “E.”

1010.17.8 CATEGORY "E" VIOLATIONS

- (a) Category “E” – serious misconduct. Over 15 days loss of leave/suspension and/or demotion or dismissal.
- (b) Enhanced violation from Category “D.”
- (c) Same or similar violations repeated from Category “D.”

1010.17.9 VIOLATIONS NOT REFERENCED IN MATRIX

Violation of any other provisions of any other rule or regulation not referenced in the matrix shall be a category “A” offense unless extenuating circumstances exist where strict adherence would render an injustice to either the NRP or the officer. If exception is noted, then variation from the matrix is only permissible when recommended by the accused officer’s commander or the IAU Commander, and approved by the Deputy Superintendent.

1010.17.10 DISCIPLINARY MATRIX

See attachment: [Disciplinary Matrix](#)

Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in agency vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 (Md. Code TR § 22-412.2).

1011.2 POLICY

It is the policy of the Maryland Natural Resources Police that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this agency while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Agency, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the agency member or the public. Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

Child passengers under the age of 12 shall be transported in the rear seat.

Child passengers under 8 years old and under 4 feet 9 inches tall shall be transported using an approved child restraint system in compliance with Md. Code TR § 22-412.2(d).

Child passengers under 16 years old shall be transported in an approved child restraint system or with a seat belt in compliance with Md. Code TR § 22-412.2(e).

A child safety seat or seat belt may not be used to restrain, seat or position more than one individual at a time (Md. Code TR § 22-412.2(g)).

1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the right front seat.

Seat Belts

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Agency vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Agency vehicle seat belts shall not be modified, removed, deactivated or altered in any way.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Body Armor

1012.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper issuance, use, care and maintenance of body armor.

1012.2 POLICY

It is the policy of the Maryland Natural Resources Police to maximize officer safety through the use of body armor, in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE

The Support Services Bureau Commander shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the U.S. Department of Justice, National Institute of Justice.

Body armor shall be issued when an officer begins service at the Maryland Natural Resources Police and shall be replaced when it becomes worn or damaged to the point that its effectiveness or functionality has been compromised, or as recommended by the manufacturer.

The Superintendent may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

- (a) All uniformed personnel working in field activities, from the rank of sergeant and below shall wear their issued body armor while on-duty.
- (b) Members shall only wear agency-approved body armor and carrier.
- (c) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.
- (d) Members shall wear body armor when taking part in agency range training.
- (e) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.
- (f) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work.

1012.3.2 INSPECTION

Supervisors should ensure through routine observation that body armor is worn and maintained in accordance with this policy.

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Supervisors will conduct body armor inspections as part of their completion of the NRP 406 Personal Inventory & Inspection Report. All deficiency's (ex: signs of damage, wear, and tear, rips, etc) should be noted and reported to the quartermaster

1012.3.3 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

- (a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.
 - 1. Unserviceable body armor shall be reported to the supervisor.
- (b) Members are responsible for the proper storage of their body armor.
 - 1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.
- (c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.
 - 1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
 - 2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.
- (d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 EXTERNAL CARRIERS

The Agency issues two styles of external carriers for body armor.

The purchase of external carriers that are not issued is the sole responsibility of the officer and may be purchased from the vendor of the officers choosing. The agency will not facilitate the purchase.

The black quilted carrier was issued to commissioned officers and may be worn over the Class B, uniform shirt. Once the commissioned officer receives the silver tan uniform carrier, the wear of the black carrier is no longer approved.

1012.4.1 POINT BLANK GUARDIAN TACTICAL CARRIER (GD2 MOD3)

The Point Blank GD2 MOD 3 Guardian Tactical Carrier (OD Green) is issued to non-commissioned officers assigned to non-administrative roles and shall be worn only with the Class C uniform. Officers not issued this carrier may purchase and wear it in compliance with all other relevant policies.

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The subdued embroidered badge (left breast) and subdued embroidered name tape (right breast) shall be provided by the department and will be appropriately displayed on the Point Blank GD2 MOD 3 Guardian Tactical Carrier (OD Green).

Only the agency-issued handcuff pouch, small utility pouch, radio pouch, and CAT tourniquet holder are authorized for wear on the tactical carrier.

No other items shall be worn on the tactical carrier.

This carrier will not be worn to court or on other occasions when an officer is expected to present more than a casual appearance.

1012.4.2 POINT BLANK UNIFORM CARRIER (GD 2 MOD 11)

The Point Blank Uniform (GD 2 MOD 11) in silver tan is issued to commissioned officers in administrative roles and non-commissioned officers assigned to administrative roles. It may be worn over the Class B shirt. Officers not issued this carrier may purchase and wear it in compliance with all other relevant policies.

1012.5 RIFLE PLATED VEST

When officers feel that the Agency issued soft body armor does not provide the level of protection needed for a given situation, i.e. high risk warrant, rifle hunting areas, etc., officers may wear an agency approved rifle plated vest in lieu of their Agency issued vest.

At their own expense officers may purchase and wear an agency approved standard rifle plated vest.

Agency approved vests is limited to the Spartan Armor/Condor MOPC Plate Carrier and the Spartan Omega AR500 Body Armor Platform in the color of Spartan Green.

Agency approved plates include any NIJ Level III plate. Steel-based plates should not be used.

The rifle plated vest and carrier shall only be worn with the Class C uniform.

The subdued embroidered badge and subdued embroidered name tape shall be appropriately displayed on the carrier.

The following four accessories are approved for wear on the external carrier.

- Point Blank handcuff pouch – OD Green.
- Point Blank small utility pouch - OD Green.
- Point Blank radio pouch – OD Green
- CAT tourniquet carrier – black in color

At no time will officers insert body armor into an external carrier for which it has not been approved. It is the sole responsibility of the individual officer to maintain all personally purchased armor and vests in working and presentable condition.

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Supervisors have the discretion to order an officer to remove the personally purchased carrier in favor of an Agency issued vest if the rifle plate carrier is in a state of disrepair, is not clean and neat, or fails to display the required name tag and badge.

1012.6 LEAD FIREARMS INSTRUCTOR RESPONSIBILITIES

The responsibilities of the Lead Firearms Instructor, in consultation with the Firearms Committee and Uniform Committee include, but are not limited to:

- (a) Monitoring technological advances in the body armor industry for any appropriate changes to agency-approved body armor.
- (b) Assessing the current level of weapons and ammunition utilized by the public and the suitability of approved body armor to protect against those threats.
- (c) Educating officers about the safety benefits of wearing body armor.

Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 POLICY

It is the policy of this agency to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Maryland.

1013.3 DNR PERSONNEL FILE

DNR HR shall maintain each employee's official personnel file, as a record of a person's employment/appointment with this agency. The DNR HR Personnel file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Records of disciplinary actions including letters of reprimand, non-disciplinary personnel counseling, and memorandums from NRP regarding loss of leave or other punishment resulting from administrative investigations.
- (e) Commendations and awards.
- (f) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (g) Only information required to accomplish a necessary governmental purpose shall be kept on a member (Md. Code GP § 4-102).

1013.4 NRP PERSONNEL FILE

The agency file shall be maintained as a record of a person's employment/appointment with this agency. The agency file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

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- (d) Original performance evaluations shall be maintained by NRP Personnel in accordance with established records retention schedules.
- (e) Discipline records, including copies of outcomes of sustained personnel complaints.
- (f) Adverse comments, such as supervisor notes, may be retained in the file after the member has had the opportunity to read and initial the comment (Md Code PS §3-104(o)).
 - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
 - 2. Any member response shall be attached to and retained with the original adverse comment.
 - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (h) Only information required to accomplish a necessary governmental purpose shall be kept on a member (Md. Code GP § 4-102).

1013.5 SUPERVISOR'S FILE

Supervisor files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The supervisor file may contain supervisor comments, notes, notices to correct, and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.6 TRAINING FILE

An individual training file shall be maintained for each member by the Training and Recruitment Unit. Training files will contain records of all training, original or photocopies of available certificates, transcripts, diplomas and other documentation, education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing completion certificates of training/education completed outside of NRP to the Training and Recruitment Unit.
- (b) The Training Division Administrative Personnel shall ensure that copies of such training records are placed in the member's training file.

1013.7 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Superintendent. Access to these files may only be approved by

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the Superintendent, Intelligence and Special Investigations Bureau Commander, or the Internal Affairs Unit Commander.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's agency personnel file but will be maintained in the internal affairs file.

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

An officer may, upon written request, have a record of a formal complaint expunged from his/her DNR Personnel and Internal Affairs files if it meets the applicable requirements (Md. Code PS § 3-110) and in accordance with the Black Officers Association (BOA)/DNR Consent Decree. The Law Enforcement Officer's Bill of Rights (LEOBR) provides for the expungement of any record of formal complaint if the officer has been exonerated on all charges or if the charges are non-sustained or unfounded and three years have passed since the findings were rendered by the Department. Requests made under the provisions of this section shall be submitted in writing through the chain of command to the Commander of the Internal Affairs Unit.

In accordance with the 1995 Consent Decree, every February, "...the personnel and disciplinary files of all commissioned law enforcement NRP employees, regardless of rank, race, or gender, will be cleared of all notices of compliant, reprimands, and other records of disciplinary actions or proceedings which are more than five years old. This expungement shall not apply to records of the proceedings before a trial board conducted pursuant to the Law Enforcement Officers' Bill of Rights (LEOBR)."

1013.8 MEDICAL FILE

A medical file shall be maintained by the NRP Personnel Section separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
- (e) Any other documents or material that reveals the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

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1013.9 SECURITY

All personnel records, regardless of their location, should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures (Md. Code GP § 4-311).

Nothing in this policy is intended to preclude review of personnel records by the DNR Secretary, Attorney General or other attorneys or representatives of the State in connection with official business (Md. Code GP § 4-311).

1013.9.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure, which result in access to a member's personnel records, shall be logged in the corresponding file.

1013.9.2 RELEASE OF PERSONNEL INFORMATION

The Agency may not release personal information about a member unless allowed by law, regulation, or order (Md. Code GP § 4-311; Md. Code GP § 4-401; Md. Code GP § 4-351).

The Agency may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member's representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

1013.10 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files (Md. Code GP § 4-311).

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Superintendent through the chain of command. The Agency shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Agency shall be retained with the contested item in the member's corresponding personnel record.

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Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Criminal investigations involving the member.
- (d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (f) Materials used by the Agency for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for agency planning purposes.
- (g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (h) Records relevant to any other pending claim between the Agency and the member that may be discovered in a judicial proceeding.

1013.11 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule (Md. Code SG § 10-615) and in accordance with the Black Officers Association Consent Decree.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training, and career development.

Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for agency members to request a change of assignment.

1014.1.1 DEFINITIONS

Reassignment - the lateral movement of an employee from one Area/Unit/Region/Division/Bureau to another Area/Unit/Region/Division/Bureau.

1014.2 POLICY

It is the policy of the Maryland Natural Resources Police that all requests for change of assignment be considered in an equitable and nondiscriminatory manner. Reassignments may be based on an officer's request or the needs of the Agency.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members may submit a request for a change of assignment or edit a previous request, utilizing the online Reassignment Request(NRP-466-i-R) maintained by the NRP Personnel Section. The link to the spreadsheet is found on the NRP Headquarters website.

1014.3.1 ELIGIBILITY

To be eligible for a reassignment, the employee shall:

- (a) Meet the minimum qualifications for the vacant position within the appointing authority's jurisdiction.
- (b) Possess the same grade as the vacant position.

For reference, personnel are directed to the Annotated Code of Maryland, State Personnel and Pensions Article, §7-602 and COMAR 17.04.03.19 and.20.

1014.3.2 REASSIGNMENT REQUESTS

- (a) A member at the rank of Captain and below may submit a Reassignment Request(NRP-466-i-R) at any time.
- (b) To submit, change, or modify a request:
 1. Go to the NRP Headquarters site and click the link entitled "Reassignment Request (NRP-466-i-R)".
 2. Find your name. Note that permissions prohibit anyone but the member outlined in each row from editing the information.
 3. Enter the information from the dropdowns to submit a request, including your current rank and county of residence. The assignment dropdown options will then populate based on your current rank. Make your choice(s) as appropriate.

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Your entry is automatically timestamped by the spreadsheet. If you want to indicate that you have no transfer requests submitted, you can choose "NONE" for each choice column, or, you can leave it blank.

- (a) If for some reason you can't edit your information, click the link near the top of the Reassignment Request form to report the issue, and it will get resolved.
- 4. To withdraw a request, simply delete the entry(ies), or replace with "NONE". Your edit is automatically timestamped by the spreadsheet.
- (c) A member can update, delete, or modify their requests at any time.
- (d) A member may submit up to three specific locations where they wish to be reassigned.
- (e) To ensure frequent consideration of reassignment requests within Bureaus, Divisions, and Regions, the respective Bureau, Regional, or Divisional Commanders may meet quarterly to review the reassignment request forms and make recommendations to the Reassignment Review Board.
- (f) Resumes, oral interviews or a fitness test may be used for positions within the Agency as needed and will be included in the announcement in advance.
- (g) Before an existing vacancy or new position vacancy is filled, active requests for reassignments may be considered based on the criteria established for the specific position.
- (h) The Superintendent will make the final determination regarding whether to select a reassignment candidate or to consider a promotional candidate.
- (i) After notification of reassignment, the reassigned member shall report to their Commander on the effective date of the reassignment. The Commander will determine and review with the member the member's new duties and responsibilities.
- (j) Note that Google automatically timestamps edits made to the Reassignment Request (NRP-466-i-R) spreadsheet. To view the date and time your entry was made or edited, click on the cell in question, right click, then choose "Show edit history". The user who last edited the cell, along with the exact date and time, will appear.

1014.3.3 WITHDRAWAL OF REASSIGNMENT REQUESTS

To withdraw a request, simply delete the entry(ies), or replace your entry(ies) with "NONE".. Your edit is automatically timestamped by the spreadsheet.

1014.4 RESPONSIBILITIES

1014.4.1 REASSIGNMENT REVIEW BOARD

The Reassignment Review Board shall meet as needed to submit recommendations to the Superintendent regarding change of assignment requests.

The Reassignment Review Board shall consist of the Bureau Commanders and the Director of the Administrative Services Bureau.

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Awards and Recognition

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Maryland Natural Resources Police and individuals from the community.

1015.2 POLICY

It is the policy of the Maryland Natural Resources Police to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 AGENCY MEMBER DOCUMENTATION

Members of the Agency shall provide written documentation of meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
 - 1. For members of the Agency - name and assignment at the date and time of the act
 - 2. For individuals from the community - name, address, telephone number
- (b) A brief account of the act along with a copy of the report as appropriate.
- (c) Other information as required by the Awards Nomination Google form.

1015.4 PROCESSING DOCUMENTATION

Nominations for Agency awards shall be submitted to the NRP Awards Review Board via the Awards Nomination Google Form, following chain of command approval.

Anyone can recommend an employee, person, unit, or group for an award. Recommendations will be approved by the Regional Divisional and Area/Unit Commanders.

1015.5 AWARDS

The Natural Resources Police annually recognizes and awards employees for outstanding performance. Various agencies and organizations also offer recognition awards for exceptional performance.

Criteria for each award and the selection, presentation and display of any award are determined by the Superintendent. An appropriate venue or ceremony to acknowledge each award recipient should be arranged.

These awards include:

- (a) Officer of the Year Awards:
 - 1. NRP Officer of the Year

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2. Conservation Officer of the Year
3. Boating Safety Officer of the Year
- (b) Support Services/Special Services Officer of the Year
 1. This award is open to any sworn member assigned to any bureau other than Field Operations.
- (c) NRP Civilian Employee of the Year
 1. This award is open to any civilian employed by or assigned to the Natural Resources Police.
- (d) Medal of Valor.
- (e) Award of Merit.
- (f) Superintendent's Commendation
- (g) Unit Citation
- (h) Superintendent's Letter of Appreciation
- (i) Superintendent's Special Achievement Commendation
- (j) Non-Departmental Awards

1015.6 AWARDS FROM OTHER AGENCIES AND ORGANIZATIONS

- (a) When an award nomination request from another agency or organization is received by the NRP, the NRP Awards Review Board shall forward the nomination request with a due date and all pertinent information to the appropriate Commander.
- (b) Commanders are responsible for ensuring that a nomination is submitted if there is an individual under their command that meets the nomination criteria.
- (c) Nominations shall be submitted through the chain of command to the NRP Awards Review Board by the designated due date. A copy will be given to the officer and a copy forwarded to the officer's personnel file.
- (d) The NRP Awards Review Board shall maintain a file by calendar year of all nomination requests received, nominees submitted to the Board.

1015.7 AWARDS REVIEW BOARD

The NRP Awards Review Board shall meet annually to review all award nominations and make recommendations of worthy candidates for final consideration by the Superintendent. The NRP Awards Review Board will be chaired by the adjutant and consist primarily of personnel at the rank of Lieutenant and any other personnel as assigned by the Superintendent. The NRP Awards Review Board shall submit their recommendations to the Superintendent by February 20th of each year.

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1015.8 RECOGNITION BY COMMUNITY MEMBERS

Recognition of meritorious or commendable acts from a community member should be accepted in any form. However, written documentation is preferred. Agency members accepting the submission should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
 - 1. Member's name, location, date and time of the meritorious or commendable act
 - 2. Submitting citizen's name, address and telephone number
- (b) A brief account of the meritorious or commendable act.
- (c) Other information as required by the Awards Nomination Google form.

The receiving member should consider whether the information is worthy of an NRP awards nomination and if so, submit the documentation to their commander. Recognition that is not award-worthy, should be forwarded to the appropriate commander for consideration of inclusion in the member's appraisal or in their personnel file.

1015.9 EMPLOYEE OF THE MONTH PROGRAM

The Employee of the Month Program is designed to recognize the outstanding work, performance, and accomplishments of sworn and civilian employees of the Maryland Natural Resources Police in a timely and professional manner. This program is not intended to replace, nor conflict with, the annual nomination and selection of the NRP Officers of the Year.

Nomination Criterion:

- (a) Nominations for Employee of the Month will be based on the following:
 - 1. Consistent exceptional performance for the entire month. (This does not necessarily mean the highest producer or the most recent sensational case).
 - 2. Rapport with peers and the public.
 - 3. Attendance and appearance.
 - 4. Community participation.
 - 5. Initiation of problem-solving strategy

Nomination and Recognition:

- (a) Any employee of the Agency may nominate a co-worker, subordinate, or supervisor for the Employee of the Month Award.
- (b) Each Area / Unit will select one employee every month to receive recognition.
- (c) First Line Supervisors shall make the nomination.
 - 1. The Supervisor of the employee selected will submit on a monthly basis to the employee's Area / Unit Commander on Agency letterhead through the proper channels.

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2. The Agency letterhead will be submitted along with monthly reports, to the Area / Unit Commander no later than the 5th of each month.
 3. Area / Unit Commanders will make the final selection.
 4. The Employee of the Month shall be recognized in updated postings on the Area/ Unit webpage.
 5. Nominations are valid only for the month submitted.
- (d) Nominations will be given to the employee and submitted for inclusion into their Personnel File and included in the 6-month evaluation.

1015.10 INCENTIVES

The Incentive Awards Program of the State Personnel Management System shall be administered in accordance with the provisions of State Personnel and Pensions Article, Title 10, Subtitle 2, Annotated Code of Maryland.

An Innovative Idea Award may be rewarded for an innovative idea which if implemented would result in monetary savings to the State, increased revenues to the State and improved quality of services delivered to the public or any other significant benefit to the State.

Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Agency and the community. The purpose of this policy is to ensure that all members of this agency remain fit for duty and able to perform their job functions.

Additional information may be found in the Early Warning identification System (EWIS) Policy.

1016.2 POLICY

The Maryland Natural Resources Police strives to provide a safe and productive work environment and ensure that all members of this agency can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Agency may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MPTSC CERTIFICATION

Officers are required to submit to a physical agility assessment every year and a mental health assessment every two years in order to maintain their certification (Md. Code PS § 3-209).

1016.4 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this agency to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another agency member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.5 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

- (a) An abrupt and negative change in the member's normal behavior.
- (b) A pattern of irrational conduct, hostility or oppositional behavior.
- (c) Personal expressions of instability.
- (d) Inappropriate use of alcohol or other substances, including prescribed medication.

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- (e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.
- (f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

This policy does not preclude a supervisor from immediately suspending any member they deem unfit for duty, in accordance with established procedures for emergency suspensions.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

1016.5.1 REPORTING

A supervisor observing a member, or receiving a report of a member who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the member's Bureau Commander through the chain of command.

1016.5.2 DUTY STATUS

In conjunction with the NRP Disability Review Board, the member's Bureau Commander shall make a recommendation to the Deputy Superintendent regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should remain on duty and arrangements for appropriate follow-up made.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the member's Bureau Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions.

The Superintendent shall be promptly notified in the event that any member is relieved of duty.

1016.6 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.6.1 PROCESS

The Superintendent, in cooperation with the NRP Personnel Section, may order the member to undergo a fitness-for-duty evaluation.

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The examining practitioner will provide the Agency with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Agency will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the NRP Disability Review Board.

1016.6.2 EVALUATION REQUIRED

An officer involved in any incident where a person was seriously injured or killed as a result of a shooting or accident and any officer returning from combat deployment shall undergo a psychological consultation consistent with the standards developed by the Maryland Police Training and Standards Commission (MPTSC) (Md. Code PS § 3-207).

1016.6.3 EMPLOYEE ASSISTANCE PROGRAM (EAP)

A supervisor who believes that a subordinate is displaying conduct that may be symptomatic of emotional and/or behavioral problems has the option of recommending that the employee be referred to the Employee Assistance Program or the State Medical Director.

Referrals can be either voluntary by the employee or initiated through management for job-related issues. Participation is always confidential.

For further guidance see the DBM website at: dbm.maryland.gov/employees/pages/eap.aspx.

1016.7 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hour) period.
- 30 hours in any two-day (48 hours) period.
- 84 hours in any seven-day (168 hours) period.

Except in unusual circumstances, members should have a minimum of eight hours off between scheduled shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

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Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime, and any other work assignments.

Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1017.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide meal periods and breaks to members of this agency in accordance with applicable memorandums of understanding and collective bargaining agreements and the State personnel manual.

1017.3 MEAL PERIODS

Officers and police communications operators shall remain on-duty subject to call during meal periods. Officers shall monitor the police radio.

Non-law enforcement employees are entitled to a 30 minute uninterrupted meal period or may choose to eat lunch while working. An employee that chooses a working lunch is not required to include the 30 minute period on their time entry.

1017.4 BREAKS

Civilian members are entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one break shall be taken during each four hours of duty.

Civilian members normally assigned to the police facility shall remain at the police facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business.

Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child.

1018.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide, in compliance with the Fair Labor Standards Act (FLSA) and Maryland Personnel and Pensions Law (2-310), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child up to one year after the child's birth (29 USC § 207).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the police communications operators or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt agency operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Agency will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1018.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Agency shall clearly label it as such and shall remove it when the member's shift ends.

Payroll Records

1019.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of agency members who are eligible for the payment of wages.

1019.2 POLICY

The Maryland Natural Resources Police maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a bi-weekly basis. Payroll records shall be completed and submitted to Administrative Services as established by the State payroll procedures. The Statewide Personnel System (SPS) "Workday" is currently the payroll system being utilized for members to document their time and leave.

1019.5 WORKSHEET TIME AND ATTENDANCE COMPUTER PROGRAM

Employees must account for their time and attendance in accordance with the Workday computer program.

- (a) Employees must submit their time no later than 2359 hours on the last day of the pay period.
- (b) Supervisors must approve employee time no later than 1000 hours on the first Wednesday following the end of the pay period.
- (c) Deadlines may be altered by Payroll due to holidays or other circumstances. Notification of such changes is made via state email. Employees will adhere to the altered submission and approval deadlines as directed in the email notification.
- (d) Contractual employees - without the timely submission and approval of a contractual employee's Workday times, the employee will not be paid.

Eight "X" days must now be shown blank in the Workday system.

1019.6 RECORDS

The Administrative Services Bureau Chief Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Compensation

1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding compensation for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1020.2 POLICY

The Maryland Natural Resources Police will compensate employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22).

1020.3 OVERTIME AND COMPENSATORY TIME

Nonexempt civilian employees must be compensated for any hours worked over 40 during any scheduled workweek.

Officers through the rank of sergeant, PCOs and PCSs must be compensated for any hours worked over eight during any scheduled workday. (State Personnel & Pensions Article Section 8-303, 8-308 and 8-309)

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Non-exempt sworn personnel may accumulate a maximum of 480 compensatory hours.

Salary exempt employees shall earn compensatory time at a rate of one hour for each hour of overtime worked. Compensatory time earned by exempt employees shall be utilized within 12 months of earning or it will be forfeited.

1020.3.1 CALL OUT

- (a) Non-Commissioned Officers called to duty at times other than their regularly assigned shift, shall be granted a minimum of four hours of overtime. (State Personnel & Pensions Article, § 8-308, of the Annotated Code of Maryland.)
- (b) If the officer is called out on a scheduled day off (holidays, annual, personal, reduction recovery or regular leave known as X-days) or on a scheduled workday after being placed off duty, the officer will be compensated with a minimum of four hours overtime.
- (c) Any time worked in excess of the four hours call-out pay that does not fall within number 4 below will be on an hour-for-hour basis.
- (d) If the officer is called out within four hours of his/her next scheduled shift, the officer will be paid for the time between the initiation of the call-out and the beginning of the next shift.

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- (e) If a subsequent call-out falls within the original four-hour block of call-out hours, additional overtime will not be allowed until actual work time exceeds the original four-hour period.

1020.3.2 SCHEDULE CHANGES

- (a) Other than emergency situations, schedules will not routinely be changed with fewer than 48 hours notice.
- (b) A non-commissioned officer whose schedule is changed with fewer than 48-hours-notice is entitled to premium pay for the duration of the shift that is changed. Officers shall receive premium pay for the full eight-hour shift. If an officer uses leave for some portion of the shift, they shall be paid premium pay for the portion of the shift worked. Officers working more than eight hours shall be paid as stated in the Overtime and Compensatory Time sections of this policy.
- (c) Premium Pay is compensated at the officer's overtime hourly pay rate.
- (d) The scheduling supervisor shall, consistent with manpower requirements, make a reasonable attempt to add an additional day off prior to or following other scheduled days off.

1020.3.3 MINIMUM TIME OFF

There shall be a minimum of eight hours between the end of a scheduled shift and the beginning of the next scheduled shift.

This does not apply:

- If the schedule is the result of the affected employee requesting a shift change.
- If there are fewer than the required number of hours between shifts as the result of overtime that occurs after the first shift or prior to the second shift.

1020.3.4 COURT APPEARANCES

Under the State Personnel and Pensions Article, § 8-308, of the Annotated Code of Maryland, officers who make an appearance in court on official duty during off-duty hours are entitled to a minimum of two hours of overtime or the duration of the court appearance, whichever is greater.

1020.3.5 PREMIUM HOLIDAYS

For information regarding premium holidays see the Leave Policy.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

1020.4.1 EMPLOYEE RESPONSIBILITIES

No employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, notification shall be made as soon as practicable.

Nonexempt employees shall:

- (a) Obtain supervisory approval.

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- (b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour time period without supervisory approval.
- (c) Record the actual time worked in an overtime status using the agency-approved form or method.

1020.4.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

- (a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
 - 1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of agency resources.
- (b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.
 - 1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

<u>TIME WORKED</u>	<u>INDICATE ON CARD</u>	
Up to 30 minutes	.50 hour	
31 to 60 minutes	1 hour	

1020.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time if the request does not unduly disrupt agency operations. Requests to use compensatory time will be made to an appropriate supervisor in advance of its intended use.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on agency-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

1020.7 SHIFT DIFFERENTIAL

- (a) The State shall pay shift differential to designated employees who work a qualifying shift.
- (b) The State shall pay a separate shift differential to employees who work overtime from a qualifying shift into another qualifying shift, in addition to any overtime payment or compensatory time to which the employee may be entitled.
- (c) The State shall pay a separate shift differential to employees who work overtime from a non-qualifying shift into a qualifying shift, provided that the employees work at least

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1/2 of the qualifying shift, in addition to any overtime payment or compensatory time to which the employee is entitled.

1. The State may not pay shift differential to employees who are on paid leave.
2. Shift differential shall be paid to designated law enforcement personnel in accordance with the Memorandum of Understanding between the Natural Resources Police and the State Law Enforcement Officers' Labor Alliance (SLEOLA).
3. Shift differential shall be paid to designated civilian personnel in salary grades 5 through 17 in accordance with COMAR [17.04.02.04](#).

1020.8 CLOTHING ALLOWANCE

Clothing allowance shall be paid in accordance with the Memorandum of Understanding between the Natural Resources Police and the [State Law Enforcement Officers' Labor Alliance \(SLEOLA\)](#).

1020.9 MEAL REIMBURSEMENT

Meal allowances for employees in travel status are reimbursable at the rates established by the Maryland Department of Budget and Management. Current meal reimbursements rates can be found on the Maryland Department of Budget and Management website.

1020.10 MILEAGE REIMBURSEMENT

- (a) An employee is eligible for reimbursement when personally owned vehicles are used for authorized State business.
- (b) A supervisor must authorize the use of a personal vehicle.
- (c) Reimbursement is only authorized when a State vehicle is not available for use.
- (d) The reimbursement rates are determined annually by the Maryland Department of Budget and Management.
- (e) The form, #COT/GAD-X-5, State of Maryland Expense Account, must be completed to request reimbursement.

1020.11 ADVANCED COMPENSATION

In accordance with the Memorandum of Understanding between the Natural Resources Police and the [State Law Enforcement Officers' Labor Alliance \(SLEOLA\)](#) the following are advanced compensation programs:

- (a) Each day a Field Training Officer (FTO) is assigned a trainee, they will earn an additional stipend per hour to compensate them for their extra duties and training program responsibilities.
- (b) Law enforcement officers shall be paid additional compensation based on the highest level of education they possess.
- (c) Law enforcement officers shall be paid additional compensation based on the successful completion of the Agency's physical fitness bonus program.

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- (d) Law enforcement officers shall be paid additional compensation if their bilingual skills are used in the course of their duty. Officers will confirm a minimum skill level. Specifics on obtaining bilingual certification can be found in Policy 328 Limited English Proficiency Services.

1020.12 CANINE OFFICER COMPENSATION

Canine officers will earn one-half hour overtime or comp time on non-working days to maintain their canine.

When a canine officer is on leave and their canine is in the care of another officer or in a kennel, there is no compensation allowed for the primary / secondary handler.

Outside Employment and Outside Overtime

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for agency members who seek to engage in authorized outside employment or outside overtime.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this agency for another employer, organization or individual who is not affiliated directly with this agency when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Outside overtime - Duties or services performed by members of this agency for a private organization, entity or individual, that are requested and scheduled directly through the Agency. Member compensation, benefits and costs for such outside services are reimbursed to the Agency.

1021.2 POLICY

Members of the Maryland Natural Resources Police shall obtain written approval from the Superintendent or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Superintendent in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action.

1021.3 OUTSIDE EMPLOYMENT

1021.3.1 REQUEST AND APPROVAL

Members must submit the designated outside employment request form (NRP-454) to their immediate supervisors. The request form will then be forwarded through the chain of command to their Bureau Commander for consideration. A separate request shall be submitted for each employer.

If approved, the member will be provided with a copy of the approved request form.

A copy of the form will also be maintained in the Office of the Superintendent.

Unless otherwise indicated in writing on the request form, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue outside employment must submit a new request form at the start of each calendar year.

Entrance or re-enlistment into a military reserve component does not require an outside employment request form to be submitted.

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1021.3.2 DENIAL

Any member whose request for outside employment has been denied should be provided with a written notification of the reason at the time of the denial.

1021.3.3 REVOCATION OR SUSPENSION

Any member whose approval for outside employment is revoked or suspended shall be provided with a written notification of the reason for revocation or suspension.

Approval for outside employment may be revoked or suspended:

- (a) When a supervisor determines the member's performance is failing to meet standards.
 - 1. Approval for the outside employment may be reestablished when the member's performance has reached a satisfactory level and with their supervisor's authorization.
- (b) When a member's conduct or outside employment conflicts with agency policy or any law.
- (c) When the outside employment creates an actual or apparent conflict of interest with the Agency or State.

1021.3.4 APPEAL

If a member's request for outside employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with their Bureau Commander within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member's appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1021.4 REQUIREMENTS

1021.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Agency reserves the right to deny any request for outside employment that involves:

- (a) The use of agency time, facilities, equipment or supplies.
- (b) The use of the Maryland Natural Resources Police badge, uniform or influence for private gain or advantage.
- (c) The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.
- (d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this agency.
- (e) Demands upon the member's time that would render the performance of his/her duties for this agency deficient or substandard.

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- (f) Activities that may conflict with any other policy or rule of the Agency.
- (g) Any entity that is (COMAR 19A.04.02.04):
 - 1. Subject to the authority of that member of the Agency.
 - 2. A contractor or subcontractor with this agency or that is negotiating a contract with the Agency.
- (h) Employment that would impair the impartiality and independent judgment of the member (COMAR 19A.04.02.04).
- (i) Employment prohibited by State local law enacted pursuant to COMAR 19A.04.01.03.
- (j) Employment which involves quasi-police type functions such as serving civil processes, collecting bad checks or bad debts, or working repossession.
- (k) Employment for a business that sells illicit pornographic material or otherwise provides illicit entertainment or services of a sexual nature.
- (l) Employment for a business, or in a capacity, where the primary duties are to serve, sell, or dispense intoxicants.
- (m) Employment or work in any capacity where it could be reasonably construed that the duties are that of a bouncer.

1021.4.2 SECURITY AND LAW ENFORCEMENT OFFICER OUTSIDE EMPLOYMENT

No member of this agency may engage in any outside employment as a law enforcement officer, private security, guard, private investigator, or other similar private security position except as allowed by state law (Md. Code PS § 3-110).

1021.4.3 AGENCY RESOURCES

Members are prohibited from using any agency equipment or resources in the course of, or for the benefit of, any outside employment unless otherwise authorized. This shall include the prohibition against any member using his/her position with this agency to gain access to official records or databases of this agency or other agencies.

1021.4.4 COURT APPEARANCES RELATED TO OUTSIDE EMPLOYMENT

Members required to appear in court as a result of actions arising from outside employment shall do so on off-duty time and any compensation received for that time will be paid by the secondary employer. Supervisors will make every effort consistent with manpower requirements to accommodate the member's court commitments.

1021.4.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member shall promptly submit written notification of such termination to their Bureau Commander

Members shall also promptly submit in writing to the Bureau Commander any material changes in outside employment, including any change in the number of hours, type of duties or the demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material are advised to report the change.

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1021.4.6 LEAVE OR RESTRICTED DUTY STATUS

Only employees who are on full duty status may work outside employment.

An employee who is off-duty due to the use of sick leave shall not engage in outside employment until they return to regular duty or 24 hours have elapsed since incurring the sick leave, whichever occurs first. This does not apply when the sick leave is used for a documented medical appointment.

When the member returns to full duty, a written request may be submitted to the Bureau Commander to approve the outside employment request.

1021.4.7 LIABILITY

The Agency will not assume any liability including Worker's Compensation for any injury, damages, or civil action incurred by personnel while they are performing outside employment activities unless there is a legal obligation to do so. Thus, unless there is a legal obligation placed upon the Agency, any injury or illness arising from secondary employment is not compensable by the State and employees have only personal or job insurance and State sick and vacation leave on which to rely for income while ill or injured. Serious illness or injury may result in the employee being disqualified to resume State employment.

The Agency will not provide a legal defense for legal claims arising from outside employment activities of a law enforcement officer unless there is a legal obligation to do so.

1021.5 OUTSIDE OVERTIME

1021.5.1 REQUESTS FOR SPECIAL SERVICES

Any private organization, entity or individual seeking special services (e.g., security, traffic control) from members of this agency must submit a written request to the Superintendent or the authorized designee in advance of the desired service. Such services will be assigned, monitored, and compensated through the Agency as outside overtime assignments.

- (a) A request for special services during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute will not be approved.
- (b) The requestor will be required to enter into an agreement that includes indemnification with the Agency prior to approval.
- (c) The requestor will be required to reimburse the Agency for the member's compensation associated with such outside services.
- (d) Should such a request be approved, any member working outside overtime shall be subject to the following conditions:
 1. The member shall be subject to the rules and regulations of this agency.
 2. Compensation for such approved outside overtime shall be pursuant to normal overtime procedures (see the Compensation Policy).
 3. Outside overtime shall not be subject to the collective bargaining process.

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- (e) Outside overtime shall be assigned at the discretion of the Superintendent or the authorized designee.

1021.5.2 ARREST AND REPORTING PROCEDURE

Any officer making an arrest or taking other official law enforcement action while working in an outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports and any associated court appearances shall be considered part of the outside overtime assignment.

1021.5.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Bureau Commander, undercover officer or officers assigned to covert operations shall not be eligible to work outside overtime in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.

Work-Related Injury and Illness Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS

Definitions in this policy include:

Work-related injury or illness - Accidental personal injury or illness arising out of and in the course of employment (Md. Code LE § 9-101).

1022.2 POLICY

The Maryland Natural Resources Police will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (Md. Code LE § 9-101 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly (Md. Code LE § 9-707). Any related State-wide injury or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and the Workplace Safety and Health policies apply and take additional action as required.

Supervisors shall forward all paperwork to NRP HR.

Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Maryland Natural Resources Police.

Requirements for agency uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

Maryland Natural Resources Police members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this agency and for their assignments. Agency personal appearance standards are primarily based on appearance conformity.

1023.3 GROOMING

Unless otherwise stated, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Superintendent has granted an exception.

1023.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Superintendent.

1023.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male agency members must not extend below the top edge of a uniform collar while assuming a normal stance. Hair shall not touch the top of the ears.

Hairstyles for female agency members must not extend below the bottom edge of a uniform collar while assuming a normal stance. Longer hair shall be secured above the bottom edge of the shirt collar.

1023.3.3 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

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1023.3.4 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.3.5 FACIAL HAIR

Facial hair, other than sideburns, mustaches and eyebrows, is prohibited, unless authorized by the Superintendent or the authorized designee. If authorized, the officer must keep facial hair trimmed so it does not exceed 1/4" in length.

1023.3.6 FINGERNAILS

Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 JEWELRY

For the purpose of this policy, jewelry refers to earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the agency member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the agency uniform.

1023.4.2 TATTOOS

While on-duty or representing the Maryland Natural Resources Police in any official capacity, members should make every reasonable effort to conceal tattoos or other body art. At no time while the member is on-duty or representing the Agency in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

1023.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Maryland Natural Resources Police in any official capacity, that is a deviation from normal anatomical features, and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
- (c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
- (d) Branding, scarification or burning to create a design or pattern.

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1023.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Maryland Natural Resources Police in any official capacity. Such ornamentation includes, but is not limited to:

- (a) Objects that are bonded to front teeth.
- (b) Gold, platinum or other veneers or caps used for decorative purposes.
- (c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Maryland Natural Resources Police in any official capacity.

1023.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS

Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of agency members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. Requests for religious accommodation should be routed to the Superintendent via the chain of command.

1023.6 EXEMPTIONS

Members who seek cultural (e.g., traits associated with race such as hair texture, afro hairstyles, protective hairstyles) or other exemptions to this policy that are protected by law should generally be accommodated (Md. Code SG § 20-101). Members should request an exemption through the chain of command to their Bureau Commander. A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Superintendent should be advised any time a request for such an accommodation is denied or when a member with a cultural or other exemption is denied an assignment based on a security or safety risk.

1023.7 MEDICAL WAIVERS

General Medical Waivers:

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- (a) Officers with documented medical certification from a physician outlining a medical condition that would inhibit compliance with uniform and grooming policies may request an exemption from the applicable general guidelines.
- (b) Requests for exemptions shall be sent in a sealed envelope through the chain of command, in memorandum format, to the Disability Panel. Requests will be reviewed on a case-by-case basis and must ultimately be approved by the Superintendent or the authorized designee.

Shaving Waiver Request:

- (a) An officer who is suffering from a skin condition such as Pseudo Folliculitis Barbae and is unable to shave may request a shaving waiver utilizing the following procedure:
 - 1. Before submitting a request for a shaving waiver, an officer must attempt each of the below mitigating shaving alternatives.
 - (a) Attempting to shave with a single blade razor.
 - (b) Attempting to shave with a hi-end multi-blade razor.
 - (c) Attempting to shave with an electric razor.
 - (d) Use of non-drying dermatological shave gel.
 - (e) Use of dermatologist-approved shave oil.
 - (f) Use of post-shave balm.
 - 2. If a mitigating alternative is successful, the officer shall continue the practice and comply with the agency appearance standards. Only when each of the alternatives proves unsuccessful may an officer submit a shaving waiver request.
- (b) The affected officer will forward the original Request for Shaving Waiver form (NRP 553) to the Disability Review Board with original signatures, including an original doctor's signature, and appointment date. Copies of any type will not be accepted. The Request for Shaving Waiver (NRP-553) must be submitted annually.

Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Maryland Natural Resources Police-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of agency uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Agency.

This policy addresses the wearing and maintenance of agency uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Agency.

Other related topics are addressed in the Badges, Patches and Identification, Agency-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Maryland Natural Resources Police will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement or memorandum of understanding. The Agency may provide other agency members with uniforms at the direction of the Superintendent.

All uniforms and equipment issued to agency members shall be returned to the Agency upon termination or resignation.

1024.3 UNIFORMS

The Superintendent or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear agency-issued uniforms:

- (a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed. Metal and brass accessories must be clean and shined.
- (b) Officers in a non-uniformed assignment shall maintain a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Uniforms shall be worn in compliance with any applicable agency specifications.
- (d) Members shall wear only the uniforms specified for their ranks and assignments.
- (e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.
- (f) Uniforms are only to be worn while on-duty, for court, at official agency functions or events, while in transit to or from work, or when authorized by the Superintendent or the authorized designee.

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- (g) Members are not to purchase or drink alcoholic beverages while wearing any part of agency-issued uniforms, including the uniform pants.
- (h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing agency uniforms:

- (a) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Superintendent or the authorized designee, only the following jewelry may be worn with the uniform:
 1. Earrings shall be stud-style and only one earring may be worn in each ear.
 2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
 3. Rings
 4. Wristwatch
 5. Medical alert bracelet

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to agency uniforms unless an exception is authorized by the Superintendent:

- (a) Shoulder patch - The authorized shoulder patch shall be machine stitched to the sleeves of all uniform shirts and jackets as required.
- (b) Badge - The agency-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.
- (c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.
 1. When a jacket is worn, an authorized nameplate, shall be affixed to each jacket with a nameplate tab.
 2. For identification requirements while serving a search warrant, refer to the Warrant Service Policy.
- (d) Rank insignia - The designated insignia indicating the member's rank must be worn at all times while in uniform.
- (e) Service insignia - The designated insignia indicating the member's length of service shall be worn on the Class A Blouse
- (f) Assignment insignias - Assignment insignias (e.g., FTO, TRT) may be worn as designated by the Superintendent. No more than one assignment insignia may be worn on the uniform shirt.
- (g) American Flag Pin - An American flag pin shall be worn, centered above the nameplate. If another authorized insignia is worn above the nameplate, the flag pin shall be worn above the authorized insignia.

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- (h) Firearms badge – The authorized firearms badge shall be worn, centered above the left breast pocket on the uniform shirt and Class A blouse.
- (i) Ribbons - Personnel awarded commendation ribbons by the NRP may wear the ribbons with the following limitations:
 - 1. Ribbons will be displayed in their order of prominence.
 - (a) NRP issued ribbons shall have prominence over any other ribbons.
 - (b) The most prominent ribbon will be displayed closest to the heart.
 - (c) Each “#” represents one additional award in that particular area.
 - (d) Numbers represent 5,10, etc. awards.
- (j) Outside Agency Awards (e.g., NASBLA, Shikar Safari)- Award pins shall not be worn in conjunction with assignment insignias. If multiple outside agency award pins are earned, only the most recent pin is authorized for the uniform.
- (k) Tie Tack - The issued tie tack bearing the State of Maryland insignia shall be used to secure the tie in line with the horizontal bottom edge of the shirt pocket flaps.

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the agency badge whenever a law enforcement officer is killed in the line of duty or as directed by the Superintendent. The following mourning periods will be observed:

- (a) Maryland Natural Resources Police officer - From the time of death until midnight on the 14th day after the death.
- (b) An officer employed by a Maryland agency or a federal agency working in Maryland - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of any fallen officer.
- (d) The scheduled date of the annual Maryland Natural Resources Police Fallen Officers Memorial Service. - From 0001 hours until 2359 hours.
- (e) Maryland Fallen Heroes Day (first Friday in May) - From 0001 hours until 2359 hours.
- (f) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
- (g) As directed by the Superintendent.

1024.4 UNIFORM CLASSES

The Superintendent or the authorized designee shall determine the uniform to be worn by each agency member or any deviations that may be authorized.

Uniforms are classified as follows:

- (a) Class A - Full dress uniform to be worn by designated agency members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Superintendent or the authorized designee.
- (b) Class B - Standard issue uniform to be worn daily by designated agency members.

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- (c) Class C - General utility uniform to be worn by designated Agency members.
- (d) Specialized assignment - Specific uniforms to be worn by members in special assignments or bureaus.

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

- (a) Green dress blouse
- (b) Green Felt Stetson
- (c) Long-sleeve shirt
- (d) Tie and tie tack
- (e) Trousers
- (f) Black leather duty belt
- (g) Only the handcuff case and magazine pouch shall be worn with the Class A.
- (h) Black Sam Brown Strap (non-commissioned officers)
- (i) Black socks
- (j) Black high-gloss dress shoes
- (k) White gloves

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

- (a) Long-sleeve shirt (worn November 1 through March 31 or short-sleeve shirt (worn May 16 through September 14. There is an optional period for wear at the officer's discretion based on weather conditions, work assignments, or other circumstances. These dates are: April 1st through May 15th and September 15th through October 31st.
 - 1. A black t-shirt must be worn under the short-sleeve uniform shirt, if visible.
 - 2. All short-sleeve shirt buttons must remain buttoned except for the top button at the neck.
 - 3. Long sleeves must be buttoned at the cuff.
 - 4. Black tie (worn with long sleeve shirt only) with tie tack
- (b) Trouser
- (c) Black leather duty belt
 - 1. Belts shall be equipped as needed for the member's assignment.
- (d) Black socks
- (e) Black polished dress shoes or boots
- (f) Stetson – Felt with winter uniform, straw with summer uniform
- (g) Black mock turtleneck may be worn under the long-sleeve uniform shirt.

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- (h) Jacket – shall be zipped no less than 2/3 of the zipper length
- (i) Rain gear

1024.4.3 CLASS C UNIFORM

Utility trousers, long sleeve, or short sleeve utility shirt, baseball style type cap, and web style weapons belt.

- (a) The Class C uniform may be worn for field assignments and on the firearms range.
- (b) The Class C uniform shall not be worn to court or official functions.
- (c) The Class C uniform may be designated as the uniform of the day by the appropriate supervisor.
- (d) If a T-shirt is visible it must be black in color.
- (e) Trousers may be bloused when worn with boots.
- (f) The short sleeve or long sleeve shirt shall be worn at the discretion of the officer unless a specific sleeve length is designated as the uniform of the day for a special event or assignment by the appropriate supervisor.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

The Superintendent or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the Tactical Response Team (TRT) and other specific assignments.

1024.5 CIVILIAN ATTIRE

There are assignments within the Agency that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

- (a) Civilian attire shall fit properly, be clean and free of stains, and not damaged or excessively worn.
- (b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
- (c) Variations from this policy are allowed at the discretion of the Superintendent or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
- (d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Maryland Natural Resources Police or the morale of the members.
- (e) Officers who serve primarily in a uniformed capacity is required to receive approval by a supervisor prior to wearing civilian attire. Supervisors shall grant permission for an officer to wear civilian attire on an assignment basis only.
- (f) The following items shall not be worn while on-duty or when representing the Agency in any official capacity:
 - 1. Clothing that reveals cleavage, the back, chest, stomach or buttocks

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2. Exposed undergarments
3. Tank tops, tube tops or halter tops
4. Sweatpants or similar exercise clothing
5. Transparent clothing or clothing with holes or tears
6. Shorts
7. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Maryland Natural Resources Police but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Agency.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear). When the item is no longer functional, the member bears the full cost of replacement.

1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Maryland Natural Resources Police members may not wear any uniform item, accessory or attachment unless specifically authorized by the Superintendent or the authorized designee.

Agency members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Superintendent or the authorized designee.

Cadets

1025.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Maryland Natural Resources Police Cadets.

The Cadet position is a non-law enforcement position, and therefore, does not possess any police powers.

1025.2 POLICY

It is the policy of the Maryland Natural Resources Police to offer a program for Cadets to familiarize and prepare qualified individuals for a career in law enforcement. The Agency shall ensure that those participating in the program are properly appointed, trained and supervised.

The Sergeant of the Recruitment and Cadet Section shall oversee the Cadet Program in accordance with the Cadet Manual and serve as their first-line supervisor.

1025.3 RECRUITMENT, SELECTION AND APPOINTMENT

The Maryland Natural Resources Police shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this agency.

All applicants shall be required to meet and pass certain pre-appointment procedures.

1025.3.1 REQUIREMENTS

Individuals in the Cadet program shall:

- (a) Be older than 18 and younger than 21 when hired.
- (b) Be a high school graduate or possess a high school equivalency certificate.
- (c) Be citizens of the United States.

1025.3.2 IDENTIFICATION

Cadets shall conform to all appearance standards of this agency.

Cadets shall follow the uniform standards contained in the Cadet Manual.

Cadets will be issued their Maryland Natural Resources Police identification cards, which must be carried at all times while on-duty.

1025.4 CADET SAFETY AND WORKING LIMITATIONS

To promote Agency efficiencies and to help ensure the safety of NRP Cadets, officers, and citizens, the following cadet work limitations shall be adhered to:

- (a) Vehicles - After Agency training, Cadets may operate unmarked patrol vehicles without supervision of an NRP officer. However, they may not operate marked patrol vehicles unless they are in the direct supervision of a Natural Resources Police officer. In accordance with NRP policy Cadets are not authorized to operate police vehicles during a Code 1 response situation, or in any other emergency situation utilizing emergency lights and sirens.

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- (b) Vessels - After Agency training, Cadets may operate patrol vessels while under the direct supervision of a Natural Resources Police officer. In accordance with NRP Policy Cadets are not authorized to operate police vessels during a Code 1 response situation, or in any other emergency situation utilizing emergency lights and sirens.
- (c) Weapon handling - After Agency training, Cadets may be allowed to handle weapons that are loaded with live rounds while under the direct supervision of a Natural Resources Police Officer. If in the field checking hunters the NRP Officer may show the Cadet how to safely unload the weapon. Safety must be stressed in all situations when handling weapons.
- (d) Surveillance operations - Only while under the direct supervision of an NRP Police Officer, may cadets participate in surveillance operations. Cadets are not authorized to take any type of enforcement action.

1025.5 ROTATION OF ASSIGNMENTS

Job assignments should rotate on a regular basis to enhance the career development of each Cadet.

In general, more experienced Cadets will be assigned to positions requiring more technical skill or responsibility. They may also serve to train current and newly hired Cadets.

1025.6 EVALUATIONS

Evaluations play a critical role in determining whether a Cadet should be retained as a candidate for entry into the Entrance Level Police Academy. Honest and objective evaluations of Cadets shall be a prime consideration of all members of this program. **Issues, no matter how minor, should be documented.** This is necessary to identify patterns of behavior and/or training issues that require correction. Members interacting with Cadets should note and report achievements and issues of concern to the Cadet Sergeant.

Evaluations (NRP-930) shall be submitted in accordance with the Cadet Manual. Cadets are subject to the civilian performance evaluation process.

Conflict of Interest

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Maryland Natural Resources Police.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1026.2 POLICY

Members of the Maryland Natural Resources Police are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of agency members and the public, and thereby maintain the trust of the public and agency members.

1026.3 PROHIBITIONS

The Agency prohibits the following types of personal or business relationships among members:

- (a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.
 - 1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.
 - 2. When personnel and circumstances permit, the Agency will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Agency, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.
- (c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Agency FTOs and other trainers are prohibited from

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entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

1026.3.1 ADDITIONAL PROHIBITIONS

The Agency prohibits members from (COMAR 19A.04.02.04):

- (a) Participating in a State matter that would have a direct economic impact, distinct from the impact on the public at large, on the member or that, to the knowledge of the member, would have a direct economic impact on any of the following:
 - 1. A spouse, parent, sibling or child of member.
 - 2. A business entity with which the member or member's spouse, parent, sibling or child is affiliated.
- (b) Having a financial interest in an entity that:
 - 1. Is subject to the authority of the member.
 - 2. Is negotiating or has entered a contract with or is a subcontractor on a contract with the Maryland Natural Resources Police.
- (c) Soliciting or receiving gifts.
- (d) Any other conflict of interest or financial interest identified by State law enacted pursuant to COMAR 19A.04.01.03.

These prohibitions do not apply if the member is granted an exemption pursuant to the provisions of State or local law enacted pursuant to COMAR 19A.04.01.03.

Employees shall not recommend or suggest in any manner, except in the transaction of personal business and then representing themselves only as a private citizen, the employment or procurement of a particular product, professional service, or commercial service (e.g., an attorney, towing service, bondsman, vessel repair facility).

1026.4 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the police communications operators to have another uninvolved member either relieve the involved member or minimally remain present to witness the action.

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1026.5 SUPERVISOR RESPONSIBILITIES

Upon being notified of, or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify their chain of command of such actual or potential violations.

Badges, Patches and Identification

1027.1 PURPOSE AND SCOPE

The Maryland Natural Resources Police (NRP) badge, patch and identification card, as well as the likeness of these items and the name of the Agency, are property of the Agency. Their use shall be restricted as set forth in this policy.

1027.2 POLICY

Members of the Agency will use the NRP badge, patch and identification card, as well as the likeness of these items, appropriately and professionally.

1027.3 UNAUTHORIZED USE

The NRP badge, patch and identification card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Agency members shall not:

- (a) Display or use the NRP badge, patch or identification card for personal gain or benefit.
- (b) Loan the NRP badge, patch or identification card to others and shall not permit these items to be reproduced or duplicated.
- (c) Use images of the NRP badge, patch or identification card, or the likeness thereof, or the Maryland Natural Resources Police name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, or social networking or websites.

1027.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD

Agency members shall promptly notify their supervisors whenever their NRP badges or identification cards are lost, damaged or are otherwise removed from their control and an RMS report will be created. Lost or stolen badges shall be entered into the NCIC system.

1027.4 BADGES

The Superintendent shall determine the form of badges authorized for use by agency members. No other badges may be used, carried, worn or displayed.

Only badges issued or authorized by this agency are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

While on-duty and engaged in law enforcement activities the badge shall be displayed in such a way that the officer is recognizable as a police officer by members of the public.

1027.4.1 RETIREE BADGES

The Superintendent may establish rules for allowing honorably retired members to purchase Agency badges for use as private memorabilia. The Agency shall purchase a retirement badge and wallet for honorably retired members.

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Badges, Patches and Identification

1027.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the NRP badge shall not be used for any purpose without the express authorization of the Superintendent and shall be subject to the following:

- (a) An authorized employee group may use the likeness of the NRP badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Maryland Natural Resources Police.

1027.5 IDENTIFICATION CARDS

All members will be issued an official NRP identification card bearing the member's name, full-face photograph, member identification number and the signature of the Superintendent or the official seal of the Agency. All members shall be in possession of their agency-issued identification cards at all times while on-duty.

- (a) Whenever on-duty or acting in an official capacity representing the Agency, members shall display their agency-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Bureau Commanders.

1027.6 BUSINESS CARDS

The Agency will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. Members may purchase personalized business cards at their own expense. The design of personally purchased business card must be approved by a supervisor. Business cards should contain identifying information including, but not limited to, the member's name, rank, identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.

Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, State rules or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the Agency to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Maryland Natural Resources Police may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Agency with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Maryland Accessibility Code shall be treated equally, without regard to any preference for a work-related injury.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Agency. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Superintendent or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an agency vehicle, engaging in outside employment, or being otherwise limited in employing their law enforcement authority. No employee will be placed in modified duty assignment without coordination between the Superintendent or the authorized designee and a physician.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a Request for Change of Duty Status form (NRP-496R) along with the Attending Physicians' Certificate (NRP-496) to the Disability Review Board through the NRP Personnel Section. The request should, as applicable, include a certification from the treating medical professional containing:

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- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Disability Review Board will make a recommendation to the Superintendent regarding temporary modified-duty assignments that may be available based on the needs of the Agency and the limitations of the employee. The Superintendent or the authorized designee shall confer with the NRP Personnel Section, DNR Human Resources or the Attorney General as appropriate.

1028.5 NOTIFICATION

The NRP Personnel Section will provide written notification of assignments and restrictions on the NRP 496 RD or the NRP 496 ND form to employees and their supervisors. Those assignments and schedules may be adjusted to accommodate agency operations and the employee's medical appointments, as mutually agreed upon with the employee's Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to their Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified-duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising their Commander of the status and performance of employees assigned to temporary modified duty.

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- (b) Notifying their Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification (Attending Physician's Certificate form (NRP-496)) from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Agency may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)).

1028.7.1 REASONABLE ACCOMMODATION

An employee who is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition may request a reasonable accommodation including (Md. Code SG § 20-609):

- Changing job duties
- Changing work hours
- Being provided leave
- Being provided with mechanical or electrical aids
- Being transferred to less strenuous or less hazardous positions
- Relocation

The Agency will explore all possible means of providing the reasonable accommodation and may require certification from the employee's health care provider regarding the medical advisability of a reasonable accommodation. This certification will be to the same extent certification that is required for other temporary disabilities. The certification shall include:

- The date a reasonable accommodation is medically advisable
- Probable duration of the reasonable accommodation
- An explanation as to the medical advisability of the reasonable accommodation

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1028.7.2 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the State's personnel rules and regulations regarding family and medical care leave.

1028.7.3 GENERAL PROVISIONS & REQUIREMENTS

- (a) The Light Duty policy and the reasonable accommodations listed in this policy will apply for pregnant employees, certified by the attending physician, who are no longer able to perform full-duty police functions.
- (b) Interval reports need not be submitted unless an employee loses time from work, in which case the employee will comply with the usual requirements for physicians' certificates (NRP-496) due to sick leave usage.
- (c) After the employee's six-week check-up following delivery, she will forward, through channels, a certificate (NRP-496) from her physician indicating the date that she expects to return to full duty. On that date, the employee is normally certified as able to return to duty; if unable to, as certified by the attending physician, the usual requirements for sick leave usage apply.
- (d) If the employee must take a protracted period of sick leave before the seventh month of pregnancy or when her sick leave extends beyond the sixth week after the delivery, a physician's consultation report explaining the need for these extensions must be submitted by the employee to the NRP Personnel Support section.

1028.8 FITNESS FOR DUTY AND DUTY STATUS

Fitness for duty - as described below there are two categories of fitness for duty that are utilized to classify the status of sworn law enforcement officers of the Agency:

- (a) Full Duty - An officer is able to fully perform all duties and meet all responsibilities required of a sworn police officer.
- (b) Temporary - Modified Duty - An officer is not able to fully perform all duties and/or meet all responsibilities required of a sworn police officer. Further, the reason for the incapacitation is determined to be of a temporary nature, generally less than six months. Temporary-Modified duty status shall not exceed six months in duration for a specific incident. However, this status may be extended based on the recommendation of a physician and at the discretion of the Superintendent/Disability Panel. Officers in this category must have a moderate level of physical fitness and mental health as determined by a medical authority. Temporary-Modified duty falls into two categories: Restricted Duty and No-Duty.:
 - 1. Restricted Duty - The officer can perform most of the duties assigned. However, because of a specific administrative reason or a temporary medical condition, the officer is limited in the type or degree of duties they are physically capable of performing. The medical limitations must be well controlled and present no

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unreasonable risk to the individual, other employees, or the public during the performance of duty.

- (a) Officers will retain their arrest powers and authorization to carry a weapon. Officers are not to take any police action, except when acting in self-defense, or to defend another person from death or serious injury. This restriction applies at all times.
 - (b) Officers are not to wear a uniform or drive a marked police vehicle.
 - (c) Officers may be assigned an unmarked vehicle if one is available and he/she is medically cleared to drive.
 - (d) Off-duty use of a state vehicle is not authorized.
 - (e) May be subject to a temporary reassignment that has assigned duties and responsibilities consistent with administrative or medical restrictions.
 - (f) Before returning to duty, the Agency may refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.
 - (g) Upon return to full duty, the officer will normally return to their regular assignment.
2. Temporary No-Duty - An officer will be in a temporary no-duty status when they are unable to report for duty and unable to perform the duties of the assignment without presenting an unreasonable risk to the officer, other employees, or the public. Officers on medical leave and who may pose such a risk due to their illness or injury will be in this status. The following conditions apply to officers in a no-duty status:
- (a) The officer is relieved of all law enforcement authority
 - (b) The officer shall be placed in a no-duty status.
 - (c) The officer will be required to surrender their badges and issued firearm(s).
 - (d) The officer shall not wear the police uniform.
 - (e) The officer may be assigned a state vehicle at the discretion of the Agency.
 - (f) May be subject to a temporary reassignment that has assigned duties and responsibilities consistent with administrative or medical restrictions.

Return to full duty status:

- (a) The requesting officer must submit a Request for Change of Duty Status (NRP-496R), in addition to an Attending Physicians' Certificate (NRP-496) to the Disability Review Board through NRP Personnel Section prior to an officer returning to full police duty. The NRP-496 must include:
 1. An original doctor's signature
 2. A specific date that the officer can return to full duty.
- (b) The Disability Review Board may:
 1. Seek direction from the State Medical Director to determine fitness for duty.

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2. Require additional information from the officer's doctor.
 3. Refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.
- (c) The Disability Review Board shall authorize the return to full duty, based on the medical documentation, and advise the NRP Personnel Section of the authorization.
- (d) An officer may not return to full duty until notified through the NRP Personnel Section.
- (e) Upon return to full duty, the officer will normally return to their regular assignment.

1028.9 PERMANENT DISABILITY

- (a) An officer will be in a disability status when they have sustained an injury, contracted an illness, or developed a mental or physical condition that causes a permanent impairment in their ability to fully perform the duties and responsibilities of a police officer as determined by the State Medical Director, and, a return to full duty constitutes a health or safety risk to other employees or the public.
1. The officer is relieved of all law enforcement authority.
 2. The officer shall be placed in a non-officer status.
 3. Officers will surrender their badges and issued firearm(s) and may not wear the police uniform.
 4. Options available to a disabled employee are:
- (b) Transfer to another agency - The officer may, at their option, request to be transferred to another agency. Placement is dependent on the availability of positions and the ability of the employee to meet the minimum qualifications of the position.
- (c) Disability retirement - In lieu of transferring to another State agency, a disabled employee may apply for disability. The officer may request the Department of Natural Resources Human Resources office to provide additional assistance in referrals to the Employees Assistance Program and Vocational Rehabilitation.
- (d) In the event that the disabled officer does not elect to pursue one of the options available to them, the Agency may exercise its right to file charges for removal, in accordance with Department of Budget and Management regulations.

1028.10 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified-duty.

1028.11 MPCTC NON-OFFICER STATUS

The Commission requires officers be placed on non-officer status when an officer fails to complete MPCTC annual training requirements (COMAR 12.04.01). It is the responsibility of the Training and Recruitment Unit Commander to notify MPCTC of the officer's status.

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1028.12 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified-duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified-duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Employee Speech, Expression and Social Networking

1029.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Maryland Natural Resources Police.

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1029.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Maryland Natural Resources Police. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this agency be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Agency will carefully balance the individual member's rights against the needs and interests of the Agency when exercising a reasonable degree of control over its members' speech and expression.

1029.3 USE OF SOCIAL MEDIA

Professionalism is the most significant factor in providing the highest level of service to the public. While NRP employees have the right to use personal/social networking web pages or sites when off-duty, as NRP members, they are public servants who are held to a higher standard than the general public with regard to general and ethical standards. It is the policy of the NRP to maintain a level of professionalism in both on-duty and off-duty conduct and employees shall not engage in conduct that contradicts or impedes the NRP mission.

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Employees are prohibited from posting, or in any other way broadcasting or disseminating information on the internet, social networking sites, or other mediums of communication, the business of the Agency or DNR including, but not limited to, the following:

- (a) Photographs/images, video or audio files, reports, statements or any other documents created or received by the Agency, DNR, any of its members, or that of any allied agency related to any investigation or any other business involving this Agency, DNR, or that of any allied agency. This includes any photograph that could be used to identify anyone as being a police officer of any agency.
- (b) Any other information, to include personal opinion, related to any open investigation involving this Agency, DNR, or that of any allied agency.

1029.4 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Maryland Natural Resources Police members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover
- Disclosing the address of a fellow agency member
- Otherwise disclosing where another officer can be located off-duty

1029.5 COLLECTIVE BARGAINING

As defined in the State Personnel and Pensions Article, Title 3, Collective Bargaining, all sworn law enforcement officers within the Agency from the rank of Sergeant and below, have the right to engage in collective bargaining through their exclusive representative and enter into a memorandum of understanding with the Agency relating to wages, hours, and other terms and conditions of employment.

1029.6 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the safety, performance, and public-trust needs of the Maryland Natural Resources Police, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Agency or its members.

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Employee Speech, Expression and Social Networking

- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Agency and tends to compromise or damage the mission, function, reputation, or professionalism of the Agency or its members. Examples may include:
 - 1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
 - 2. Expression that demonstrates support for criminal activity.
 - 3. Participation in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Agency (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Agency.
- (f) Use or disclosure, through whatever means of any information, photograph, video, or other recording obtained or accessible as a result of employment or appointment with the Agency for financial or personal gain, or any disclosure of such materials without the express authorization of the Superintendent or the authorized designee.
- (g) Addressing public gatherings, appearing on radio or television, or preparing any article for publication in an official capacity without first having obtained permission from their Commanding Officer, PIO, or the Attorney General's Office as appropriate.
- (h) Posting, transmitting, or disseminating any photographs, video or audio recordings, likenesses, or images of agency logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that specifically identifies the Maryland Natural Resources Police on any personal or social networking or other website or web page, without the express authorization of the Superintendent.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1029.6.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Maryland Natural Resources Police or identify themselves in any way that could be reasonably perceived as representing the Agency in order to do any of the following, unless specifically authorized by the Superintendent (Md. Code LG § 1-303; Md. Code LG § 1-304; Md. Code PS § 3-110; Md. Code SP § 2-304):

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- (a) Endorse, support, oppose, or contradict any political campaign, political candidate, or initiative.
- (b) Endorse, support, oppose, or contradict any social issue, cause, or religion.
- (c) Endorse, support, or oppose any product, service, company, or other commercial entity.
- (d) Appear in any commercial, social, or nonprofit publication or any motion picture, film, video, public broadcast, or any website.

Additionally, when it can reasonably be construed that a member, acting in the member's individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this agency, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Maryland Natural Resources Police.

Members retain their rights to vote as they choose, to support candidates of their choice, and to express their opinions as private citizens, including as authorized members of a recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes (5 USC § 1502).

1029.6.2 POLITICAL ACTIVITY

- (a) Except as noted in this section, employees have the same rights to engage in political activities as any other citizen.
- (b) Politically active employees should familiarize themselves with and will be governed by Election Law Article of the Annotated Code of Maryland.
- (c) Employees involved in political activity on the federal level will be governed by the [Hatch Act](#).
- (d) Employees may engage in any political activity not prohibited by local, state, or federal statutes.
- (e) The Code of Ethics in Title 15, State Government Article, Annotated Code of Maryland, does not prohibit state employees from seeking elective office in a partisan election.
- (f) State employees should be sensitive to ethical considerations in their initial decisions to seek political office and the conduct of their campaigns, including any action during the course of a campaign that may violate the "conflicts provision" of Title 15, State Government Article.
- (g) Employees will not use their official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- (h) Employees will not directly or indirectly coerce, attempt to coerce, command, advise, or promise to reward state or local officer or employee to pay, lend or contribute

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Employee Speech, Expression and Social Networking

anything of value to political party, committee, organization, agency or person for political purposes.

- (i) Employees may not engage in political activity while wearing any portion of the official issued uniform, equipment or while using an official NRP vehicle.

1029.7 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any agency technology system (see the Information Technology Use Policy for additional guidance).

However, the Agency may not request or require that a member disclose any user name, password, or other means for accessing a personal account or service through an electronic communications device (Md. Code LE § 3-712).

1029.8 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Superintendent or the authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Agency or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Agency.
- (d) Whether similar speech or conduct has been previously authorized.
- (e) Whether the speech or conduct may be protected and outweighs any interest of the Agency.
- (f) The NRP has a duty to protect the reputation of the organization and its employees, as well as guard against liability and potential legal risk. Therefore, the NRP reserves the right to monitor these websites, and employees are advised of the following:
 1. Employees should be aware that the content of these social networking sites can be subpoenaed and used in criminal and civil trials to impeach the employee's testimony or to undermine the employee's character or reputation.
 2. Employees should realize that any reference to their employment with the NRP while using social networking environments could compromise their safety and the safety of their family.
 3. All electronic communications created, received, or stored on the agency's, Department of Natural Resources (DNR), or State's electronic communications systems are the sole property of the NRP, DNR, and/or State of Maryland, and not the author, recipient, or user.

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1029.9 TRAINING

Subject to available resources, the Agency should provide training regarding the limitations on speech, expression and use of social networking to all members of the Agency.

1029.10 STATE EMPLOYMENT POLICIES

[2-304 Political activities](#)

[2-307 Use of political influence, influence of State employee or officer or personal influence prohibited](#)

Workplace Safety and Health

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of injury and illness for members of the Maryland Natural Resources Police, in accordance with the requirements of Md. Code LE § 5-101 et seq., Md. Code LE § 5-206, and COMAR 09.12.20.01 et seq.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces injury and illness, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related State-wide safety efforts.

1030.2 POLICY

The Maryland Natural Resources Police is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Agency will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Agency to comply with all laws and regulations related to occupational safety.

1030.2.1 WORKPLACE SAFETY AND HEALTH PROGRAM

The Administrative Services Bureau is responsible for representing the Agency on the DNR Risk Management Committee and establishing a process to ensure illnesses and injuries are reported as required under the Maryland Occupational Safety and Health (MOSH) Act (Md. Code LE § 5-702).

Establishing a process to ensure illnesses and injuries are reported as required under the Maryland Occupational Safety and Health (MOSH) Act (Md. Code LE § 5-702).

[Domestic Violence and the Workplace](#)

1030.3 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include but are not limited to:

- (a) Ensuring member compliance with injury and illness prevention guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to injury and illness prevention; such forms and reports shall be submitted to the NRP Personnel Section.

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- (e) Notifying the Administrative Services Bureau when:
 1. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
 2. New, previously unidentified hazards are recognized.
 3. Occupational injuries and illnesses occur.
 4. New and/or permanent or intermittent members are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
 5. Workplace conditions warrant an inspection.

1030.4 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors) (Md. Code LE § 5-104(b)(2)).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on a MOSH-approved reporting form available on the Maryland Department of Labor website. This form should be forwarded to the Administrative Services Bureau via the chain of command.

The Administrative Services Bureau will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1030.5 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment (Md. Code LE § 5-206).

NRP facility managers shall ensure that the appropriate documentation is completed for each inspection.

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Workplace Safety and Health

1030.5.1 EQUIPMENT

Members are charged with daily pre-patrol inspections of their assigned equipment (e.g., vehicles/ vessels, PPE) prior to working in the field. Members shall notify their supervisor if they discover unsafe working conditions or equipment.

1030.6 INVESTIGATIONS

Any member sustaining any work-related injury or illness, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors (Md. Code LE § 5-206).

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.
- (g) Completion of an investigation/corrective action report.
- (h) Completion of a hazards and correction record form.

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Injury and Illness Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1030.7 TRAINING

The Administrative Services Bureau should work with the Support Services Bureau to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided (Md. Code LE § 5-206):

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Agency is made aware of a new or previously unrecognized hazard.

Workplace Safety and Health

1030.7.1 TRAINING TOPICS

The Support Services Bureau shall ensure that training includes:

- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.
- (o) Agency and employee rights and responsibilities.
- (p) Emergency Action Plan and/or Fire Prevention Plan.
- (q) Workplace safety plan.

1030.8 RECORDS

Records and training documentation relating to injury and illness prevention will be maintained in accordance with the established records retention schedule.

Line-of-Duty Deaths

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Maryland Natural Resources Police in the event of the death of a member occurring in the line of duty and to direct the Agency in providing proper support for the member's survivors.

The Superintendent may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1031.2 POLICY

It is the policy of the Maryland Natural Resources Police to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this agency to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1031.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the appropriate Commander and the Communications Center.
 - (a) Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Commanders should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Commander or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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- (d) The Superintendent or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Agency Liaison as soon as practicable (see the Notifying Survivors section and the Agency Liaison and Hospital Liaison subsections in this policy).

1031.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Superintendent or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Superintendent, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the local or allied clergy.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in agency vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital and should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.

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- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Agency Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivor's names and contact information, as well as the time and location of notification. This information should be forwarded to the Agency Liaison.
- (m) Inform the Superintendent or the authorized designee once survivor notifications have been made so that other Maryland Natural Resources Police members may be apprised that survivor notifications are complete.

1031.4.1 OUT-OF-AREA NOTIFICATIONS

The Agency Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Agency Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the agency member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Agency Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Agency to pay travel expenses without the authorization of the Superintendent.

1031.5 NOTIFYING AGENCY MEMBERS

Supervisors or members designated by the Superintendent are responsible for notifying agency members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Agency regarding the deceased member or the incident.

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1031.6 LIAISONS AND COORDINATORS

The Superintendent or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

- (a) Agency Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Critical Incident Stress Management (CISM) coordinator
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Agency Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available agency resources. The Agency Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1031.6.1 AGENCY LIAISON

The Agency Liaison should be a Bureau Commander or of sufficient rank to effectively coordinate agency resources, and should serve as a facilitator between the deceased member's survivors and the Agency. The Agency Liaison reports directly to the Superintendent. The Agency Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that agency members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.

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- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.
- (j) Ensure that the injured or deceased officer's immediate supervisor has filed a first report of injury and associated reports with Worker's Compensation.

1031.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
 - 1. The survivors and others whose presence is requested by the survivors.
 - 2. Agency members and friends of the deceased member.
 - 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Maryland Natural Resources Police members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
 - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
 - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Agency, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Arrange to provide security to the injured employee, including the screening of telephone calls and visitors.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1031.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Agency Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the

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long-term agency contact for survivors. This position is not a decision-making position, but is rather a "facilitator" type of position between the family and the Agency.

The Survivor Support Liaison should be selected by the deceased member's Bureau Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Ensure the needs of the family/survivors come before the wishes of the Agency.
- (b) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
- (c) Communicating with the Agency Liaison regarding appropriate security measures for the family residence, as needed.
- (d) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (e) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (f) Returning the deceased member's personal effects from the Agency and the hospital to the survivors. The following should be considered when returning the personal effects:
 1. Items should not be delivered to the survivors until they are ready to receive the items.
 2. Items not retained as evidence should be delivered in a clean, unmarked box.
 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
 4. The return of some personal effects may be delayed due to ongoing investigations.
- (g) Assisting with the return of agency-issued equipment that may be at the deceased member's residence.
 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (h) Working with the CISM Coordinator to ensure that survivors have access to available counseling services.

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- (i) Coordinating with the agency's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (j) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
- (k) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (l) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
- (m) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (n) Inviting survivors to agency activities, memorial services, or other functions as appropriate.
- (o) Coordinating with the Funeral Liaison Officer and assisting the family /survivors with funeral arrangements.
- (p) Coordinating with the Benefits Coordinator and others to identify all support services available to the family and working on their behalf to secure any services necessary.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Agency recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Agency to facilitate communications necessary to the assignment. The agency-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1031.6.4 CRITICAL INCIDENT STRESS MANAGEMENT (CISM) COORDINATOR

The CISM Coordinator should work with the Superintendent or the authorized designee, liaisons, and coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM Coordinator include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
 - 1. Members involved in the incident.
 - 2. Members who witnessed the incident.
 - 3. Members who worked closely with the deceased member but were not involved in the incident.

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- (b) Recommend that members who were involved in or witnessed the incident are relieved of agency responsibilities until they can receive CISM support as appropriate and possible.
- (c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of CISM and counseling services and assisting with arrangements as needed.
- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1031.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Agency Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison shall be a commissioned officer with the authority to effectively commit, assign and coordinate agency resources. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director, family clergy, or cemetery director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Agency, including, but not limited to the following:
 - (a) Honor Guard
 - (a) Casket watch
 - (b) Color guard
 - (c) Pallbearers
 - (d) Rifle salute
 - (b) Bagpipers/bugler
 - (c) Uniform for burial
 - (d) Flag presentation
 - (e) Last radio call
- (d) Briefing the Superintendent and command staff concerning funeral arrangements.
- (e) Prepare an Incident Action Plan (IAP) detailing the funeral event.
- (f) Being available to the family/survivors prior to and throughout the wake and funeral.
- (g) Assigning an officer to remain at the family home during the viewing and funeral.
- (h) Arranging for transportation of the survivors to and from the funeral home and interment site using agency vehicles and drivers.

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1031.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Agency Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many Maryland Natural Resources Police members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

1031.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

- (a) Contacting the appropriate personnel without delay to ensure that the beneficiary receives death and retirement benefits, the member's remaining paychecks, and payment for any remaining compensatory or annual leave.
- (b) Confirming the filing of workers' compensation claims and related paperwork (see the Workplace Safety and Health Policy).
- (c) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
 1. Public Safety Officers' Benefits (PSOB) Programs.
 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
 3. Social Security Administration.
 4. Department of Veterans Affairs.
- (d) Researching and assisting survivors with application for state and local government survivor benefits.
 1. State death and funeral benefits (Md. Code PS § 1-202)
 2. Pension death benefits (Md. Code SP § 29-201 et seq.)
 3. Educational benefits (Md. Code ED § 18-601)
- (e) Researching and assisting survivors with application for other survivor benefits such as:
 1. Private foundation survivor benefits programs.
 2. Survivor scholarship programs.
- (f) Researching and informing survivors of support programs sponsored by police associations and other organizations.
- (g) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

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1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (h) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (i) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1031.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Superintendent and the Agency Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
 1. Paying survivors' travel costs if authorized.
 2. Transportation costs for the deceased.
 3. Funeral and memorial costs.
 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

1031.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the agency's PIO should be the agency's contact point for the media. As such, the PIO should coordinate with the Agency Liaison to:

- (a) Collect and maintain the most current incident information and determine what information should be released.
- (b) Ensure that Agency members are instructed to direct any media inquiries to the PIO.
- (c) Prepare necessary press releases.
 - (a) Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
 - (b) Ensure that important public information is disseminated, such as information on how the public can show support for the Agency and deceased member's survivors.
 - (c) Ensure that release of information is in a media release format and distributed amongst staff so that everyone has the same information and only that information is released.

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- (d) Arrange for community and media briefings by the Superintendent or the authorized designee as appropriate.
- (e) Respond, or coordinate the response, to media inquiries.
- (f) If requested, assist the member's survivors with media inquiries.
 - 1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
- (g) Release information regarding memorial services and funeral arrangements to agency members, other agencies and the media as appropriate.
- (h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1031.8 INVESTIGATION OF THE INCIDENT

The Superintendent shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved agency members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1031.9 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Superintendent may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1031.10 NON-LINE-OF-DUTY DEATH

The Superintendent may authorize certain support services for the death of a member not occurring in the line of duty.

Employment Separation

1033.1 PURPOSE AND SCOPE

The NRP has developed these guidelines to ensure consistency of process and organizational effectiveness in documenting and controlling agency employment separations. This process is intended to help with the transition of an employee from employment to separation and will serve as a guide to both the Agency and the employee.

1033.2 POLICY

Employment separations shall be in accordance with established policy, procedure, and as outlined in the State Personnel and Pensions Article.

1033.3 DEFINITIONS

Good Standing – A status of a current law enforcement officer who does not have any open or unresolved administrative complaints or criminal charges relating to his/her police employment that likely would result in termination of employment; or a status of a former law enforcement officer who was not dismissed from police employment for actions that violated the mission, vision and core values/code of ethics of the agency, and/or who did not have any open or unresolved administrative complaints or criminal charges that likely would have resulted in termination of employment at the time of separation from service.

1033.4 OFFICER'S SUPERVISOR'S RESPONSIBILITY

Upon being notified that an officer is separating their employment with the Agency, the departing officer's supervisor shall:

- (a) Prepare the Officer Information section on the Notice of Separation (NRP-490C).
- (b) Forward the NRP-490C through the chain to the following for proper completion:
 1. Commander – Supply Services & Safety Ed Unit
 2. Commander – Special Operations Division
 3. Commander – Internal Affairs Unit
 4. Administrative Services Bureau - Personnel Support Section
- (c) Upon completion of Parts I through Part IV of the NRP-490C, the supervisor shall forward to the Support Services Bureau Commander for completion of Part V.

Ensure all agency property is returned.

If all property is not returned the supervisor shall have the separating employee submit a memorandum to the NRP Review Board detailing the lost or missing items.

If the Colonel or Lt. Colonel are separating employment the Adjutant shall complete this paperwork.

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1033.5 OFFICER'S COMMANDER'S RESPONSIBILITIES

Monitor and ensure that all employment separation requirements have been met and all associated reports have been completed.

If an employee is retiring, the officer's commander will notify the Adjutant via email as soon as they become aware of the employee's impending retirement so that retirement mementos can be ordered, and coordinate with the Superintendent's administrative assistant a meeting between the retiree and the Colonel sometime during the retiree's last week of work, so that the Colonel can present the credentials to the retiree.

1033.6 OTHER RESPONSIBILITIES

When the Support Services Bureau Commander receives a completed NRP-490C, they will make recommendations and sign the report regarding the separation status and the issuance of retirement credentials. This report will then be forwarded to the Superintendent for their approval.

If the employee has a security clearance, it is the employee's responsibility to notify the issuing agency (e.g., DHS, FBI, or DOD) of their employment separation as well as the Commander of the Special Operations Division. The Special Operations Division Commander will ensure the information was forwarded to the appropriate agency.

The approved report will be sent to the Personnel Support Section for inclusion into the separated employee's personnel folder.

1033.7 VOLUNTARY SEPARATIONS

Voluntary Separation means one of the following types of employment separations:

- (a) Retirement
 1. Service retirement
 2. Ordinary disability retirement
 3. Accidental disability retirement
- (b) Resignation
 1. General resignation
 2. Leave of absence

When considering a general resignation or a leave of absence, the employee should meet with the NRP's Personnel Support Section to weigh all options available. The Personnel Support Section will provide information pertaining to reinstatement rights and benefits that may be available to the employee. For all employment separations, the employee is encouraged to submit the Civilian Separation Clearance (NRP-490E) at least two weeks before their last working day.

For all voluntary separations, officers shall notify the Superintendent of their intent to end their employment with the Agency by completing and forwarding through their chain-of-command the Employment Separation Notice (NRP-490N) at least 30 days before their last working day.

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Once notice is given, the officer will be placed on administrative duties during the last 30 days of their law enforcement employment. During this time the Commander shall:

- (a) Complete the separation processing.
- (b) Assign an unmarked patrol vehicle to the officer if available.
- (c) Advise the officer to refrain from becoming involved in any new investigations or cases, so as to ensure an efficient separation process.

Exit interviews:

- (a) The purpose of an exit interview is as follows:
 - 1. To obtain information that may be useful for developing and enhancing employment practices, policy, legislative proposals, training needs, employee development, etc. based on their experience
 - 2. To identify the specific reason(s) for employment separation.
- (b) The following topics are offered as issues for general discussion during an exit interview. Any one item or an accumulation of items may have contributed to a resignation or be a concern of the retiree, and upon identification, should be thoroughly explored.
 - 1. Administration
 - 2. Continuing education
 - 3. Employee benefits
 - 4. Employ recognition
 - 5. Intra-NRP communication
 - 6. Job satisfaction
 - 7. Motivation
 - 8. Other employment
 - 9. Personal problems
 - 10. Personal practices
 - 11. Salary
 - 12. Training
 - 13. Upward mobility
 - 14. Working conditions
- (c) At the request of the employee, the supervisor conducting the exit interview shall prepare a memo and forward it to the appropriate level of command.

Retirements:

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- (a) Retirements shall be governed by the applicable provisions of the State Personnel and Pensions Article, Annotated Code of Maryland.
- (b) Official Retirement Mementos - If an officer is eligible to receive retirement mementos, the following may be available:
 - 1. Retirement badge
 - 2. Retirement identification card
 - 3. NRP Certificate
 - 4. Governor's Citation
 - 5. Senate and House Resolutions
- (c) Agency Issued Handgun – In accordance with the Public Safety Article, §2-415(c) and §3-501, Annotated Code of Maryland, an officer who has or is about to retire in good standing may purchase their issued handgun from the Agency by following the procedures detailed below.
 - 1. If a retired/retiring officer wishes to purchase their issued handgun, then they must submit the following completed documents to their Area/Unit Commander, through the chain of command:
 - (a) Retiree's Issued Handgun Purchase Form (NRP-490H).
 - (b) A Maryland State Police Application and Affidavit to Purchase a Regulated Firearm, Parts I & II (MSP Forms 77R-1 & 77R-2), along with a \$10.00 MSP application fee.
 - 2. The retiring officer's Area/Unit Commander shall review the NRP-490H and the Maryland State Police forms, and forward all of (a) and (b) above to the Agency Armorer.
 - 3. Upon receipt of the items from the Area/Unit Commander, the Agency Armorer shall:
 - (a) Ensure that the NRP-490H and the appropriate Maryland State Police forms have been properly completed, and the MSP application fee has been attached.
 - (b) Make arrangements with the retiring officer to inspect the handgun and determine its condition and replacement dollar value. The condition and replacement value can be determined by one of the following methods.
 - 1. The Agency Armorer may consult the most recent publication of the "Blue Book of Gun Values," which is published by Blue Book Publications, Inc. or by searching online at: <http://bluebookofgunvalues.com/>
 - 2. The Agency Armorer may consult with a valid Federal Firearms Licensed (FFL) dealer. The weblink listed below can be utilized to check the status and validity of an FFL Dealer License <https://www.atfonline.gov/fflezcheck>

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- (c) Once the Agency Armorer has determined the condition and replacement value, they shall notify the retired/retiring officer of the replacement value. Upon receiving the replacement value monies from the retired/retiring officer, the Armorer shall:
 - 1. Complete the "Handgun Condition & Value" section of the NRP-490H, and forward the packet of materials to the Agency's Inventory Control Officer at the Matapeake facility.
 - 2. Forward the replacement value monies received from the retired/retiring officer to the NRP Administrative Services Bureau, Fiscal Support, Field Operations Section, for deposit into the appropriate Agency account.
- 4. The Agency's Inventory Control Officer shall prepare and process the necessary documents to have the handgun declared as excess property. Once officially declared as excess property, then the Inventory Control Officer shall sign the NRP-490H and forward the packet of materials to the Support Services Bureau Commander.
- 5. The Support Services Bureau Commander shall determine if the retired/retiring officer has or is retiring from the Agency in good standing and if so, then sign the NRP-490H. Once signed, the Bureau Commander will forward it to the Superintendent for their signature. Upon the signature of the Superintendent, the Bureau Commander will forward the packet to the Agency Armorer.
- 6. The Agency Armorer shall review the NRP-490H and ensure that all authorizing signatures have been completed.
- 7. The Agency Armorer shall send the completed MSP Forms, along with the application fee to MSP for transfer approval.
- 8. Upon MSP approval, and once all documents have been properly signed and completed, the Agency Armorer shall take the necessary steps to have the handgun transferred to the retired/retiring officer. The Agency Armorer may transfer the handgun themselves, or they may have the retired/retiring officer's Area Commander make the transfer.
- 9. Upon transfer of the handgun to the officer, the NRP official making the transfer shall sign and date the NRP-490H in the places provided.
 - (a) After the handgun has been transferred to the officer and all documents have been completed, the NRP official making the transfer shall forward the following documents as described below:
 - 1. NRP-490H - Forward the original to the Agency Armorer. Copies to be sent to The Agency Inventory Control Officer and Area/Unit files.
 - 2. MSP 77R-1 & 2 - Forward original MSP copy to MSP. Transfer or copy to the Agency Armorer. Transfer copy to the retired or retiring officer.

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10. Once the handgun has been transferred, the Agency Armorer shall ensure that the handgun is removed from the Agency's inventory, in accordance with agency procedures.

Resignations:

- (a) Within five days of being notified of an employee's resignation, the employee's supervisor shall forward a detailed memo regarding the following through the chain-of-command, to the Personnel Support Section Staff, which will be included in the employee's official personnel file:
 1. A summary of the employee's work performance, habits, and attitudes. This summary will be primarily based upon the employee's most recent appraisals.
 2. A statement and/or explanation as to the employee's suitability for reinstatement or rehire.
 - (a) If a supervisor does not recommend an employee for rehire, then the supervisor shall give specific detailed information for their recommendation.

1033.8 INVOLUNTARY SEPARATIONS

Involuntary separation shall mean a separation from employment which is the result of the Agency taking action to terminate the officer's employment.

Involuntary separations shall be in accordance with NRP policy, the Law Enforcement Officers' Bill of Rights, and the State Personnel and Pensions Article, Annotated Code of Maryland.

Recommendations for terminating an officer's employment with the Agency can be initiated from one of the entities listed below:

- (a) Supervisor
- (b) Commander
- (c) Hearing Board

Recommendations for terminating a probationary officer may be initiated at any supervisory level.

1033.8.1 DOCUMENTATION FOR TERMINATION

Recommendations for terminating an employee shall be made by a detailed report submitted through the chain-of-command to the Superintendent.

Recommendations for termination will be initiated when it is determined that an employee is incompetent, unfit, or unable to properly perform the job, and all efforts (e.g. training, counseling, retraining, personalized instruction, etc.) taken to correct the situation have proven to be ineffective.

Reports recommending termination shall contain detailed information citing specific examples of unacceptable behavior that substantiate the recommendation for termination, supported by the following:

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- (a) Documents
- (b) Work performance
- (c) Witness Statements
- (d) Dates
- (e) Times
- (f) Results of any administrative or criminal investigations
- (g) Test results (e.g., PBT, breathalyzer, chemical), photographs, etc.

In addition to citing the work performance:

- (a) Submit the corrective action plan.
- (b) Each level of command will prepare a report detailing their involvement and/or participation in correcting the employee's unacceptable work performance.
- (c) All levels of command shall endorse the report if in agreement. Any level of command, not in agreement with the recommendation shall prepare a detailed report.

1033.8.2 HEARING BOARD

Hearing Board recommendations for an officer's termination shall follow the established procedures enumerated in this manual and the Annotated Code of Maryland.

The Superintendent shall render the final decision as to an officer's termination.

1033.8.3 NOTIFICATION

Whenever an officer is involuntarily separated from employment, the Superintendent shall direct a letter to the officer containing the following:

- (a) The reason for separation
- (b) The effective date of separation

1033.9 BENEFITS UPON INVOLUNTARY SEPARATION

Whenever an employee is involuntarily separated, the NRP Personnel Support Section in cooperation with DNR Human Resources will assist the employee with separation and benefit paperwork.

1033.10 EMPLOYMENT SEPARATION BY DEATH

Following an employee's death, the employee's commander will, at the appropriate time, secure the employee's equipment and identification cards from the family or survivors of the deceased.

Commanders will ensure that the NRP-490C is completed along with the proper endorsements.

For deceased employees in good standing, the Superintendent or their designee will secure and present the following to family or survivors of the deceased:

- (a) Certificate of Appreciation for the deceased employee's service.

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1033.11 RETURN OF AGENCY EQUIPMENT

Upon collecting the items listed in Part 1, Sections A-C of the NRP-490C, make disposition of the items as follows:

ITEM(S)	DISPOSITION
Handgun Shotgun Rifle All ammunition	Supply and Maintenance Unit Commander
Vehicle and equipment	Area/Unit Commander
Portable radio	Supply and Maintenance Unit Commander
Cellular telephone	NPR Fiscal Support
Laptop computer	LE Tech Support
Fuel system card	PRP Fleet Manager
Corporate credit card	NPR Fiscal Support
State ID card	NPR Personnel Support
USF&W Deputy ID	NPR Personnel Support
Officer ID MPCTC ID	Police Academy
JEA MNFS Deputy ID	JEA Coordinator
Task Force ID Covert Ops ID	SOD Commander
2 breast badges	Quartermaster
Wallet badge	Quartermaster
Warning Citation books	Area/Unit Commander
DNR Citations DNR Warning Criminal Citations Motor Vehicle Citations Juvenile/Civil Citations Uniform Mun. Civ. Citations Other books - Order of Driver Suspension	DNR Records Section

Early Warning Identification System (EWIS)

1034.1 PURPOSE AND SCOPE

The Maryland Natural Resources Police have a responsibility to its officers and the citizens that they serve. Part of this responsibility is to assist those officers who show symptoms of job stress and job performance problems.

NRP officers experience high levels of job stress that may have or potentially cause a negative impact on the officer's job performance.

Officers experiencing high stress may exhibit prolonged tension, low morale, and irritability, which sometimes leads to less than optimal officer conduct towards peers and citizens.

It is the intention of the NRP to reduce the number of citizen complaints and officer misconduct incidents through the implementation of an Early Warning Identification System (EWIS).

1034.2 POLICY

It is the policy of the NRP to utilize an Early Warning Identification System (EWIS) to provide an accurate and timely means of tracking significant or potentially stressful events and patterns of conduct that could impact an officer's performance and well-being. This will assist the NRP with identification of early intervention or training opportunities.

1034.3 BACKGROUND

The NRP must strive for consistency when tracking an officer's career path.

The EWIS allows for the monitoring of stressors, which can impact an officer's behavior.

A review will be conducted of all complaints received by NRP to develop an Officer Profile for all officers.

1034.4 DESCRIPTION OF THE EWIS

- (a) The NRP EWIS is designed to track events that may be detrimental to an officer's well being.
- (b) The NRP EWIS is designed to promote communication between the supervisor and the officer.
- (c) The NRP EWIS is designed to provide assistance for those officers who demonstrate a pattern of officer stress.
- (d) Notifications from the EWIS are considered confidential and are only shared within the officer's chain of command.
- (e) EWIS information will not be placed in the officer's personnel file.
- (f) The goal of EWIS is to provide timely intervention when officers are experiencing problems and to prevent them from rising to a level where discipline becomes necessary.

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Early Warning Identification System (EWIS)

- (g) Provides a systematic review of significant events such as complaints, use of force, Agency accidents, and critical incidents, involving agency officers.

1034.5 OFFICER PROFILES

- (a) Officer profiles consist of events such as:
 - 1. Complaints
 - 2. Use of Force Incidents
 - 3. Departmental Accidents
 - 4. Critical Incidents
- (b) Each event will include the:
 - 1. Nature of the event
 - 2. Case number
 - 3. Disposition
- (c) Will be maintained by the Internal Affairs Unit.
- (d) Officer profiles are available to the officer and appropriate supervisors and commanders.
- (e) Officer profiles provide good indicators of short and long-term patterns of officer behavior and performance histories.
- (f) Officer profiles can assist in identifying training needs for agency officers.

1034.6 EWIS REPORTS

- (a) Reports will be generated on a bi-annual basis.
- (b) Lists officers who have been subject to a complaint during the previous reporting period.
- (c) The reports will consist of:
 - 1. Officer's name and ID number.
 - 2. Name of officer's supervisor.
 - 3. Nature and a brief description of the complaint.
 - 4. Disposition of complaints.
 - 5. The extent of injuries in each complaint
 - 6. IAU Number - in those cases where an IAU number has been issued.

1034.7 IAU COMMANDER'S RESPONSIBILITY

- (a) Compiles the bi-annual reports.
- (b) Submits reports to the affected officer's supervisors through the chain of command.

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Early Warning Identification System (EWIS)

- (c) Monitors the master officer profile list for alerts of potential officer stress problems.

1034.8 COMMANDER'S RESPONSIBILITY

- (a) When a commander receives a report for an affected officer, the commander will monitor the officer's behavior for additional indicators of stress.
- (b) When a commander receives a report indicating two or more complaints and/or a combination of complaints and use of force incident during the previous period the commander will conduct a formal interview with the officer.
- (c) If in the commander's assessment the officer is exhibiting stress-related behavior, there are several options the commander can initiate:
 1. Refer the officer, voluntarily or mandatorily to the Department's Officer Assistance Program.
 2. Refer the officer to the Agency Critical Incident Stress Management Team.
 3. Change the officer's duty status when necessary, with approval of the NRP Disability Panel.
 4. Initiate formal counseling or corrective action as appropriate.

1034.9 ANNUAL REVIEW OF IAU COMPLAINTS

An annual review will be conducted of the officer profiles sheet to monitor intervention programs and to identify officers who may be in need of remedial training.

Critical Incident Stress Management (CISM) Program

1035.1 PURPOSE AND SCOPE

The main purpose of this policy is to provide guidelines for the NRP's Critical Incident Stress Management (CISM) program, which is designed to ensure that members who are involved in traumatic events receive stress management education and support. NRP recognizes that law enforcement work often exposes members to emotionally painful and highly stressful situations. Such encounters can adversely affect a member's quality of life and job performance. This program is also available to provide services to all NRP members who experience traumatic or stressful events outside of a law enforcement context.

Through the CISM program, NRP will help members and their families maintain their professional and personal wellness following a critical incident. The program is designed to provide members with prevention and early intervention strategies to help mitigate the painful effects of a critical incident, as well as to provide on-going support to members in a safe and confidential environment.

1035.1.1 DEFINITIONS

Definitions related to this policy include:

Acute Stress Disorder (ASD) - Also called acute stress reaction, psychological shock, mental shock, or simply shock, is a psychological condition arising in response to a terrifying or traumatic event. The onset is due to the person either being ensnared-in or witnessing an event that causes the individual to experience extreme, disturbing or unexpected fear, stress or pain, and that involve or threatens serious injury, perceived serious injury, or death to themselves or someone else.

Critical Incident - Any situation faced by employees and their family members that could possibly cause them to experience unusually strong emotional reactions that have the potential to interfere with their ability to function, either at the scene of the incident or at a later time.

Critical Incident Stress Debriefings - A formal individual or group discussion conducted by a licensed qualified mental health professional and/or CISM Team member that is designed to help participants understand their emotional response to a critical incident and strengthen their coping mechanisms following the incident. Such debriefings include discussions of involvement, thoughts, and reactions resulting from the incident. Discussion of typical stress-related symptoms will also be included. This is not an operational critique of the incident. The purpose is to facilitate normal, emotional, and psychological recovery from the incident.

Critical Incident Stress Defusing - A voluntary individual or group meeting held shortly after a critical incident aimed to educate, inform, and assess the needs of the employees exposed to the incident. It is a brief process that, in most cases, is considered sufficient to assist the employee in coping with the aftermath. A Critical Incident Stress Defusing is conducted by a member/members of the DNR CISM team.

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Critical Incident Stress Management (CISM) Program

Critical Incident Stress Management - Recommended techniques & resources used to assist an individual who has been involved in a traumatic event to return to or maintain an effective level of functioning.

Critical Incident Stress Management Team - Small groups of professionals and employees who assist employees and their families who are experiencing difficulty in coping with a critical incident.

Involved Personnel - Any employee who is directly affected by a critical incident; this may include officers who are on the scene at the time of the incident, those who respond to the scene immediately following the incident, and support personnel participating in the response to the incident, such as Police Communication Operators, Cadets, Reserve Officers, etc.

Peer Responder - Employees who volunteer in the CISM program who receive specialized training and utilize recognized methods of dealing with stress.

Post-Traumatic Stress Disorder (PTSD) - A group of symptoms, such as disturbing recurring flashbacks, avoidance or numbing of memories of the event, and hyperarousal, continuing for more than a month after the occurrence of a traumatic event.

1035.2 POLICY

It is the policy of the Maryland Natural Resources Police (NRP) to lend support and to listen to those members who need guidance to cope with an emotional trauma of the moment.

The NRP participates as part of the DNR Critical Incident Stress Management program. This policy, which establishes the participation of the NRP as part of the DNR Critical Incident Stress Management program, is not designed to replace the professional services available to agency members.

1035.3 BACKGROUND

- (a) Traumatizing incidents can have a deep and prolonged emotional impact on those involved. Symptoms of post-traumatic incident stress can include nightmares, sleeplessness, lethargy, acute anxiety, morbidity, loss of appetite, etc.
- (b) To address this problem, health care professionals and trained counselors across the nation are now a regular part of recovery programs after traumatizing events.
- (c) Emotional situations may have a negative impact on personnel performance and, in extreme instances, may present a danger to the welfare and safety of the employee, the employee's family, the general public, and fellow employees.
- (d) CISM provides professional psychological services and peer support to NRP employees and their families following a critical incident.
- (e) All employees affected by a critical incident are encouraged to voluntarily participate in Critical Incident Stress Defusings and Debriefings; participation will not be considered a determining factor in their fitness for duty.

Peer Responders have the following personal characteristics:

- Demonstrates qualities of effective communication and listening skills.

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Critical Incident Stress Management (CISM) Program

- Demonstrates approachability and rapport with one's peers.
- A credible reputation as someone whom others trust, and who keeps disclosures confidential.
- Demonstrates compassion and empathy for the problems of others.
- Has the composure and skills to deal effectively in an atmosphere of crisis and personal distress.
- Has an understanding of human emotions, crisis, stress management, and traumatic impact on human functioning.
- Emotionally stable and mature.
- Willingness to work as a team member, within one's limits and under clinical and administrative supervision.
- Willingness to be available and flexible in accommodating fellow employees in crisis.
- Able to follow established criteria, protocols, ethics and interventions set forth by the standard of care and sound assessment of need.

1035.4 RESPONSIBILITIES

- (a) The NRP should maintain enough trained CISM Team members to provide adequate support that meets the geographic and staffing needs of the Agency.
- (b) A certified mental health provider will serve as the Clinical Director for the CISM Team.
- (c) The NRP will select a CISM Team member to serve as the NRP CISM Team Coordinator. The Coordinator serves as the liaison with the Clinical Director and other DNR CISM Team Coordinators and will coordinate all CISM for employees affected by a critical incident.
- (d) The NRP CISM Team Coordinator is responsible for administrative duties for the NRP team and for managing the NRP team's activities and training. The Coordinator will work with the DNR CISM Team Coordinator and both shall report to the DNR CISM Clinical Director.

CISM Team Members:

- (a) A team member must be:
 1. Willing to respond to calls on an as-needed basis.
 2. Trained in the management of critical incidents and re-trained annually.
- (b) Must obtain supervisory approval.
- (c) Must have two years full-time employment with the NRP.
- (d) Must successfully complete the interview process.
- (e) Must successfully complete basic training courses.
- (f) Participation is on a voluntary basis.

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- (g) Participation requires travel for CISM debriefings.
- (h) Participation requires attendance at scheduled quarterly meetings.
- (i) Must obtain Basic 3-day training on group and individual debriefing. Training is assigned after appointment to the CISM team.
- (j) Participation requires the ability to participate in phone calls and site visits when assigned. (three to five times per year or more if possible).
- (k) Team members will:
 1. For Critical Incident Stress Defusings, assist the CISM Clinical Director in understanding the policies of the NRP and will help facilitate the timely meeting of the affected personnel.
 2. For Critical Incident Stress Debriefings, serve as the link between the employee and the CISM Clinical Director.

1035.4.1 CONFIDENTIALITY

- (a) CISM members are obligated to maintain strict confidentiality regarding defusings and debriefings, including the names of those employees who attend.
- (b) Any information disclosed will be considered confidential with no bearing on fitness for duty or internal investigations, except as enumerated elsewhere in this policy.
- (c) CISM members will sign a confidentiality agreement.
- (d) CISM members are prohibited from making notes or recordings while providing support.
- (e) Other NRP employees will not question CISM members regarding a defusing or debriefing, or inquire as to which individuals attended.
- (f) The NRP will not seek any clinical information from CISM members regarding their role as CISM members.
- (g) NRP employees who violate confidentiality will immediately be removed from the CISM pending an investigation, and may be subject to disciplinary action.
- (h) Exceptions to confidentiality that must be immediately reported to the Medical Director are:
 1. Threats of suicide or injury to others.
 2. Admissions or threats of serious unlawful conduct.
 3. Admissions of child abuse or domestic violence.
 4. Other situations as required to do so by law.

1035.5 IMMEDIATE RESPONSE FOLLOWING A CRITICAL INCIDENT

Whenever there is reason to believe a member may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident or other stressors, supervisors shall provide appropriate emotional support and resources. Incidents could include:

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- (a) The member is involved in a police-involved shooting.
- (b) The actions of the member, whether accidental or deliberate, result in the death or serious injury of a person.
- (c) The death or serious injury of an employee.
- (d) The member is involved in a critical or stressful incident.
- (e) The member is present at the death or serious injury of any person.
- (f) The member has experienced a critical incident in an off-duty capacity.

Whenever possible, supervisors should briefly meet with the involved member(s) to:

- (a) Ask supportive questions concerning the critical incident.
- (b) Provide information about, and encourage the use of the NRP's Critical Incident Stress Team, Chaplaincy program, and/or confidential mental health services.

1035.6 POST-INCIDENT STRESS DEBRIEFING/DEFUSING PROCEDURES

Attendance at a critical incident stress debriefing/defusing will in no way jeopardize the member's job security, promotional opportunities, and/or reputation within NRP. The debriefing process is not a critique of any actions taken by the member and shall not serve as the basis for disciplinary action.

- (a) Commanders who identify members within their command, who are exhibiting signs of distress or difficulty coping with a critical incident, may recommend a post-incident debriefing/defusing.
- (b) Because a critical incident debriefing/defusing is most effective when it takes place within the first 24 to 48 hours following the incident, the supervisor shall make every effort to schedule the session within this timeframe. If the defusing/debriefing(s) cannot be scheduled within 24 to 48 hours, the supervisor shall explain the reasons for any delay in writing to the Commanding Officer of the involved member.
- (c) With approval from the Commanding Officer, supervisors may request a critical incident debriefing/defusing in response to other stressful incidents that may not rise to the level of a mandatory referral.
- (d) In some instances, a member might consider an event traumatic, even though the member's Command has not required a debriefing/defusing. In such cases, the member may request the assistance of the CISM Team themselves.
- (e) An employee who does not respond to a CISD debriefer may request further assistance. The employee, a supervisor or the commander may request that the employee be referred to the State Medical Director. The CISD debriefer may also advise the commander that further assistance is needed. In these instances, the request will be forwarded to the NRP Personnel Support section for further action through the State Medical Director's office.
- (f) Voluntary follow-up CISM services will be made available to every member who participates in a critical incident stress debriefing/defusing. In order to promote trust and encourage a member's full use of these services, all additional follow-up CISM

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Critical Incident Stress Management (CISM) Program

shall remain confidential, as described above, and free-of-charge. NRP strongly encourages members to take advantage of all support services offered.

- (g) Life-threatening use-of-force and other critical incidents have the potential to emotionally impact a member's family who often provide valuable support following these incidents. These services are available to family members on a confidential basis and at no cost to the members or their families.

Leave

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to outline the earning, usage and reporting of leave.

1036.2 POLICY

It is the policy of the NRP to manage leave in accordance with State Personnel and Pensions guidelines and labor agreements.

For information on sick leave, see the Sick Leave Policy.

For information on compensatory time, see the Compensation Policy.

1036.3 WORK AND LEAVE RECORDS

Request for Leave (Form NRP-207)

- (a) An employee may submit a Request for Leave to their supervisor for authorization of the use of pre-scheduled leave. In authorizing leave, supervisors and commanders shall neither request nor require a reason from the employee as to why the leave is being requested.
- (b) A supervisor will return the signed leave card to the employee within 10 calendar days indicating the leave is approved or disapproved.
- (c) Once leave has been approved, it will not be canceled unless extenuating or emergency conditions are anticipated or exist.

Monthly Record of Approved Leave (Form NRP-308)

- (a) A record of approved leave shall be maintained by each Area/Unit and will be made available for employees to review.
- (b) Before approving an employee's leave request, the employee's supervisor shall review the Record of Approved Leave and discuss the request with the Area/Unit Commander to ensure that the leave will not seriously harm the Area/Unit's staffing levels.

1036.4 ANNUAL LEAVE (AL)

An employee will begin to accumulate AL on the first day of employment; however, the employee will not be entitled to use AL until the seventh month of employment.

Annual Leave will be earned and taken in accordance with the State Personnel and Pensions Article, Title 9, Subtitle 3, sections § 9-301 through § 9-308 of the Annotated Code of Maryland, and COMAR 17.04.11.04.

Leave balances can be found and remain current within Workday.

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Leave

1036.5 PERSONAL LEAVE (PL)

Personal Leave is governed by statute, the State Personnel and Pensions Article, Title 9, Subtitle 4, § 9-401 through § 9-404 of the Annotated Code of Maryland.

An employee must obtain permission to use PL from an immediate supervisor. Except for essential employees, a PL request to observe a religious holiday may not be denied.

1036.6 BEREAVEMENT LEAVE (BL)

Bereavement Leave is governed by COMAR 17.04.11.06.

BL is administrative leave; therefore, it is given to the employee by the State, and is not charged to the employee's leave balance.

A maximum of 5 working days, depending on need, may be charged to sick leave in the event of death of one of the following members of the immediate family:

- (a) Spouse;
- (b) Children, including foster and stepchildren;
- (c) Parents, stepparents or foster parents of the employee or spouse, or others who took the place of parents;
- (d) Legal guardians of the employee or spouse;
- (e) Brothers and sisters of the employee or spouse;
- (f) Grandparents or grandchildren of the employee or spouse; and
- (g) Other relatives living as a member of the employee's household.

An employee may elect to receive up to 3 days of bereavement leave with pay, instead of using 3 of the 5 sick days that an employee is allowed to use upon the death of the following members of the employee's immediate family:

- (a) Spouse;
- (b) Children, including foster and stepchildren;
- (c) Parents, stepparents, or foster parents of the employee;
- (d) Brothers and sisters of the employee;
- (e) Grandparents and grandchildren of the employee.

A maximum of 1 working day may be charged to sick leave in the event of the death of one of the following relatives:

- (a) Aunts and uncles of the employee or spouse;
- (b) Nephews and nieces of the employee or spouse;
- (c) Brothers-in-law and sisters-in-law of the employee or employee's spouse; and
- (d) Sons-in-law and daughters-in-law.

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If additional time is required by the employee, the supervisor shall make reasonable efforts to arrange the employee's work so that the employee may take other accrued leave for this purpose.

1036.7 REGULAR DAY OFF (X- DAY)

Officers must be scheduled for eight regular days off in a 28-day work period.

1036.8 HOLIDAY LEAVE (HL)

Holiday Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 2, § 9-201 through § 9-205 of the Annotated Code of Maryland, and COMAR 17.04.11.08.

Employees, whose holidays are not pre-scheduled by the employer, are entitled to the following:

State holidays, or as designated by the Governor.

- (a) New Year's Day
- (b) Martin Luther King, Jr. Day
- (c) President's Day
- (d) Memorial Day
- (e) Juneteenth National Independence Day
- (f) Independence Day
- (g) Labor Day
- (h) Columbus Day
- (i) Election Day (in an election year)
- (j) Veteran's Day
- (k) Thanksgiving Day
- (l) American Indian Heritage Day
- (m) Christmas Day

For officers and Police Communications Operators, alternate holiday scheduling provides one holiday to be taken each month. However, in an election year, one additional holiday is provided

Total holiday hours are loaded into Workday at the beginning of each calendar year; however, employees are only entitled to use one holiday per month.

A minimum of one holiday shall be scheduled each month. If circumstances prevent supervisors from scheduling the holiday during the month, supervisors shall ensure the holiday is scheduled within 30 days from the month the holiday was earned. All holidays shall be scheduled and taken before the end of the calendar year.

Supervisors shall not change an employee's scheduled holiday unless it is an emergency, as determined by a commander, which requires the call back of personnel to duty.

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NRP sworn personnel and Police Communications Operators (PCO) who are eligible to receive cash over time and who are required by the supervisor to work a holiday that was designated as pre-scheduled shall receive payment for the number of hours scheduled at the employee's regular rate of pay and shall be compensated at the rate of time and one-half for the number of hours actually worked on a pre-scheduled holiday.

An employee may request a schedule change for a pre-scheduled holiday. If the supervisor approves the requested schedule change, every attempt shall be made to reschedule the holiday in the same month. In any case, the holiday shall be rescheduled within 30 days.

Employees scheduled to work on a premium holiday cannot use their pre-scheduled holiday for that month in advance of the premium holiday. The HRS Payroll Office will remove the pre-scheduled holiday when officers and PCO's work on Thanksgiving, Christmas or New Year's Day for more than four hours. Compensatory leave earned as a result of working on a premium holiday must be taken within one year of the date that it is earned.

- (a) PCOs and officers (Sgt. and below) eligible to receive cash overtime shall:
 - 1. Enter the appropriate times and codes into the Workday program.
 - 2. Be compensated at the rate of time and one-half for the number of hours actually worked on a premium holiday, and
 - 3. Be credited with hour for hour compensatory leave for each hour actually worked under four hours on a premium holiday, or
 - 4. Be automatically credited with eight hours compensatory leave for actually working more than four hours on a premium holiday.
- (b) Commissioned officers are only eligible to receive compensatory leave and shall:
 - 1. Enter the appropriate times and codes into Workday.
 - 2. Receive compensatory leave on an hour for hour basis for the number of hours actually worked on a premium holiday.

1036.9 MILITARY LEAVE (ML)

Military Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 11 § 9-1104 of the Annotated Code of Maryland, and COMAR 17.04.11.10.

An employee who is a member of a reserve unit of the armed forces or in the organized militia is:

- (a) Entitled to leave with pay for military training,
- (b) Not more than 15 days annually, and
- (c) Without loss of pay or charge against leave.

If an employee is on ML for five or more consecutive days, then a regular day off must be included in the scheduling.

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A copy of the military orders shall be submitted and maintained by the employee's supervisor in order to support the employee's usage of military leave. While on military leave, a copy of the orders shall be submitted to NRP Personnel Section at the end of each pay period.

1036.10 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Family and Medical Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 10, § 9-1001 of the Annotated Code of Maryland, and COMAR sections 17.04.11.05, 17.04.11.24, and 17.04.11.26.

Pursuant to the Family and Medical Leave Act, employees are entitled to:

- (a) 12 weeks of unpaid leave in any 12 month period or 480 hours.
- (b) Continued subsidized health insurance benefits.
- (c) Guaranteed return to previous job or an equivalent position.

FMLA may be used for:

- (a) The birth of a child or the placement of a child for adoption or foster care within one year following the birth or placement of the child into the employee's home.
- (b) A serious health condition that makes the employee unable to perform the essential functions of their job.
- (c) When the employee's spouse, child, parent, or legal dependent has a serious health condition and the employee is required to provide care.

Accrued paid leave must be taken concurrently with FMLA.

Employee's responsibilities when requesting or being placed on FMLA:

- (a) When possible, an employee is requested to give their supervisor 30 days notice for FMLA leave.
- (b) Employee is required to send the DNR FMLA Request and Review Form and the Medical Certification Form with an original signature from their medical practitioner to NRP Personnel Section within two weeks. (Forms can be obtained through the DNR Intranet or NRP Personnel Section contact.

The NRP Personnel Section retains detailed information regarding FMLA.

1036.11 WORK-RELATED ACCIDENT SICK LEAVE (ASL)

Work-Related Accident Sick Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 7, § 9-701 through § 9-705 of the Annotated Code of Maryland, and COMAR 17.04.11.07.

- (a) The supervisor will contact IWIF at 1-888-410-1400 within 24 hours of the injury and provide the basic and necessary information regarding the injury and provide the policy number 909068.
- (b) When accident leave is used, the employee must obtain an original doctor's certificate Attending Physician's Certificate (Form NRP-496) with the doctor's actual/original

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signature to be submitted to the NRP Personnel Support section for the pay period the employee begins to use accident leave. The NRP-496 must include a prognosis about the employee's ability to return to full duty.

- (c) Before an employee may return to full duty, the employee must have their doctor complete Form NRP-496 and the doctor must certify that the employee can perform the essential tasks required for full duty status.
- (d) The NRP Disability Panel must conduct a review and approve an employee's return to full duty. NRP reserves the right to require an employee be certified by the State Medical Director as a part of the review and approval process.
- (e) Work-related accident sick leave may be granted for up to an additional six months according to § 9-702:
 - 1. If the employee is injured to the extent that immediate care is necessary the immediate supervisor will fill out the required documentation. The Supervisor must obtain the First Report of Injury number in accordance with COMAR 17.04.11.07.
- (f) The designated forms will be filled out and forwarded to the NRP Personnel Support section within two days. The employee must give a detailed written description of the circumstances surrounding the incident to include what part of the body was injured. Witnesses will also be required to complete a detailed account of the incident.
- (g) Commanders or supervisors must notify the NRP Personnel Support section and the appropriate Bureau Commander when an employee is injured and off duty for an extended period of time.
- (h) If a physician releases an employee to restricted duty, the employee shall return to work unless annual, compensatory, or personal leave is approved by their supervisor.

1036.12 LEAVE DONATIONS AND LEAVE BANK

The Leave Donations and Leave Bank programs are governed by the State Personnel and Pensions Article, Title 9, Subtitle 6, sections § 9-602 through § 9-607 of the Annotated Code of Maryland, and COMAR sections 11.04.11.22 and 17.04.11.23.

Forms related to the Leave Donations and Leave Bank programs may be requested from the NRP Personnel Support section.

1036.13 EMERGENCY CONDITIONS

Sworn personnel:

- (a) Sworn personnel are considered emergency essential and shall report to duty in all circumstances.

Civilian personnel:

- (a) In accordance with Executive Order 01.01.1981.10 an emergency essential employee is an employee whose duties are of such a nature so as to require the employee to report for work or remain at the worksite to continue agency operations during an emergency closing situation. The appointing authority or the authorized designee

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may excuse personnel from duty, or require their presence, as circumstances and conditions warrant, in order to maintain minimum staffing requirements for the affected facility.

- (b) When it is determined that an emergency condition exists, circumstances that would expose State employees to harm or unsafe conditions, an announcement will identify the specific nature of the emergency, the affected geographic areas, and the starting period of the emergency condition. A full day closing, liberal leave, delayed starting time, or early release will be permitted in these extreme circumstances.

1036.14 JURY DUTY

Jury Duty Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 11, § 9-1104 of the Annotated Code of Maryland, and COMAR 17.04.11.12.

Explanation to the Employer for the Juror's Absence Report Form must be obtained from the Court and submitted and maintained by the employee's supervisor as needed to support the employee's usage of Jury Duty Leave.

1036.15 ACCIDENT SICK LEAVE (ASL) AND LEAVE WITHOUT PAY (LWOP) REPORTING REQUIREMENTS

A supervisor who has an employee on Accident Sick Leave (ASL) or Leave Without Pay (LWOP) must call or email the NRP Personnel Section no later than 9:00 AM on the last Tuesday of each pay period unless requested earlier, and the supervisor must advise the following:

- (a) The exact dates and/or number of hours:
 1. The employee used Accident Sick Leave or Leave Without Pay.
 2. The employee used "X" days.
 3. The employee used Holiday Leave.
 4. The employee actually worked.
- (b) For Accident Sick Leave, the supervisor must include in their report the Date of Injury.

1036.16 GENERAL

At the end of a calendar year, if the pay period extends into the following year, leave, excluding Holiday Leave, taken during this pay period is counted against the employee's leave balance from the previous calendar year.

1036.17 TIME FOR UNION ACTIVITIES

In compliance with the SLEOLA MOU, The NRP and SLEOLA recognize that union representatives and stewards play an important role in effectuating the terms of the MOU; however, both parties acknowledge that the duties undertaken as a union representative or steward are in addition to their job assignments.

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Consistent with the operational needs of the Employer, the Employer shall grant duty time for designated stewards and union representatives, including reasonable travel time when necessary, to attend:

- (a) Grievance meetings
- (b) Labor Management Committee meetings
- (c) Negotiating sessions regarding supplementation or amendment of the MOU during its term; or negotiation of a successor MOU
- (d) Committee meetings and activities if such meetings or activities have been jointly established by the parties
- (e) Meetings called or agreed to by the Employer if such employees are entitled and required to attend the meetings by virtue of being Union representatives

In addition to the above events, Union representatives and stewards shall be allowed reasonable work time to complete assignments that have been assigned by the Labor Management Committee.

- (a) The employee's supervisor shall approve when the time can be taken.
- (b) Release hours will not exceed the employee's normally scheduled workday.
- (c) Time off with pay will not be unreasonably withheld.
- (d) The Union will normally provide the Employer with the names of its stewards who need release time within five days prior to the date of the meeting.

Release Time Account for Union Activities:

- (a) Union representatives will be allowed time off with pay charged against the Union Release Time Account consistent with the operational needs of the Employer for Union business such as:
 - 1. The name of employee members for whom release time is being requested
 - 2. The name of the employee members' immediate supervisor(s)
 - 3. The words "Union Release Time" as a description of leave in the other box
 - 4. The requested leave dates
 - 5. The title and general purpose of the event shall be listed in the Remarks section
- (b) The Employer shall respond in writing within 15 days of receiving the representative's notice.
- (c) Such time off will not be detrimental in any way to the employee's record and will be specifically taken into account when applying performance standards relating to quantity and timeliness of work.
- (d) Time off with pay will not be unreasonably withheld.

Obtaining Release Time Approval from DBM:

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- (a) All requests for release time for Union-sponsored meetings and conventions listed above shall be submitted to the Secretary of DBM at least thirty days in advance of an event and shall include:
 - 1. The names of the employee members to be granted release time and the units of State Government which employ them.
 - 2. The purpose and general description of the event.
 - 3. The place and date of the event.
 - 4. Any other information that the Secretary may require.
- (b) If the Secretary approves the request, the Secretary shall notify the appointing authority of the employee members for whom release time has been approved.
- (c) Once approval is returned to the Union representative from DBM, the representative shall forward a copy of all paperwork to the NRP Personnel Section for coordination with DNR Payroll/Human Resources.
- (d) The union shall provide the DBM Secretary with a list of all employee members attending the event within 30 days after the event.

Release from Duty Issues:

- (a) Requests for release time in accordance with the SLEOLA MOU and policy shall routinely be granted.
- (b) In instances where the union notifies the State of the specific employees to be released within the time frames listed above, the Employer should only deny time off based on extraordinary operational needs.
- (c) When the Employer denies time off based on operational needs in accordance with this Agreement, it shall, upon written request of the Union, provide the reasons in writing and shall advise the representative when he/she can obtain the time off.
- (d) Time off under this provision shall not be arbitrarily denied.

Scheduling

1037.1 PURPOSE AND SCOPE

The establishment of scheduling guidelines is intended to maximize efficiency in the deployment of personnel and to standardize the manner in which the Natural Resources Police Duty Roster is completed.

1037.2 POLICY

Scheduling must comply with those rules established in the State Personnel and Pensions Article, and the SLEOLA MOU.

1037.3 DUTY ROSTER AND SCHEDULING

Exceptions may be made to accommodate specific requests.

1037.3.1 SCHEDULING GUIDELINES

Scheduling guidelines for each Region/Area/Division/Unit are available on the NRP Google Drive.

1037.3.2 DUTY ROSTER

The NRP Duty Roster: (Electronic Versions):

- (a) Distribution and sharing of schedules will be limited to NRP sworn personnel, PCO's, administrative assistants, and Cadets.
- (b) Lists the name, NRP identification number, home/or state telephone number, and unit number for employees below the rank of Major.
- (c) Reflects the work shift or leave status for each day of a 28-day period for employees below the rank of Sergeant. Sergeants' schedules will include leave status.
- (d) Split shifts can be authorized by a supervisor in accordance with the SLEOLA agreement.
- (e) Reflects the leave status for Lieutenants, and Captains.
- (f) When Sergeants begin their shift they shall immediately enter the appropriate numerical starting shift on the schedule.
- (g) Area Commanders may designate a work shift for Sergeants based upon their operational needs.
- (h) Identifies a Duty Officer the rank of Sergeant or above on each day.
- (i) Identifies specific assignments outside of the patrol function for employees below the rank of Lieutenant.
- (j) Shall be finalized one week prior to implementation.

1037.4 STAFFING LEVELS

Minimum staffing levels are established by the Area/Unit and Regional/Divisional Commanders based upon the following criteria:

Scheduling

- (a) Agency priorities
- (b) Current/historic activity
- (c) Citizen reported violations
- (d) Special events

1037.5 MINIMUM TIME OFF

There shall be a minimum of 8 hours between the end of a scheduled shift and the beginning of the next scheduled shift workday.

This section does not apply:

- If the schedule is the result of the affected employee requesting a shift change.
- If there are fewer than the required number of hours between shifts as the result of overtime that occurs after the first shift or prior to the second shift.

1037.6 WEEKENDS

The usage of leave shall comply with the law as established in the State Personnel and Pensions Article, and the regulations established in Title 17 COMAR and the Leave Policy of this Manual.

- (a) Field personnel below the rank of Lieutenant may be scheduled for:
 - 1. May 1st to September 30th
 - (a) One weekend off per 28-day period.
 - 2. October 1st to April 30th
 - (a) Two weekends off per 28-day period.
- (b) If requested, employees may be approved for a second weekend off if both weekends are connected to five or more consecutive days of approved leave with at least thirty days advanced notice.

Chain of Employment

1038.1 CHAIN OF EMPLOYMENT

The Chain of Employment Policy (Chapter 4, Section 7) in the old manual has been brought over to Lexipol with no changes made to the policy. It is simply rehoused within Lexipol and available as a link below.

[Chain of Employment Policy](#)

Deaths of Former Members of the Natural Resources Police

1039.1 PURPOSE AND SCOPE

To describe the procedure to acknowledge and honor former members of the Natural Resources Police who have died.

1039.1.1 DEFINITIONS

Former member - A sworn or civilian member who was previously, but is not currently, employed by the Natural Resources Police; and whose cause of death was not a result of an illness or incident that occurred while the member was on-duty.

1039.2 POLICY

The Natural Resources Police will provide, to the extent possible, a color guard contingent, honor guard contingent, or both, upon request of the former member's family.

1039.3 PROCEDURE

- A. A member who is made aware of the death of a former member should first notify the Adjutant.
- B. The Adjutant should:
 1. Verify the deceased is a former member;
 2. Verify that the former member did not die as a result of an incident or illness that occurred while the former member was on duty (refer to the Line-Of-Duty Deaths Policy),
 3. Determine where in Maryland the funeral services will take place,
 4. Notify the Regional Commander where the services are to be held, and
 5. Notify the Superintendent of the details.
 6. If the services are being held in a state other than Maryland, the Superintendent will be notified and NRP's involvement will be clarified.
- C. The Regional Commander or their designee will:
 1. Contact NRP HR to inquire whether they have a current phone number for a person in the former member's family, and
 2. Contact a family member and ascertain if they would like NRP to participate in the services, and to what extent.
 3. Select a "member-in-charge" who will be the point of contact with the family after the Commander or their designee's initial contact.
 4. Advise the family member that a member from the NRP will contact them to obtain specific details.

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Deaths of Former Members of the Natural Resources Police

5. Notify the Adjutant with the following details as soon as possible:
 - (a) The date, time, location, and names of the Honor and Color Guard members assigned,
 - (b) If additional resources or personnel are needed,
 - (c) If the Secretary, Superintendent, Deputy Superintendent, and/or other members of the senior staff are requested to attend.
 - (d) The Adjutant will notify the Superintendent, and assist in coordinating additional requests, if necessary.
- D. The Member-in-Charge will:
 1. Contact the family member to coordinate NRP's participation in the service.
 2. Contact the Regional Commander with details including the date, time, and location of the service.
 3. Ideally, the member-in-charge should be the only member contacting the family representative after initial contact was made by the Regional Commander or their designee.
- E. If the family does not wish to have an NRP contingency, the Regional Commander will notify the Adjutant, who will notify the Superintendent.

Wellness

1040.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for agency members. additional information on member wellness is provided in the:

- A. Chaplains Policy.
- B. Line-of-Duty Deaths Policy.
- C. Drug- and Alcohol-Free Workplace Policy.

1040.2 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Management (CISM) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Employee Assistance Program (EAP) – State-required mental health assistance for members to address their personal and work-related concerns, including stress, financial issues, legal issues, family problems, office conflicts, and alcohol and substance abuse disorders (Md. Code PS § 3-523).

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1040.3 POLICY

It is the policy of the Maryland Natural Resources Police to prioritize member wellness to foster fitness for duty and support a healthy quality of life for agency members. The Agency will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1040.4 WELLNESS COORDINATOR

The Agency Medical Officer also serves as the wellness coordinator. The wellness coordinator reports directly to the Support Services Bureau Chief, and should collaborate with advisers (e.g.,

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Wellness

NRP Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- A. Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers).
 - 1. Selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 - 2. When practicable, the Agency should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- B. Developing management and operational procedures for agency peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for agency peer support, as appropriate.
- C. Verifying members have reasonable access to peer support or licensed psychotherapist support.
- D. Establishing procedures for initiating CISM, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- E. Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- F. Verifying an EAP is available for members that meet the requirements of Md. Code PS § 3-523, to include that services will be provided at no cost to members when required by law.

1040.5 AGENCY PEER SUPPORT

1040.5.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of an agency peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- A. Desire to be a peer support member.
- B. Experience or tenure.

Wellness

- C. Demonstrated ability as a positive role model.
- D. Ability to communicate and interact effectively.
- E. Evaluation by supervisors and any current peer support members.

1040.5.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of the agency peer support members include:

- A. Providing pre- and post-critical incident support.
- B. Presenting agency members with periodic training on wellness topics, including but not limited to:
 - 1. Stress management.
 - 2. Suicide awareness.
- C. Providing referrals to licensed psychotherapists and other resources, where appropriate.
 - 1. Referrals should be made to agency-designated resources in situations that are beyond the scope of the peer support member's training.

1040.5.3 PEER SUPPORT MEMBER TRAINING

An agency peer support member should complete agency-approved training prior to being assigned.

1040.6 CRITICAL INCIDENT STRESS MANAGEMENT (CISM) DEBRIEFINGS

A Critical Incident Stress Management (CISM) Debriefing should occur as soon as practicable following a critical incident.

The CISM coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members and those directly involved in the incident.

Wellness

1040.7 PEER SUPPORT COMMUNICATIONS

Although the Agency will honor the sensitivity of communications with peer support members, there is no legal privilege to such communications except as provided in Md. Code PS § 3-523.

1040.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the agency's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- A. Data on the types of support services provided
- B. Wait times for support services
- C. Participant feedback, if available
- D. Program improvement recommendations
- E. Policy revision recommendations

The coordinator should present the completed audit to the Superintendent for review and consideration of updates to improve program effectiveness.

1040.9 EAP REQUIRED ASSISTANCE

Before returning to full duty, the following should be offered or provided to an officer as part of the EAP (Md. Code PS § 3-523):

- A. A voluntary mental health consultation and voluntary counseling services if the officer was involved in an incident that contained an accident resulting in a fatality.
- B. A mandatory mental health consultation and voluntary counseling services for an officer seriously injured, involved in a shooting, or involved in a use of force that resulted in a death or a serious injury.

1040.10 TRAINING

The coordinator or the authorized designee should collaborate with the Commander of the Training Unit or their designee to provide all members with annual education and training on topics related to member physical and mental health and wellness, including but not limited to:

- A. How to contact a member of CISM, along with other wellness support systems,
- B. Suicide awareness,
- C. Alcohol and substance abuse awareness,
- D. Managing stress and fatigue, and
- E. The benefits of exercise and proper nutrition.

Training materials, curriculum, and attendance records should be forwarded to the Training Unit Commander as appropriate for inclusion in training records.

Chapter 11 - Communications and Records

Communications

1100.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communications Center. It addresses the immediate information needs of the Agency in the course of its normal daily activities and during emergencies.

1100.2 POLICY

It is the policy of the Maryland Natural Resources Police to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Agency provides two-way radio capability for continuous communication between the Communications Center and agency members in the field as well as other DNR Units.

1100.3 THE COMMUNICATIONS CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communications Center, its members and equipment must be a high priority. Special security procedures should be established in a separate operations manual for the Communications Center.

Access to the Communications Center shall be limited to authorized personnel, command staff and agency members with a specific business-related purpose.

1100.4 RESPONSIBILITIES

1100.4.1 COMMUNICATIONS CENTER COMMANDER

The Communications Center and Records Unit Commander shall be directly responsible for the operation of the Communications Center.

The responsibilities of the Communications Center and Records Unit Commander include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Communications Center in coordination with subordinate supervisors.
- (b) Scheduling and maintaining police communications operator's time records.
- (c) Supervising, training and evaluating police communications operators.
- (d) Ensuring the radio and telephone recording system is operational.
 1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
- (e) Processing requests for copies of the Communications Center information for release.
- (f) Maintaining the Communications Center database systems.
- (g) Maintaining and updating the Communications Center procedures manual.

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1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
 2. Ensuring police communications operator's compliance with established policies and procedures.
- (h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
- (i) Maintaining a current contact list of personnel to be notified in the event of an emergency.

1100.4.2 POLICE COMMUNICATIONS OPERATORS

The responsibilities of the police communications operators include, but are not limited to:

- (a) Receipt and handling of all incoming and transmitted communications, including:
1. Emergency lines to include 9-1-1 transfer lines
 2. Business telephone lines.
 3. Maryland Wildlife Crime Stoppers line.
 4. Park Watch Line.
 5. Bay Watch line.
 6. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
 7. Radio communications with agency members in the field and support resources (i.e., DNR Units, fire department, emergency medical services (EMS), allied agency law enforcement units).
 8. Other electronic sources of information (e.g., text messages, digital photographs, video).
- (b) Documenting the field activities of agency members and support resources (i.e., DNR Units, fire department, EMS, allied agency law enforcement units).
- (c) Inquiry and entry of information through the Communications Center, agency and other law enforcement database systems (i.e., Maryland Electronic Telecommunications Enforcement Resource System (METERS), National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS), Computer Aided Dispatch (CAD), Secure Case Search, Compass, Delta, etc.).
- (d) Monitoring agency radar and video surveillance systems.
- (e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
- (f) Notifying the Duty Officer or field supervisor of emergency activity, including, but not limited to:
1. Vehicle/vessel pursuits

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2. Officer-involved shootings
3. As requested by officers

1100.5 CALL HANDLING

When a call for services is received, the police communications operators will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the communications operator determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the communications operator determines that the caller is a Limited English Proficiency (LEP) individual, the communications operator should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communications Center, the communications operator should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the communications operator is unable to identify the caller's language, the communications operator will contact the contracted telephonic interpretation service and establish a three party call connecting the communications operator, the LEP individual and the interpreter.

Police Communications Operators should be courteous, patient and respectful when dealing with the public.

1100.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the police communications operators has obtained all necessary information to ensure the safety of the responding agency members and affected individuals.

Emergency calls should be dispatched immediately. The on-duty supervisor or Area/Unit Duty Officer shall be notified of pending emergency calls for service when agency members are unavailable for dispatch.

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1100.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the police communications operators to handle a higher priority or emergency call or to respond to radio transmissions as appropriate.

The reporting person should be advised if there will be a delay in the police communications operators returning to the telephone line or when there will be a delay in the response for service.

1100.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by police communications operators to communicate with agency members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using plain language (e.g. 10-codes) and correct procedures. Such transmissions shall include, but not be limited to:

- (a) Members acknowledging the police communications operators with their radio identification call signs and current location.
- (b) Police Communications Operators acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the police communications operators advised of their status and location.
- (d) Member and police communications operators acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Center and Records Unit Commander shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

1100.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Maryland Natural Resources Police radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

1100.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to agency members based on duty assignment. Police Communications Operators shall identify themselves on the radio with the appropriate station name and identify the agency member by his/her call sign. Members should use their call signs when initiating communication with the police communications operators. The use of the call sign allows for a brief pause so that the police communications operators can acknowledge the appropriate agency member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the acronym DNR prior to the radio call sign.

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1100.7 DOCUMENTATION

It shall be the responsibility of the Communications Center to document all relevant information on calls for service or self-initiated activity. Police Communications Operators shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum, the following:

- Incident control number
- Date and time of request
- Name and address of the reporting person, if possible
- Type of incident reported
- Involvement of weapons, drugs and/or alcohol
- Location of incident reported
- Identification of members assigned as primary and backup
- Time of dispatch
- Time of the responding member's arrival
- Time of member's return to service
- Disposition or status of reported incident

1100.8 CONFIDENTIALITY

Information that becomes available through the Communications Center may be confidential or sensitive in nature. All the Communications Center members and officers shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Motor Vehicle Administration records, warrants, criminal history information, records of internal police files, or medical information shall only be made available to authorized law enforcement personnel. Whenever possible, an encrypted radio channel or a non-radio method of communication shall be used to communicate confidential information. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

1100.9 TRAINING AND CERTIFICATION

All police communications operators shall successfully complete department required training within six months of employment, to include using a curriculum approved by the state Emergency Number Systems Board which includes training on Public Safety Answering Point orientation, communication skills, electronic systems, policies and procedures, call processing, documentation, stress management, administrative duties and disaster and major incidents (COMAR 12.11.03.10).

Records and Warrants Section

1101.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Maryland Natural Resources Police Records and Warrants Section. The policy addresses agency file access and internal requests for incident reports.

1101.2 POLICY

It is the policy of the Maryland Natural Resources Police to maintain agency records securely, professionally and efficiently.

1101.3 RESPONSIBILITIES

1101.3.1 RECORDS SUPERVISOR

The Agency shall delegate certain responsibilities to a Records and Warrants Section Supervisor.

The responsibilities of this Supervisor include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records and Warrants Section.
- (b) Supervising, training and evaluating Records and Warrants Section staff.
- (c) Maintaining and updating Records and Warrants Section procedures.
- (d) Ensuring compliance with established policies and procedures.
- (e) Supervising the access, use and release of protected information (see the Protected Information Policy).
- (f) Establishing security and access protocols for incident reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 - 1. Homicides
 - 2. Incidents involving agency members or public officials
 - 3. Any incident where restricted access is prudent
- (g) **Complying with state requirements regarding the annual reporting of officer-involved deaths and deaths in the line-of-duty (Md. Code PS § 3-507).**
- (h) **Complying with reporting requirements related to sexual assault evidence collection kits in accordance with COMAR 02.08.04.01** in coordination with the Criminal Investigations Section Supervisor.
- (i) **Complying with reporting requirements related to incidents apparently directed against an individual or group because of race, color, religious beliefs, sexual orientation, gender, disability, national origin, homelessness, or any other class specified by state law as specified by Md. Code PS § 2-307.**

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- (j) **Complying with reporting requirements related to searches and seizures involving potential handgun violations under Md. Code CR § 4-203 (Md. Code CR § 4-206) in conjunction with the Task Force Section Supervisor.**

1101.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

- (a) Maintaining a records management system for case reports.
 - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Agency with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Complying with the annual reporting requirements established by the Maryland Police Training and Standards Commission (MPTSC) regarding (Md. Code PS § 3-518; Md. Code PS § 3-207):
 - 1. The number of serious officer-involved incidents.
 - 2. The number of officers disciplined.
 - 3. The type of discipline administered to each officer.
- (h) Complying with state requirements regarding the annual reporting of officer-involved deaths and deaths in the line-of-duty (Md. Code PS § 3-507).
- (i) Complying with reporting requirements related to sexual assault evidence collection kits in accordance with COMAR 02.08.04.01.
- (j) Complying with reporting requirements related to searches and seizures involving potential handgun violations under Md. Code CR § 4-203 (Md. Code CR § 4-206).
- (k) Complying with reporting requirements related to incidents apparently directed against an individual or group because of race, color, religious beliefs, sexual orientation, gender, disability, national origin, homelessness, or any other class specified by state law as specified by Md. Code PS § 2-307.
- (l) Complying with the annual reporting requirements related to use of force incidents involving an officer that result in a monetary settlement or judgment against the agency (Md. Code PS § 3-528).
- (m) Complying with the annual reporting requirements related to search warrants (Md. Code PS § 3-525).

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- (n) Complying with the annual reporting requirements to the MPTSC related to the number of use of force complaints made against the Maryland Natural Resources Police's officers (Md. Code PS § 3-514).
- (o) Complying with reporting requirements related to TRT activation and deployment, if applicable (Md. Code PS § 3-508).
- (p) Complying with court requests and orders for records, warrants and expungements,
- (q) Entering records into the Interstate Wildlife Violators Compact.
- (r) Purchasing and distributing citation books.

1101.4 FILE ACCESS AND SECURITY

The security of files in the Records and Warrants Section must be a high priority and shall be maintained as mandated by state or federal law. All incident reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police agency incident, including field interview (FI), criminal history records and publicly accessible logs, shall be maintained securely within the Records Management System, and accessible only by authorized members of the Agency.

1101.4.1 ORIGINAL INCIDENT REPORTS

Generally, original incident reports shall not be removed from the Records Management System.

1101.5 CONFIDENTIALITY

Records and Warrants Section staff has access to information that may be confidential or sensitive in nature. Records and Warrants Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records and Warrants Section procedure manual.

Records Maintenance and Release

1102.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of agency records. Protected information is separately covered in the Protected Information Policy.

1102.2 POLICY

The Maryland Natural Resources Police is committed to providing access to public records in a manner that is consistent with the Maryland Public Information Act (PIA) (Md. Code GP § 4-101 et seq.).

1102.3 CUSTODIAN OF RECORDS

The Superintendent shall designate a Custodian of Records for each unit responsible for record retention. The responsibilities of the Custodian of Records include but are not limited to (Md. Code GP § 4-201 et seq.):

- (a) Managing the records management system for the Agency, including the retention, archiving, release, and destruction of agency public records.
- (b) Maintaining and updating the agency records retention schedule including (Md. Code SG § 10-610; Md. Code SG § 10-615; COMAR 14.18.02.04):
 1. Identifying the minimum length of time the Agency must keep records.
 2. Identifying the agency bureau responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of agency public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing procedures for correcting an error in records (Md. Code GP § 4-502).
- (f) Establishing rules regarding the processing of subpoenas for the production of records.
- (g) Ensuring a current schedule of fees for public records as allowed by law is available.
- (h) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Agency, and the procedures, including the cost of inspecting or obtaining copies.
- (i) Ensuring that the Agency only maintains information about a person that is (Md. Code GP § 4-102):
 1. Authorized or required by law.
 2. Relevant to the accomplishment of a legitimate purpose.
- (j) Adopting rules defining sociological information held by the Maryland Natural Resources Police and restricted release of the information (Md. Code GP § 4-330).

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Records Maintenance and Release

- (k) Ensuring updated contact information for the Records Supervisor is maintained on the agency's website and submitted annually to the Maryland Office of the Attorney General as required by Md. Code GP § 4-503.
- (l) Establishing database access requirements consistent with state and federal laws related to immigration enforcement (8 USC § 1373; Md. Code PS § 3-529).
- (m) Adopting rules for the appropriate proactive disclosure of public records that are available for inspection under the Maryland PIA (Md. Code GP § 4-104).
- (n) Posting in a prominent public location an explanation of the procedures for filing a request to obtain records relating to officer misconduct as defined by Md. Code PS § 3-101 (Md. Code PS § 3-515).

1102.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any agency member who receives a request for any record shall route the request to the Records and Warrants Section Supervisor or the authorized designee.

1102.4.1 REQUESTS FOR POLICE REPORTS

In general, the custodian shall permit the inspection and/or reproduction of police reports and law enforcement records, unless there would be an unwarranted invasion of privacy of the person of interest. (SG-R, §10-612).

1102.4.2 REQUESTS FOR RECORDS

The processing of requests for any public record is subject to the following (Md. Code GP § 4-203):

- (a) Absent a valid reason for denial, the Custodian of Records shall grant access to the requested records promptly or within the reasonable period that is needed to retrieve the public record, but not more than 30 days after receipt of the request.
- (b) If the Custodian of Records reasonably believes that it will take more than 10 working days to produce the requested records, written or electronic notice shall be provided to the applicant within 10 working days indicating the amount of time needed to produce the records, the reason for the delay, and the estimated fees that may be charged for the production.
- (c) The Agency is not required to create records that do not exist.
- (d) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.
 1. A copy of the redacted release should be maintained in the case file, or in an electronic file, as proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the agency-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
- (e) A Custodian of Records may not ignore a request to inspect public records on the grounds that the request was made for the purpose of harassment.

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- (f) If a request for records is denied, the Custodian of Records must notify the applicant within 10 working days in writing of the following (Md. Code GP § 4-203):
 - 1. The reasons for the denial.
 - 2. The legal authority for the denial.
 - 3. A brief description of the undisclosed record that will allow the applicant to evaluate the applicability of the legal authority for the denial. The description provided shall not disclose any protected information from the record.
 - 4. The remedies available to the applicant for review of the denial (Md. Code GP § 4-362).
- (g) The time limits set forth above in this section may be extended for an additional 30 days with the agreement of the applicant (Md. Code GP § 4-203).
- (h) The time limits set forth above in this section may be extended in the event of a dispute under Md. Code GP § 4-1A-01 et seq. or Md. Code GP § 4-1B-01 et seq.

Whenever the Custodian of Records reasonably believes that inspection would cause substantial injury to the public interest, the Custodian of Records may deny inspection temporarily, but within 10 working days after the denial, the Custodian of Records shall petition a court to issue an order permitting the continued denial of inspection (Md. Code GP § 4-358). If the Custodian of Records reasonably believes that inspection of part of a public record would be contrary to the public interest, the Custodian may deny inspection of that part of the record, but shall provide an explanation of why denial is necessary and why redaction would not address the reason for the denial (Md. Code GP § 4-203; Md. Code GP § 4-343).

1102.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

- (a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any agency record, including traffic accident reports, is restricted except as authorized by the Agency, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Records of ongoing investigations (Md. Code GP § 4-351).
- (c) Traffic and criminal records may not be released to persons reasonably known to be soliciting or marketing legal services (Md. Code GP § 4-315).
- (d) Arrest warrants and associated charging documents may not be released until the warrant has been served or 90 days has elapsed since the warrant was issued (Md. Code GP § 4-316).
- (e) Traffic control signal monitoring and speed monitoring system records (Md. Code GP § 4-321).

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- (f) Personnel records, including retirement records, medical records, and personal employee information, including an employee's home address or telephone number (Md. Code GP § 4-306; Md. Code GP § 4-311; Md. Code GP § 4-312; Md. Code GP § 4-331).
- (g) Surveillance images (Md. Code GP § 4-322).
- (h) Information systems, alarm or security systems, and emergency policies, procedures, and plans (Md. Code GP § 4-314.1; Md. Code GP § 4-338; Md. Code GP § 4-339; Md. Code GP § 4-352).
- (i) Any record that the Custodian of Records reasonably believes would cause substantial injury to the public interest may be temporarily denied (Md. Code GP § 4-358).
- (j) Records relating to juveniles (Md. Code CJ § 3-8A-27).
- (k) Criminal history records (Md. Code CP § 10-219).
- (l) Information protected by the Address Confidentiality Program (Md. Code SG § 7-310).
- (m) Reports of suspected cruelty received from a veterinarian, including the identity of the veterinarian who filed the report (COMAR 15.14.15.04).
- (n) Portions of 9-1-1 communications records that depict a victim (Md. Code GP § 4-356).
- (o) Certain records sought for the purpose of enforcing federal immigration laws (Md. Code GP § 4-320; Md. Code GP § 4-320.1; Md. Code PS § 3-529).

1102.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the State's Attorney, or Attorney General's Office, or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to the DNR Office of the Attorney General or appropriate prosecuting attorney so that a timely response can be prepared.

1102.7 SECURITY BREACHES

Members who become aware that any Maryland Natural Resources Police system containing personal information may have been breached should notify the Law Enforcement Technical (LETech) Support Section Supervisor as soon as practicable.

The LETech supervisor shall ensure the required notice is provided to the Office of the Attorney General, the Department of Information Technology or the appropriate system manager, and the persons whose personal information is reasonably believed to have been breached pursuant to

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the requirements set forth in Md. Code SG § 10-1305. Notice shall be in the form and manner specified in Md. Code SG § 10-1305.

Notice shall be given as soon as reasonably practicable after discovery of the possible breach consistent with the legitimate needs of the Maryland Natural Resources Police and any measures to determine the scope of the breach, the identity of those affected, and to restore the integrity of the breached system. Notice may be delayed if notification will impede a criminal investigation or jeopardize homeland or national security (Md. Code SG § 10-1305).

For purposes of the notice requirement, personal information includes a person's first name, first initial and last name, personal mark, or unique biometric or genetic print or image in combination with any one or more of the following (Md. Code SG § 10-1301):

- (a) Social Security number or Individual Taxpayer Identification Number
- (b) Driver's license number, Maryland identification card number or other similar identification number, including a passport number
- (c) Full account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records and Warrants Section Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

1102.8 EXPUNGEMENT

Expungement orders received by the Agency shall be reviewed for appropriate action by the Records and Warrants Section Supervisor. The Records and Warrants Section Supervisor shall ensure expungement of such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist (Md. Code CP § 10-101 et seq.).

The Records and Warrants Section Supervisor shall ensure that all expunged records are also removed from the National Capital Region-Law Enforcement Information Exchange database (NCR-LInX). If expunged records are still showing in LInX, the Records and Warrants Section Supervisor will contact the LInX program manager immediately.

Unless an order is stayed pending an appeal, the Records and Warrants Section Supervisor served with an order of expungement of a juvenile record under Md. Code CJ § 3-8A-27.1 shall notify the court, the petitioner, and all parties in writing within 60 days after entry of the order that the Agency has complied with the order.

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1102.9 TRAINING

All members authorized to manage, release or facilitate public access to agency records shall complete a training program that includes identification of material appropriate for public access and the agency systems and procedures guiding such release and access.

Protected Information

1103.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Maryland Natural Resources Police. This policy addresses the protected information that is used in the day-to-day operation of the Agency and not the public records information covered in the Records Maintenance and Release Policy.

1103.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Maryland Natural Resources Police and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

1103.2 POLICY

Members of the Maryland Natural Resources Police will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

1103.3 RESPONSIBILITIES

- A. Communications Center and Records Unit Commander
 - 1. The Communications Center and Records Unit Commander shall be responsible for coordinating the use of protected information.
 - (a) The responsibilities of this position include, but are not limited to:
 - 1. Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.
 - 2. Resolving specific questions that arise regarding authorized recipients of protected information.
 - 3. Developing procedures to ensure training and certification requirements are met.
 - 4. Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
 - 5. Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
 - 6. Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system,

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Protected Information

National Law Enforcement Telecommunications System (NLETS), Motor Vehicle Administration (MVA) records, Maryland Criminal Justice Information System (CJIS) and Maryland Electronic Telecommunications Enforcement Resource System (METERS).

- B. All officers, the rank of Sergeant and below, are to obtain a CN-1 or CN-2 Certification through the Communications Center and keep it active. Officers that do not maintain this certification will lose access to RMS, Delta, Mobile CAD and any other system that may contain CJIS data.

1103.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Maryland Natural Resources Police policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

1103.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Communications Center and Records Unit Commander for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Agency may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone, or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other agency members, or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

Protected Information

1103.6 SECURITY OF PROTECTED INFORMATION

The Communications Center and Records Unit Commander shall oversee the security of protected information.

This responsibility includes, but is not limited to:

- (a) Developing and maintaining security practices, procedures and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
- (d) Tracking, documenting and reporting all breach of security incidents to the Superintendent and appropriate authorities.

1103.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

1103.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Chapter 13 - Forms

Official Agency Forms

1300.1 FORM LOCATION

To access official and up-to-date forms, members should access the forms folder within the common drive. The file address is found on the NRP Headquarters website for reference.

The common drive is the **ONLY** location forms should be downloaded from; a form obtained elsewhere may be outdated and should not be used.

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Attachments

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**NRP-306ACK (Veh Pol
Acknowledgement Form 2006 -06).pdf**

**MARYLAND NATURAL RESOURCES POLICE
ACKNOWLEDGEMENT STATEMENT
POLICIES AND PROCEDURES FOR DRIVERS OF STATE VEHICLES**

TO: ALL NRP DRIVERS OF STATE VEHICLES

Drivers are required to carefully read the Policies and Procedures for Drivers of State Vehicles and sign this Acknowledgement Statement at the bottom of the page. The signed statement must be retained by the NRP Fleet Coordinator.

State vehicles shall only be operated by drivers who have signed this acknowledgement form.

Drivers of State vehicles who are found in violation of these rules are subject to disciplinary action.

ACKNOWLEDGEMENT

The undersigned certifies he/she has read the Policies and Procedures for Drivers of State Vehicles.

I am aware that a violation of these rules would be cause for disciplinary action.

Name: _____ NRP ID #: _____

DNR Unit: _____

Classification: _____ Date of Birth: _____

License Number: _____ State of Issue: _____

Expiration Date: _____ Type/Class: _____

Phone Number: _____ Email Address: _____

Date: _____ Signature: _____

(Please print or type all information)

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NRP-736_(Firearms_Transaction_Rept_2013-09-25)..pdf

Maryland Natural Resources Police Firearms Transaction Report

Date of Transaction Weapons Turned-In	Type Code	Make	Model	Serial Number	Received From	Accepting Authority	Disposition Code	Disposition Date

Date of Transaction Weapons Issued	Type Code	Make	Model	Serial Number	Issued To	Issuing Authority	Reason for Issue	Area Spare Yes/No

Those authorized by policy to effect a firearms transfer will complete all information required. No blanks will be accepted. The disposition of a turned in weapon will be indicated with the correct Disposition Code or any other notes that are important. Indicate the approved authority's printed name where required. A fax copy may be sent to the Supply Services Unit Commander within 24 hours. The Supply Services Unit Commander will acknowledge that they received the transaction.

Type Code	Disposition Codes
H = Handgun	AA = Agency Armor
S = Shotgun	SP = Spare
R = Rifle	MI = Matapeake Inventory Turn-In
	SM = Sent to Manufacturer
	TO = Transfer to Another Officer

I Certify that the above transaction(s) were completed and properly documented in the Area Inventory. I further certify that, if required, the weapons received were forwarded to the Agency Armorer.

Certifying Signature

AUTHORIZED ISSUING AGENT: (PRINTED NAME)	I.D. #	AUTHORIZED ISSUING AGENT: (SIGNATURE)	DATE

AREA / UNIT COMMANDER: (PRINTED NAME)	I.D. #	AREA / UNIT COMMANDER: (SIGNATURE)	DATE

SUPPLY SERVICES UNIT COMMANDER: (PRINTED NAME)	I.D. #	SUPPLY SERVICES UNIT COMMANDER: (SIGNATURE)	DATE

**Maryland Natural Resources Police
Firearms Transaction Report**

**Maryland Natural Resources Police
Firearms Transaction Report**

NRP-426_(Secondary_Empl_Log_2014-04-10).pdf

**MARYLAND NATURAL RESOURCES POLICE
SECONDARY EMPLOYMENT TRACKING LOG**

Last Name	First Name	Middle Name	ID #	Rank	Type of Secondary Employment Business
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**MARYLAND NATURAL RESOURCES POLICE
SECONDARY EMPLOYMENT TRACKING LOG**

Last Name	Name of Business	Street Address	City	State	Zip Code
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**MARYLAND NATURAL RESOURCES POLICE
SECONDARY EMPLOYMENT TRACKING LOG**

Last Name	Business Phone Number	Approved (Yes or No)	Approval Date	Renewal Date	Termination Date
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NRP-107-ETIX (rev. 4-2022).pdf

Citation Explanation ETIX

Esto es una citación de los Recursos Naturales de Maryland, por (Charge) _____ que con lleva una multa de \$_____. Le llegará una carta por correo con una fecha para ir a la corte. Usted tiene para pagar la multa hasta el día de corte. Si usted paga la multa no tendrá que presentarse ante el juez. De decidir no pagar la multa e ir a la corte para apelar la citation, procure asistir, ya que de no hacerlo una orden de arresto será emitida para su persona y \$100 seran anadidos a la multa.

Citation Explanation ETIX

Esto es una citación de los Recursos Naturales de Maryland, por (Charge) _____ que con lleva una multa de \$_____. Le llegará una carta por correo con una fecha para ir a la corte. Usted tiene para pagar la multa hasta el día de corte. Si usted paga la multa no tendrá que presentarse ante el juez. De decidir no pagar la multa e ir a la corte para apelar la citation, procure asistir, ya que de no hacerlo una orden de arresto será emitida para su persona y \$100 seran anadidos a la multa.

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NRP-602 (Emerg Ops Worksheet 2004-11).pdf

MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATION WORKSHEET

1. Type of Incident:	2. Date of Incident:	3. Time of Incident:	4. Incident Number:
----------------------	----------------------	----------------------	---------------------

5. Incident Location:	6. Location Code:	7. GPS Coordinates:	8. Region / Area:
			9. County:

10. On Scene Commander:	11. Incident Commander:
12. Incident Base Location:	13. Command Post Location:

14. Field Personnel	Unit #	Officer	Assignment	Date & Time Notified	Date & Time Arrived	

15. Support Personnel	Description	Unit #	Officer	Date & Time Requested	Date & Time Arrived	
	NRP Investigation Section					
	NRP Aviation Section					
	NRP Underwater Operations Unit					
	NRP K-9 Team					
	NRP Technical Services					
	NRP Hydrographic Operations					
	DNR Public Communications					

16. Assisting Agencies	Agency Name	Name Of Personnel / Unit #	Case #

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NRP Committees rev 01-20-22.pdf

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**NRP-830D (Order of Emergency
Susp - Disciplinary 2011-05-01).pdf**

**MARYLAND NATURAL RESOURCES POLICE
ORDER OF EMERGENCY SUSPENSION
FOR
DISCIPLINARY ACTION**

Date: _____

Reference IAU #: _____

To: _____
Rank & Name Assignment

Subject: Emergency Suspension for Disciplinary Action

In accordance with the provision of the Annotated Code of Maryland, Public Safety Article, Section 3-112, you are hereby placed on emergency suspension. If your police powers have been suspended as noted below, you shall not exercise police authority until those powers have been restored by order of the Superintendent. This action has been imposed as it has been deemed to be in the best interest of the public and the Maryland Natural Resources Police to do so.

This suspension is a result of a disciplinary matter, therefore you are entitled to a prompt hearing before an emergency suspension review panel who will make a recommendation to the Superintendent concerning the continuance of the suspension, restoration of your police powers, and your leave status and duty assignment. You may choose to waive the hearing by completing NRP Form 831 (Emergency Suspension - Waiver of Hearing), following which the Superintendent will decide whether to continue the suspension based on the information available to them.

Should you choose not to waive your rights to a review hearing, you shall report for the hearing as follows:

Date: _____ Time: _____
Place: _____

<input type="checkbox"/> Suspension of Police Powers With Pay	You shall immediately surrender your badge, Agency-issued firearm(s) and assigned vehicle and other equipment as designated on Form NRP-832 (Suspension Equipment Checklist) to your commander.
---	---

<input type="checkbox"/> Suspension of Police Powers Without Pay	You shall immediately surrender your badge, Agency-issued firearm(s), your assigned vehicle and all issued Maryland Natural Resources Police equipment listed on Form NRP-832 (Suspension Equipment Checklist) to your commander.
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During this suspension period you hereby assigned to restricted duty status.

You are encouraged to refer to NRP policy found in the Manual of Policies, Procedures and Regulations, Chapter 4, Section IV, and Chapter 6, Section VIII for relevant information.

Suspending Authority:

Suspending Authority's Printed Name (Rank / Name / ID #)

Suspending Authority's Signature (Rank / Name / ID #)

Date Signed

I acknowledge receipt of this order.

Officer:

Officer's Signature (Rank / Name / ID #)

Time

Date Signed

- Distribution: 1. Original – Administrative Hearing Office. 3. Copy - Employee's Commander.
2. Copy - Suspended Officer 4. Copy – IAU

I-NRP-108 (NRP Warning 2014-05-12).pdf

CHAPTER 12 SECTION II

FORMS

NOTICE OF VIOLATION (WARNING) & FIR (FIELD INTERROGATION REPORT)	
NRP-108	
Use:	For issuing written notice of violations (warnings) of NR laws and regulations, and other pertinent statutes i.e., Article 27, Article 29, etc. In addition, can be used as an FIR (Field Interrogation Report) to document suspicious persons and/or activity. If seafood or game was returned to the waters of the state or donated then staple an NRP-101 to the warning.
Due:	Within 7 days of issuance.
To:	Original Warnings & FIRs: After review, the Area/Unit Commander shall submit the original (Headquarters Copy) of all Warnings and/or FIRs through chain of command; to the DNR Law Enforcement Records Center. Copies of F.I.R.s: In addition to sending original to DNR Records, the Area/Unit Commander, or their designee, shall forward a copy of all FIRs to the Homeland Security Supervisor via fax at: 410-643-1370. NOTE: In accordance with the Memorandum of Agreement between the NRP and the USCG regarding Enforcement of Maritime Safety & Security Zones, if an FIR has been issued for any violation dealing with a breach of a USCG Safety and/or Security Zone, then: 1). The Area Duty Officer or a Supervisor shall be contacted as soon as possible. If the situation is suspicious in nature, then the information will be relayed to the USCG and the NRP Special Operations Duty Officer for possible further investigative assistance. 2). The Area/Unit Commander, or their designee, shall as soon as possible insure that a copy of the FIR is sent to USCG – Sector Baltimore , attention of “Command Center Chief,” via fax at 410-576-2524 .
Note:	Revised 05/14

Report to be printed in capital letters with black ink. Signature will be in black ink.

1. WARNING / FIR: Place an “X” in the appropriate box indicating whether the document is being utilized as a Warning or an FIR (Field Interrogation Report).
 - a. An FIR may be utilized in conjunction with a written warning or as a stand alone action. It is an investigative tool for documenting a suspicious individual or suspicious activity.
 - b. If an FIR is utilized in conjunction with a written warning, then the officer shall:
 - i. Place an “X” in the Warning box, and provide the violator with the “Violator’s Copy” of the warning. So as not to alert the violator, the “Violator’s Copy” of the warning shall not display an “X” or any other notation in the FIR box, nor contain any other information specifically designated for FIR purposes.
 - ii. On the officer’s remaining copies (Officer’s Copy & Headquarters Copy), place an “X” in the FIR block.
 - 1) In the Remarks or Other section, write in the reason for the FIR. This is critical so the Homeland Security Unit will understand why the FIR was written.
 - c. FIR’s can be completed as an investigative tool for, but not limited to, the following:
 - i. Gang member activity or identifiers.
 - ii. Violation of USCG Safety/Security Zones.
 - iii. Suspicious persons and persons of interest (need to explain why a FIR was issued so it is of value to those receiving it).
 - d. Whenever the NRP-108 is utilized solely as an FIR, the suspect/violator does not receive a copy.

Instructions:

CHAPTER 12 SECTION II

FORMS

e. Whenever feasible, NCIC checks shall be conducted while the FIR is being written, and the issuing officer shall indicate in the Remarks section that an NCIC check has been conducted.

2. DEFENDANT: Enter complete name of violator (First, Middle, Last name), place any nickname or alias in quotes after first name. If violator has no middle name then enter "NMN" in location for middle name. If violator has middle initial only then indicate by quotations around middle initial (i.e., "R").
3. ADDRESS: Enter complete street address using only standard abbreviations.
4. CITY, CO., STATE, & ZIP: Enter the city, county, state, and zip code of violator's current residence, using abbreviations listed on the Citation Preparation reference sheet for the county and state. Attempt to avoid P.O. Box if possible. If defendant has a P.O. Box, ascertain subjects address, rural number or road name.
5. LICENSE NO. & TYPE: Enter complete driver's license number as it appears. Indicate state of issuance. If the violator does not have a state issued driver's license, and is working legitimately under a commercial DNR license issued to another person, enter the number and type in the margin on the side of the warning and use the entry "AGENT."
6. RACE: Enter the appropriate race code according to the codes listed below. Do not use the driver's license code.

CODE	DESCRIPTION
A	Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
B	Black - A person having origins in any of the black racial groups of Africa.

CODE	DESCRIPTION
I	American Indian or Alaskan Native - A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
W	White - A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
U	Unknown
Note	Records for Hispanics should be entered with the race code most closely representing the individual.

7. SEX: Enter the appropriate character code; M-male or F-female.
8. HEIGHT: Enter the three (3) digits corresponding to the subject's height in feet and inches (i.e. for a person five feet and eight inches tall the entry shall be "508").
9. WEIGHT: Enter the three (3) digits corresponding to the subject's weight. If the subject's weight is less than 100 pounds, the first digit must be zero.
10. BORN: Enter the six (6) digits corresponding to the date of birth of the subject in the MM/DD/YY format. (i.e. 03/23/62).
 - a. Note: Juveniles may be written a warning at any age when deemed appropriate by the issuing officer.
 - b. Note: For F.I.R.s (Field Interrogation Reports) **ONLY**, on the Headquarters copy the date of birth blocks must be outlined in red, and the word JUVENILE must be written at the top of the document in red ink. **This is no longer a requirement for Warnings.**
11. VIOLATION DATE: Enter the six (6) digits corresponding to the date of the violation in the MM/DD/YY format.
12. TIME: Enter the approximate time of the violation and indicate AM or PM. Use standard time versus military time (i.e. 1:30 PM vs. 1330 hrs).

CHAPTER 12 SECTION II FORMS

13. COUNTY: Enter the two letter county code for the location of the violation as listed on the Citation Preparation Reference Sheet; i.e. Worcester; WO.
14. BOAT/VEHICLE REG #: Enter the vessel registration number or the vehicle registration (tag) number. If the vessel is documented through the United States Coast Guard, enter the vessel's documentation number.
15. STATE: Enter the 2 character state code for the state where the vessel or vehicle is registered.
16. TYPE: Enter the type of vessel or vehicle.
17. COLOR: Enter the color of the vessel or vehicle. If two toned, enter the top color first, and the bottom color last.
18. AREA CODE: Enter area code as listed on the Location Code Database which is disseminated by the DNR Law Enforcement Records Section.
19. LOCATION: Enter the immediate location followed by general location of the violation i.e., Smith Creek, West River; Meyers Road, Grasonville.
20. LONGITUDE: Enter the longitude of where the violation occurred, utilizing the Degrees & Decimal Minutes format:
hddd° mm.mmm'.
21. LATITUDE: Enter the latitude of where the violation occurred, utilizing the Degrees & Decimal Minutes format:
hddd° mm.mmm'.
22. VIOLATION CODES: Enter the violation codes as listed on the Directory of Violation Types which is disseminated by the DNR Law Enforcement Records Section.
23. VIOLATION TYPE: Place an X on the appropriate box(es) for the type of violation.
24. VIOLATION: Enter an X on the appropriate box(es) indicating the violation. More than one violation type may be checked.
25. OTHER: For violations not listed in number twenty (24) above, insert the appropriate written violation explanation.
26. Enter any noteworthy remarks.
27. Sign full name and legibly print last name followed by the officer's four digit ID number.

CHAPTER 12 SECTION II
FORMS

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NRP-605 (Area Status Rept 2004-11).pdf

MARYLAND NATURAL RESOURCES POLICE
OFFICE OF FIELD OPERATIONS
AREA OFFICE STATUS REPORT

1. REGION / AREA OFFICE:		2. DATE:	
3. RESOURCES	4. STATUS	5. OFFICE PERSONNEL	6. STATUS
Food Supply		Captain	
Sleeping Capacity		Lieutenant	
Emergency Generator		Duty Officer	
Gasoline		P.C.O.	
Fax Machine			
Xerox Copier		7. ALTERNATE SITE #1	
Telephone Lines			
I.B.M. P/C Computer			
Telephone Modem			
Meeting Room Capacity			
Low Band Radio			
A.T.V.			
		8. ALTERNATE SITE #2	

9. COMPLETED BY: (PRINTED NAME)		I.D. NO.	10. COMPLETED BY: (SIGNATURE)		DATE
		□ □ □ □			
11. SUPERVISOR'S SIGNATURE:		I.D. NO.	DATE	12. APPROVED BY: (SIGNATURE)	
		□ □ □ □			

I-NRP-505 (Exe Incid Briefing Rept 2009-01).pdf

CHAPTER 12 SECTION II

FORMS

EXECUTIVE INCIDENT BRIEFING REPORT	
NRP 505	
Use:	Utilized to advise the Command Staff of sensitive or confidential information regarding actions taken or needed. This report may be sent along with an NRP-506, but it should contain greater details than the NRP-506. <i>This information is confidential and is not for distribution outside of the Command Staff.</i>
Due:	To be completed as needed by the Duty Officer or Regional/Area Commander responsible for the actions taken.
To:	Forwarded through the chain of command to members of the Command Staff by email, fax, and/or hand delivery.
Note:	Revised 01/09

Instructions:

Report is to be printed in capital letters with black ink. Signature will be in black ink.

1. Enter a brief description regarding the type of Offense or Incident.
2. Enter the Date of the Report in the mm/dd/yy format.
3. Enter the Time of the Report utilizing the military time format.
4. Enter the Incident Number.
5. Check the appropriate block as to whether the report is an Initial Briefing or is a Follow-Up Briefing.
6. Enter the Date of the Offense/Incident in the mm/dd/yy format.
7. Enter the Time of the Offense/Incident utilizing the military time format.

8. Enter the two letter County code where the offense/incident has or is occurring.
9. Enter the Region(s) involved in the offense/incident.
10. Enter the Area(s) involved in the offense/incident.
11. Give an accurate and brief description regarding the Location of the Offense/Incident.
12. Check the appropriate block as to whether or not the NRP/DNR PIO has been notified. If they have been notified, then enter the Date and Time notified.
13. Briefly list and describe the NRP Resources that were utilized during the incident.
14. Check the appropriate block as to whether or not NRP Resources were requested but were unavailable. If Yes, then specify the resources that were requested but were not available.
15. Enter a concise narrative describing NRP's involvement in the incident, and give the current status of the incident.
16. Print the Rank, Name, and ID # of the officer completing the report.
17. Print the Rank, Name, and ID # of the officer approving the report.

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NRP-435 (BAR 2011-09-11).pdf

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
RECREATIONAL BOATING ACCIDENT REPORT

OMB Control Number: 1625-0003

Expires: 9/30/2014

INSTRUCTIONS: Use "Report required because" section below to determine if a report is required for your accident. If required, please have each vessel owner or operator involved in the accident submit a report to their state reporting authority. Each boat operator/owner involved in an accident should submit a separate report. For each question below, please provide answers if applicable and if known; otherwise leave blank. Privacy Act Notice: Authority- 46 U.S.C. 6102 and 33 CFR 173 & 174 authorize the collection of information on boating accidents. Purpose-The Coast Guard uses this information for statistical purposes, chiefly to inform the public, to measure the Program's efforts, and to regulate issues relating to boating safety. Routine Uses-The Coast Guard shares this information within the agency, and if state and federal law permit it, to the public.

REPORT SUBMISSION

Report required because (select all that apply):

At least one person in this accident *died*: If so, how many? _____

At least one injured person in this accident *required or was in need of treatment beyond first aid*: If so, how many? _____

At least one person in this accident *disappeared* and has not yet been recovered: If so, how many? _____

All boat and other property *damage (e.g., fishing/hunting gear) caused by this accident totaled (or likely totaled) \$2,000 or more*:

Approximate value of damage to *your boat*: \$ _____

Approximate value of damage to *your other property*: \$ _____

Your or another *boat* in this accident was (or likely was) a *total loss*

Report submitted by (select all that apply):

Boat Operator (required if possible)

Boat Owner (if operator unable, or same as operator)

Other (describe): _____

To be submitted within:

48 hours (if injury, disappearance or death)

10 days (if boat/property damage only)

To be submitted to: (Local State Reporting Authority)

Phone:

You may submit any comments concerning the accuracy of the burden estimate or any suggestions for reducing the burden to: Commandant (CG-5422), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0003), Washington, DC 20503. Questions relating to the collection of this data should be sent to the Coast Guard.

For State Agency Use Only

First Name	Last Name
------------	-----------

Phone: _____

First Name	Last Name	Phone
------------	-----------	-------

Primary Cause of Accident

ACCIDENT SUMMARY

WHEN

Date: _____ Time: _____ am pm
(mm/dd/yyyy) (select one)

WHERE

Body of Water Name

Location (on water) description

Nearest city/town

County: _____ State: _____

YOUR BOAT – PEOPLE

people on board (including operator): _____

people being towed (e.g., on tubes, skis): _____

people wearing lifejackets (on board or towed): _____

OTHER BOATS INVOLVED IN ACCIDENT

of other boats involved: _____

ACCIDENT DESCRIPTION: Briefly describe this accident (attach extra pages if necessary)

DAMAGE TO YOUR BOAT: Briefly summarize any damage to your boat

DAMAGE TO YOUR OTHER PROPERTY: (NOT BOAT)
Briefly summarize any damage to your other property (not boat)

For each question below, please provide answers IF APPLICABLE AND IF KNOWN, otherwise leave blank.

YOUR BOAT

BOAT IDENTIFICATION																
Your Boat Name:						Manufacturer:										
Model Name:						Model Year:										
Registration #:						Documentation #:										
Hull Identification # (HIN)						Rented: Yes No										
SIZE ESTIMATES																
Length: ft.				Depth from transom (<i>stern</i>) to keel (<i>bottommost point</i>): ft.				Beam width at widest point: ft.								
HULL MATERIAL																
Type of Hull Material (select one)																
Fiberglass				Wood				Rubber/vinyl/canvas				Other (<i>describe</i>):				
Aluminum				Steel				Plastic								
BOAT TYPE																
Boat Type (select one)								Available Propulsion (select all that apply)								
Cabin motorboat		Inflatable		Canoe		Personal watercraft (PWC) (e.g., Wave Runner™, Jet Ski™, Sea-Doo™)		Propeller		Air thrust						
Open motorboat		Houseboat		Rowboat				Sail		Other (<i>describe</i>):						
Auxiliary sail		Sail (<i>only</i>)		Air boat				Other (<i>describe</i>)		Manual						
Pontoon boat		Kayak								Water jet						
ENGINE																
# Engines			Engine type and horsepower (select one)						Fuel type (select all that apply)							
Manufacturer			Outboard		Sterndrive (I/O)		Inboard		None		Gasoline		Diesel		Electric	
			Total horsepower: hp													
SAFETY MEASURES																
Organizations that have conducted a vessel safety check (VSC) on board your boat within the past year (<i>including carriage of safety equipment, e.g., lifejackets, anchor and line, fire extinguishers</i>):																
US Coast Guard Auxiliary: VSC Decal?				Yes		No		Federal Agency (Name)								
US Power Squadrons: VSC Decal?				Yes		No		State Agency (Name)								
								Other Agency (Name)								
# Life jackets on board:			# Fire extinguishers on board:			Type of fire extinguishers (e.g., ABC):										
						Amount of fire extinguishers used:										
ACCIDENT DETAILS – EXTERNAL CONDITIONS																
WEATHER																
Overall weather was (select one)				It was (select one)				Visibility was (select one)				Wind was (select one)				
Clear		Raining		Day		Good		0 mph (<i>none</i>)								
Cloudy		Snowing		Night		Fair		Over 0, up to 12 mph (<i>light</i>)								
Foggy		Hazy				Poor		Over 12, up to 25 mph (<i>moderate</i>)								
Other (<i>describe</i>):				Approximate air temperature:				°F		Over 25, up to 55 mph (<i>strong</i>)						
										Over 55 mph (<i>stormy</i>)						
WATER																
Overall water conditions (select one):						Other water conditions:										
Up to 6 in. waves (<i>calm</i>)						Approximate water temperature:				°F						
Over 6 in., up to 2 ft. waves (<i>choppy</i>)						Strong current?				Yes		No				
Over 2 ft., up to 6 ft. waves (<i>rough</i>)						Hazardous waters? (e.g., rapid tidal flow, currents)				Yes		No				
Over 6 ft. waves (<i>very rough</i>)						Congested waters?				Yes		No				

For each question below, please provide answers IF APPLICABLE AND IF KNOWN, otherwise leave blank.

ACCIDENT DETAILS – ACTIVITIES AND OPERATIONS ON YOUR BOAT

OPERATOR/PASSENGER ACTIVITIES

Operator/passenger activities on *your* boat at time of accident:

Activities were (select one) Operator/Passenger activities (select all that apply)

Recreational	Fishing	Tubing	Starting engine
Commercial	Hunting	Water Skiing	Making repairs
	White water activity (e.g., rafting)	Relaxing	Other (list):

BOAT OPERATIONS

Your boat operations at time of accident (select all that apply)

Cruising (underway under power)	Drifting	Racing	Towing another vessel
Changing direction	At anchor	Rowing/paddling	Launching
Changing speed	Being towed	Docking/undocking	Tied to dock/mooring
Sailing	Other (list)		

ACCIDENT DETAILS – CONTRIBUTING FACTORS ON YOUR BOAT

CONTRIBUTING FACTORS

Indicate factors on *your* boat which may have contributed to this accident (select all that apply)

Alcohol use	Improper lookout	Dam/lock	Starting in gear
Drug use	Operator inattention	Force of wake/wave	Sharp turn
Excessive speed	Operator inexperience	Hazardous waters	Restricted vision (e.g., fog)
Improper anchoring	Language barrier	Heavy weather	Mission/inadequate aids to navigation (e.g., buoy, daymarker)
Improper loading	Navigation rules violation	Ignition of fuel or vapor	Inadequate on-board navigation lights
Overloading	Failure to vent	Hull failure	People on gunwale, bow or transom
Other (describe):			

ACCIDENT DETAILS – YOUR BOAT

MACHINERY/EQUIPMENT FAILURE

Failure of the following machinery/equipment on *your* boat contributed to this accident (select all that apply)

Engine	Onboard lights	Shift	Sound equipment (e.g., horn, whistle)
Electrical system	Seats	Radio	Auxiliary equipment
Fuel system	Steering	Fire extinguisher	Other (list):
Sail/mast	Throttle	Ventilation	
Onboard navigation aids (e.g., GPS)			

ACCIDENT DETAILS – EVENTS ON YOUR BOAT

ACCIDENT EVENTS

Types of events occurring to/on *your* boat during accident (select all that apply)

Collision with recreational boat	Flooding/swamping	Person fell overboard
Collision with commercial boat (e.g., tug, barge)	Fire/explosion – fuel	Person fell on/within boat
Collision with fixed object (e.g., dock, bridge)	Fire/explosion – non-fuel	Sudden medical condition
Collision with submerged object (e.g., stump, cable)	Carbon monoxide exposure	Person struck by boat
Collision with floating object (e.g., log, buoy)	Mishap of skier, tuber, wake boarder, etc.	Person struck by propeller or propulsion unit
Capsizing	Person left boat voluntarily	Person electrocuted
Grounding	Person ejected from boat (caused by collision or maneuver)	
Sinking	Other (describe)	

For each question below, please provide answers IF APPLICABLE AND IF KNOWN, otherwise leave blank.

ACCIDENT DETAILS – YOUR BOAT- INJURED PEOPLE RECEIVING OR IN NEED OF TREATMENT BEYOND FIRST AID

Report only injured people on, struck by, or being towed by *your boat*, receiving or in need of treatment beyond first aid. Do not report injured people on, struck by, or being towed by *another boat or no boat* (e.g., swimmers, people on a dock). If more than one injured person to report, attach additional copies of this page. If none, SKIP INJURED PEOPLE section.

INJURED PERSON

First Name	MI	Last Name
Street		
City	State	Zip
Phone	Date of Birth (mm/dd/yyyy)	Age

INJURY DETAILS

Injury caused when person (select all that apply)	Nature of most serious injury (select one)
Struck the (e.g., boat, water):	Scrape/bruise Dislocation
Was struck by a (e.g., boat, propeller):	Cut Internal organ injury
Was exposed to carbon monoxide poisoning	Sprain/strain Amputation
Received an electric shock	Concussion/brain injury Burn
Other (describe):	Spinal cord injury Other (describe):
Person was wearing lifejacket?	Broken/fractured bone
Person received treatment beyond first aid?	Body part of most serious injury (e.g., head, trunk, leg):
Person was admitted to a hospital?	

ACCIDENT DETAILS – YOUR BOAT – DEATHS/DISAPPEARANCES

Only report deaths/disappearances of people on, struck by, or being towed by *your boat*.
If more than one death/disappearance to report, attach additional copies of this page.
If none, SKIP DEATHS/DISAPPEARANCES section.

PERSON WHO DIED/DISAPPEARED

First Name	MI	Last Name
Street		
City	State	Zip
Phone	Date of Birth (mm/dd/yyyy)	Age

DETAILS OF DEATH/DISAPPEARANCE

Injury caused when person (select all that apply)	Nature of death/disappearance (select one)
Struck the (e.g., boat, water):	Death – by drowning
Was struck by a (e.g., boat, propeller):	Death – other likely cause (describe)
Was exposed to carbon monoxide poisoning	Disappeared and not yet recovered
Received an electric shock	
Other (describe):	Person was wearing lifejacket?
	Yes No

For each question below, please provide answers IF APPLICABLE AND IF KNOWN, otherwise leave blank.

ACCIDENT DETAILS – YOUR BOAT OPERATOR

OPERATOR INSTRUCTION		OPERATOR SAFETY MEASURES				
Boating safety instruction completed <i>(select all that apply)</i>		On board, prior to accident, was operator wearing:				
<input type="checkbox"/>	None	A lifejacket?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	State course	An engine cut-off switch <i>(Lanyard or wireless device)</i> if equipped?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	USCG Auxiliary course	On board, prior to accident, was operator using:				
<input type="checkbox"/>	US Power Squadrons course	Alcohol?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Internet <i>(name of sponsoring organization)</i>	Drugs?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Other <i>(describe)</i>	Operator arrested for Boating Under the Influence?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
		Weather reports consulted prior to accident?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

OPERATOR EXPERIENCE

Experience operating this type of boat *(select one)*

<input type="checkbox"/>	0 to 10 hours	<input type="checkbox"/>	Over 10, up to 100 hours	<input type="checkbox"/>	Over 100, up to 500 hours	<input type="checkbox"/>	Over 500 hours
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ACCIDENT DETAILS – OTHER KEY PEOPLE

Only report other key people not already documented as injured, died, disappeared or operator/owner of your boat. If more than two other key people to report, attach additional copies of this page.

NAME/ADDRESS

This other key person was a(n) *(select all that apply)*

Other boat operator Other boat owner Owner of other damaged property Passenger on your boat Witness

First Name		MI	Last Name		
Street					
City		State	Zip	Phone	
Other boat name <i>(if any)</i>			Other boat registration # <i>(if any)</i>		

NAME/ADDRESS

This other key person was a(n) *(select all that apply)*

Other boat operator Other boat owner Owner of other damaged property Passenger on your boat Witness

First Name		MI	Last Name		
Street					
City		State	Zip	Phone	
Other boat name <i>(if any)</i>			Other boat registration # <i>(if any)</i>		

For each question below, please provide answers IF APPLICABLE AND IF KNOWN, otherwise leave blank.

YOUR BOAT OPERATOR

NAME/ADDRESS

First Name	MI	Last Name
Street		
City	State	Zip

AGE/GENDER/PHONE

Date of Birth (mm/dd/yyyy)	Age	Gender	Male	Female	Phone
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YOUR BOAT OWNER

If same as *your boat operator* SKIP rest of YOUR BOAT OWNER section.

NAME/ADDRESS/PHONE

First Name	MI	Last Name	
Street			
City	State	Zip	Phone

PERSON SUBMITTING THIS REPORT

If same as *your boat operator* OR *owner*, SKIP rest of PERSON SUBMITTING THIS REPORT section.

NAME/ADDRESS/PHONE/ROLE

First Name	MI	Last Name	
Street			
City	State	Zip	Phone

I was a(n) (select one)

<input type="checkbox"/>	Other person on board <i>this</i> boat
<input type="checkbox"/>	Accident witness <i>not</i> on board <i>this</i> boat
<input type="checkbox"/>	Other (<i>describe</i>):

SIGNATURE OF PERSON SUBMITTING THIS REPORT

Your signature	Date (mm/dd/yyyy)
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An Agency may not conduct or sponsor and a person is not required to respond to an information collection, unless it displays a currently valid OMB Control Number.

The Coast Guard estimates that the average burden for this report form is 30 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-5422), U.S. Coast Guard, Washington, DC 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0003), Washington, DC 20503.

NRP-483_(Search_Warrant_Threat_Assessment_2014-04-15).pdf

Maryland Natural Resources Police Threat Assessment For Warrant Service



Date:	DISPATCH NUMBER:
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Location:

ALL SEARCH WARRANTS FOR AN "OCCUPIED" DWELLING OR OTHER PREMISES MUST HAVE A "THREAT ASSESSMENT" COMPLETED PRIOR TO SERVICE OF THE WARRANT. THE COMPLETED "THREAT ASSESSMENTS" MAY BE GIVEN TO AND REVIEWED BY THE TRT SUPERVISOR OR HIS DESIGNEE PRIOR TO ISSUANCE OF THE SEARCH WARRANT. COPIES OF ANY INFORMATION UTILIZED IN THE COMPLETION OF THIS "THREAT ASSESSMENT" SHOULD BE INCLUDED AS A PACKET (I.E., CRIMINAL HISTORY, WEAPONS AT LOCATION, PRIOR LOCAL OR STATE CAD INFORMATION).

As appropriate, place an "x" in the Yes, No, or Unk. Columns.

LOCATION FACTORS	Yes	No	Unk	Pts.
Multiple Suspects				
Additional persons on site				
<i>Armed counter-surveillance *</i>				
<i>Chemicals/lab *</i>				
Use of lookouts				
Dogs				
<i>Fortification *</i>				
Locked perimeter / gate				
Possible booby traps				
Security gate / door				
Prior search & seizure at location				
Video surveillance				
No-knock warrant				
SECTION TOTAL				

WEAPONS FACTOR	Yes	No	Unk	Pts.
<i>Assault weapons *</i>				
<i>Explosives *</i>				
<i>Fully Automatic *</i>				
Handgun				
<i>Rifle *</i>				
Shotgun				
<i>Any weapon/ammo capable of penetrating issued body armor *</i>				
SECTION TOTAL				

SUSPECT CRIMINAL HISTORY	Yes	No	Unk	Pts.
Assault with a deadly weapon				
<i>Assault on police *</i>				
Firearms				
<i>Homicide *</i>				
Robbery				
Sexual Assault				
Felony CDS				
SECTION TOTAL				

GENERAL RISK FACTORS	Yes	No	Unk	Pts.
Drug/alcohol abuse				
<i>Gang association *</i>				
<i>Hate Group *</i>				
<i>Military experience *</i>				
<i>Unstable/suicidal *</i>				
<i>Paramilitary/militia *</i>				
<i>Police experience *</i>				
<i>Terrorist / affiliation *</i>				
<i>Supervisor's discretion *</i>				
SECTION TOTAL				

OFFENSE ASSESSMENT	Yes	No	Unk	Pts.
Is the offense a felony?				
Is the offense a violent felony?				
Was a weapon used in the commission of the offense?				
Were victims injured during the commission of the offense?				
Was/were an officer(s) injured during the commission of the offense?				
SECTION TOTAL				

"Yes"= 2 points, "No"= 0 points, "Unk" = 1 point; for all items that are italicized with an asterisk, double the point values.

ASSESSMENT TOTAL POINTS (= totals of all sections)	
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RISK LEVEL HIGH KNOWN	25 + POINTS
RISK LEVEL MEDIUM KNOWN	17 - 24 POINTS
RISK LEVEL LOW KNOWN	LESS THAN 16 POINTS

COMPLETED BY: (PRINTED NAME)	ID NO.	COMPLETED BY: (SIGNATURE)	DATE
TRT SUPERVISOR'S SIGNATURE	ID NO.	DATE	AREA / REGIONAL COMMANDER'S SIGNATURE

NRP-451 (Checkpoint Rept 2014-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
CHECKPOINT REPORT**

1. Type of Checkpoint: <input type="checkbox"/> Game <input type="checkbox"/> Fisheries <input type="checkbox"/> Sobriety <input type="checkbox"/> Other (specify):	2. Date of Report:	3. Status: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Suspended	4. Report Number:
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DATE / TIME / LOCATION

5. Date of Checkpoint:	6. Starting Time:	7. Ending Time:	8. Total Operation Hours:	9. County:	10. GPS Coordinates (If Appropriate):
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11 Location of Checkpoint (Describe Fully):

ENVIRONMENTAL CONDITIONS (check all that apply)

12. Type of Location: <input type="checkbox"/> Roadway <input type="checkbox"/> Waterway	13. Weather: <input type="checkbox"/> Clear <input type="checkbox"/> Hazy <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> Other	14. Light: <input type="checkbox"/> Day <input type="checkbox"/> Dark <input type="checkbox"/> Dawn <input type="checkbox"/> Moon <input type="checkbox"/> Dusk <input type="checkbox"/> Other	15. Traffic or Boating Volume: <input type="checkbox"/> Heavy <input type="checkbox"/> Medium <input type="checkbox"/> Light	16. Road Character: <input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade <input type="checkbox"/> Level
17. Road Composition: <input type="checkbox"/> Macadam <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt-Gravel	18. Road Surface: <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow-Ice	19. Water: <input type="checkbox"/> Calm <input type="checkbox"/> Choppy <input type="checkbox"/> Rought		

NOTICE(S) OF CHECKPOINT OPERATION

20. Has advance notice been given to the general public of this checkpoint operation? Yes No

	Notice Given To the Following Person(s)/Organization(s)	Date	Time
If yes, then complete =====>			

21. Describe what advance notice(s) were given to an operator approaching the checkpoint area.

**MARYLAND NATURAL RESOURCES POLICE
CHECKPOINT REPORT**

1. Type of Checkpoint: <input type="checkbox"/> Game <input type="checkbox"/> Fisheries <input type="checkbox"/> Sobriety <input type="checkbox"/> Other (specify):	2. Date of Report:	3. Status: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Suspended	4. Report Number:
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CHECKPOINT MANPOWER & EQUIPMENT UTILIZATION

	Unit #	Officer	Assignment
22. NRP Field Personnel			

	Description	Unit #	Officer	Assignment
23. NRP Support Personnel	NRP K-9 Team			
	NRP Investigations			
	NRP Aviation Section			
	Reserve Officer			

	Agency Name	Unit # & Name Of Personnel	Assignment
24. Assisting Agencies			

	NRP Equipment		Assisting Agency Equipment	
	Type:	Total # of:	Type:	Total # of:
25. Equipment	Marked Patrol Vehicles		Marked Patrol Vehicles	
	Unmarked Patrol Vehicles		Unmarked Patrol Vehicles	
	All Terrain Vehicles (ATVs)		All Terrain Vehicles (ATVs)	
	Motorcycles		Motorcycles	
	Marked Patrol Vessels		Marked Patrol Vessels	
	Unmarked Patrol Vessels		Unmarked Patrol Vessels	
	Aircraft		Aircraft	

**MARYLAND NATURAL RESOURCES POLICE
CHECKPOINT REPORT**

<p>1. Type of Checkpoint:</p> <p><input type="checkbox"/> Game <input type="checkbox"/> Fisheries <input type="checkbox"/> Sobriety</p> <p><input type="checkbox"/> Other (specify):</p>	<p>2. Date of Report:</p>	<p>3. Status: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Suspended</p>	<p>4. Report Number:</p>
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27. NARRATIVE
(Describe overall checkpoint operation)

NRP-109 (Parking Violation 2018).pdf

MARYLAND DEPARTMENT OF NATURAL RESOURCES
PARKING COMPLAINT AND CITATION

NRPK123456

VEHICLE REGISTRATION	STATE	EXPIRATION
VEHICLE YEAR, MAKE, MODEL, TYPE, AND COLOR	MONTH	YEAR
VIOLATION DATE	TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
MONTH	DAY	YEAR
LOCATION OF OFFENSE	CITY/COUNTY	
LOCATION CODE	MD	

CIRCLE VIOLATION BELOW: (ONE VIOLATION ONLY)

DID UNLAWFULLY VIOLATE 08.07.06.14D__ :

Parks	1	Parking a vehicle within or on a safety zone, walk, trail, or other area not designated and customarily used for vehicular traffic	\$35
	2	Except for the time required to receive or discharge passengers, permitting a vehicle to stand outside a designated parking space	\$35
	7	Permitting a vehicle to stand, park, or remain in a State park area after posted closing hours	\$35
	8	Permitting a vehicle to be parked or remain in a parking space exceeding the posted time without paying the parking fees	\$35

DID UNLAWFULLY VIOLATE 08.07.01.14D__ :

Forests	1	Parking a vehicle within or on a safety zone, walk, or other area not designated and customarily used for vehicular traffic	\$35
	2	Except for the time required to receive or discharge passengers, permitting a vehicle to stand outside a designated parking space	\$35
	7	Permitting a vehicle to stand, park, or remain in a State forest area after posted closing hours	\$35
	8	Permitting a vehicle to be parked or remain in a parking space exceeding the posted time without paying the parking fees	\$35

You have 30 days from the Violation Date above to pay this fine, you may pay online at compass.dnr.maryland.gov or by mail to:

DEPARTMENT OF NATURAL RESOURCES
ATTN: PARKING CITATION
PO BOX 539
ARNOLD, MD 21012-0539

(checks payable to: **DNR**) or you may stand trial by notifying the DNR in writing, not less than five days prior to the payment date, of your intentions to stand trial. Failure to notify the DNR of your election to stand trial waives your right to stand trial and have the Officer present.

If this citation is not paid within 30 days of issuance, the Motor Vehicle Administration (MVA) will be notified to place a flag against your vehicle record that prevents your registration from being renewed or transferring of plates. This flag and an associated flag fee results from failure to satisfy the requirements of a traffic control device violation before this jurisdiction notified the MVA. The administrative fee by the MVA is assessed for each flag imposed. This administrative flag fee must be paid to the MVA and is in addition to any administrative fees due to the Department of Natural Resources. MVA administrative fees remaining unpaid may be referred to the Maryland Central Collection Unit for collection.

I SOLEMNLY AFFIRM UNDER PENALTY OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

OFFICER'S SIGNATURE:	ISSUE DATE:
OFFICER: _____	SUB-AGENCY I.D. NO. _____
AGENCY _____	

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-826 (Discipl Hearing Procedures 2004-11).pdf

B. Reading and Review of Charges

1. _____ you are charged as follows:
Accused Officer's Rank & Name

CHARGES

- 2. Have you, prior to this Hearing, received a copy of the "Notification of Charges" and a copy of the "Notification of Hearing?" Yes No

- 3. Have you received a copy of and are you familiar with the provisions of the Law Enforcement Officers' Bill of Rights? Yes No

- 4. As to the Charges which have been placed against you, how do you wish to plea?
 Not Guilty Guilty Nolo Contendere

B. Opening Statements

- 1. Does the Prosecution wish to make an opening statement? Yes No

- 2. Does the Defense wish to make an opening statement? Yes No

C. Hearing Procedures – Case Presentation

In the event the hearing authority elects to administer oaths, a member of the Hearing Board will instruct each witness to raise their right hand and will administer the following oath:

“Do you solemnly swear or affirm under the penalties of perjury that the responses given and statements made will be the whole truth and nothing but the truth.”

Each witness will acknowledge the oath by saying on the record, “I DO.”

1. Prosecutor presents case.
 - a. Prosecutor calls first witness and conducts direct examination.
 - b. Defense cross-examines the witness.
 - c. Prosecutor may conduct redirect examination.
 - d. Board Member(s) may question the witness.
 - e. Steps a, b, c and d are completed for each Prosecution witness.
2. Prosecutor rests case.
3. Defense presents case.
 - a. Defense calls first witness and conducts direct examination.
 - b. Prosecutor cross-examines the witness.
 - c. Defense may conduct redirect examination.
 - d. Board Member(s) may question the witness.
 - e. Steps a, b, c and d are completed for each Defense witness.
4. Defense rests case.
5. Prosecution makes Closing Argument.
6. Defense makes Closing Argument.
7. Prosecution offers any Rebuttal Argument.
8. Board retires all persons other than Board Member(s) while verdict is being reached.
9. Board recalls parties and reads verdict on each count.

10. Board hears any statements as to penalty.
 - a. From State: _____
 - b. From Defense: _____
11. Board retires all persons other than Board Member(s) while decision on penalty is being reached.
12. Board recall parties and reads their decision.
13. Board will prepare a written decision including findings of facts.
14. Board advises the accused officer that they have the right to appeal as prescribed in the Public Safety Article, Title 3, Subtitle 1, Section 3-109, of the Annotated Code of Maryland.

- Distribution:
1. Original kept by Hearing Authority.
 2. Copy filed in the Master Complaint Against Personnel File.

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-457 (QuarterMaster Requisition Form 2007-08).pdf

**NRP-851 (Use of Force Data and
Officer Assault Rept 2020-07-23).pdf**

MARYLAND NATURAL RESOURCES POLICE USE OF FORCE & OFFICER ASSAULT REPORT

1. Reporting Region & Area:	2. Date of Report:	3. Original Incident Number:	4. IAU Case Number:
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Instructions: Each officer who uses force and/or is assaulted at an incident will complete one form for each suspect on whom the officer used force and/or for each suspect who assaulted the officer. Forward copies to the Training Division, and IAU.

5. INCIDENT DATA						
Incident Date: (mm/dd/yy)	Incident Time (Military)	Day of Week Incident Occurred: <input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thur. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.				County
Type of Incident: (check all that apply) <input type="checkbox"/> Assault Upon Officer <input type="checkbox"/> Use of Force by Officer						
Nature of Original Call:						
Incident Location:						
Location Description: <small>(place a check in each data block)</small>	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor (Land) <input type="checkbox"/> Outdoor (Water) <input type="checkbox"/> Indoor/Outdoor	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial	<input type="checkbox"/> Government Office <input type="checkbox"/> Police Station <input type="checkbox"/> Government Land <input type="checkbox"/> Other	<input type="checkbox"/> Traffic Stop <input type="checkbox"/> Vessel Stop <input type="checkbox"/> N/A	
Type of Assault Situation: <small>(check all that apply)</small>	<input type="checkbox"/> Hunting License Check <input type="checkbox"/> Confronting Violator w/o Warrant <input type="checkbox"/> Executing Arrest Warrant <input type="checkbox"/> Check of Trapper <input type="checkbox"/> Handling/Transporting Prisoners <input type="checkbox"/> Executing Search Warrant <input type="checkbox"/> Fishing License Check <input type="checkbox"/> Ambush (unprovoked attack w/o premeditation) <input type="checkbox"/> Other (specify): <input type="checkbox"/> Boating Safety Check <input type="checkbox"/> Ambush (entrapment & premeditation) <input type="checkbox"/> Park Security Check <input type="checkbox"/> Other Environmental Enforcement Activity					

6. OFFICER DATA					
Officer's Name:	Rank	ID #	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Years of Service
Assigned Region / Area / Unit:		Duty Status at Time of Incident <input type="checkbox"/> On-Duty <input type="checkbox"/> Off-Duty		Did the incident occur while working secondary employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Assignment at time of Incident (check all that apply): <input type="checkbox"/> Patrol <input type="checkbox"/> Investigations <input type="checkbox"/> Covert Ops. <input type="checkbox"/> DSAU <input type="checkbox"/> K-9 <input type="checkbox"/> Off-Duty <input type="checkbox"/> Uniformed <input type="checkbox"/> Plain Clothes <input type="checkbox"/> Warrant/Summons Service <input type="checkbox"/> Other (specify):					
Were you the primary officer assigned to this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Number of officers involved: <input type="checkbox"/> Alone, no assistance requested <input type="checkbox"/> Alone, assistance requested <input type="checkbox"/> Assisted by other officer(s) at the scene Number of other officers assisting ==>					
Were you assaulted by a suspect? <input type="checkbox"/> Yes <input type="checkbox"/> No			Did you use force? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you were assaulted, list the suspect(s) names, if known:					
Number of officers who were assaulted, excluding yourself:			Number of officers who used force:		
Were you injured: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Severity of your injury: <input type="checkbox"/> Non-Incapacitating <input type="checkbox"/> Incapacitating Injury (Life Threatening) <input type="checkbox"/> Incapacitating Injury (Non-Life Threatening) <input type="checkbox"/> Fatal					
Was medical treatment required: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Comments:					

7. SUSPECT DATA				
Suspect # of Suspects	Suspect's Name (if known):	Age	Race	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Suspect's Address:		Driver's License Number & State	D.O.B.	Phone Number
At time of incident, suspect appeared to be: <input type="checkbox"/> Normal <input type="checkbox"/> Under the influence Drugs <input type="checkbox"/> Under the influence Alcohol <input type="checkbox"/> Suffering from Mental Disability <input type="checkbox"/> Other (specify):				
At time of incident, suspect was: <input type="checkbox"/> On Parole <input type="checkbox"/> On Probation <input type="checkbox"/> Awaiting Criminal Trial <input type="checkbox"/> N/A				
Comments:				
Resistance used by the suspect (check all that apply):				
<input type="checkbox"/> Psychological Intimidation <input type="checkbox"/> Verbal Threats <input type="checkbox"/> Fail to Comply w/Orders <input type="checkbox"/> Physical Aggression (low level) <input type="checkbox"/> Physical Aggression (high level) <input type="checkbox"/> Lethal Force				
Was the suspect injured: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach a copy of the detailed incident report associated with the incident)				
Severity of suspect's injury:				
<input type="checkbox"/> Non-Incapacitating <input type="checkbox"/> Incapacitating Injury (Life Threatening) <input type="checkbox"/> Incapacitating Injury (Non-Life Threatening) <input type="checkbox"/> Fatal				
Comments:				
Was medical treatment required: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Suspect's status following the incident (check all that apply):				
<input type="checkbox"/> At Large <input type="checkbox"/> Deceased <input type="checkbox"/> Arrested <input type="checkbox"/> Charges Pending (specify): <input type="checkbox"/> Wounded by Victim Officer <input type="checkbox"/> Wounded by person(s) other than Victim Officer <input type="checkbox"/> Committed Suicide				
Comments:				

8. ASSAULT DATA			
Did the suspect assault the officer: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following Assault Data blocks.			
Relationship between Victim Officer and Suspect: <input type="checkbox"/> Prior law enforcement encounter <input type="checkbox"/> No known prior relationship <input type="checkbox"/> Prior social relationship			
Distance between officer and offender at time of assault: <input type="checkbox"/> 0 – 5 feet <input type="checkbox"/> 11 – 20 feet <input type="checkbox"/> Over 50 feet <input type="checkbox"/> 6 – 10 feet <input type="checkbox"/> 21 – 50 feet <input type="checkbox"/> Unknown			
Location of officer's injuries/wounds: <input type="checkbox"/> Head (front) <input type="checkbox"/> Torso (front) <input type="checkbox"/> Below Waist (front) <input type="checkbox"/> Head (rear) <input type="checkbox"/> Torso (rear) <input type="checkbox"/> Below Waist (rear)			
Was the victim officer wearing protective body armor: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the victim officer was wearing body armor and was shot in the upper torso, indicate where the bullet(s) caused injury: <input type="checkbox"/> Penetrated vest <input type="checkbox"/> Entered above vest (front or back of neck, collarbone) <input type="checkbox"/> Entered between side panels of vest <input type="checkbox"/> Entered below vest (abdominal or lower back area) <input type="checkbox"/> Entered through arm hole of shoulder of vest			
Was the officer assaulted with their own firearm: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Was the officer's firearm Agency issued: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did the victim officer fire their own firearm: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the officer did not fire their weapon, did they attempt to use their weapon by unsnapping their holster, drawing the weapon, or other action: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Was the officer's weapon taken from the scene by the offender: <input type="checkbox"/> Yes <input type="checkbox"/> No			
What type of holster did the officer use at the time of the assault:			
<input type="checkbox"/> Belt <input type="checkbox"/> Ankle <input type="checkbox"/> Pocket Holster <input type="checkbox"/> Inside Pants <input type="checkbox"/> Fanny Pack <input type="checkbox"/> No Holster <input type="checkbox"/> Shoulder <input type="checkbox"/> Belly Band <input type="checkbox"/> Other (specify):			
Comments:			

9. FORCE DATA

Was forced used against the suspect: Yes No If yes, complete the following Force Data blocks.

Reason force was used (check all that apply):

Overcome Overt Resistance Effect an Arrest Prevent Escape Restrain Combative Subject in Custody
 Prevent Suspect from Harming =====> This Officer Another Officer Self Other

Comments:

Check and Enter the Sequence of Force Used by You (Do not include force used by other Officers):

Example: If you used verbal commands, then a muscling technique, then ASP Baton, you would number them:

1 - Verbal Commands, # 2 - Muscling Technique, # 3 - ASP Baton, Etc.

<input type="checkbox"/> # Verbal Commands or Directions	<input type="checkbox"/> # Pressure Point Compliance Technique	
<input type="checkbox"/> # Muscling Technique	<input type="checkbox"/> # Hand / Forearm / Elbow Strikes	# of strikes==>:
<input type="checkbox"/> # Judo Technique	<input type="checkbox"/> # Leg / Foot Strikes	# of strikes==>:
<input type="checkbox"/> # Safety Head Control	<input type="checkbox"/> # Come-a-Long or Take Down	

Other Empty Hand Control (Explain):

<input type="checkbox"/> # K-9 Dog	Dog used to "track" or "trail" suspect:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Dog used to "flush" or "watch" suspect:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Did the dog bite the suspect:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<input type="checkbox"/> # O.C. Chemical Agent	Number of Sprays Used:	Was the OC Spray effective: <input type="checkbox"/> Yes <input type="checkbox"/> No
	If not effective, explain:	

<input type="checkbox"/> # Baton	<input type="checkbox"/> # Flashlight	<input type="checkbox"/> # Other (specify):
Number of Strikes:		Location of Strikes: <input type="checkbox"/> Arms <input type="checkbox"/> Torso <input type="checkbox"/> Legs

Comments:

Name of technique other than a strike:

Suspect was secured by: Handcuffs Flex-cuffs VPRD Other (specify):

Comments:

10. WEAPON DATA

Did the suspect use a weapon during the incident: Yes No

Was a weapon used by the suspect: Yes No

Was a weapon found on the suspect: Yes No

Was a weapon found in an area the suspect controlled: Yes No

Type of weapon used or found: (check all that apply)

<input type="checkbox"/> Handgun	<input type="checkbox"/> Bow & Arrow	<input type="checkbox"/> Bomb
<input type="checkbox"/> Shotgun	<input type="checkbox"/> Knife	<input type="checkbox"/> Chemical/Biological Weapon
<input type="checkbox"/> Rifle	<input type="checkbox"/> Hands/Feet/etc.	<input type="checkbox"/> Other (specify):

If a firearm was used by the suspect, give the following weapon information:

Make: _____ Caliber/Gauge: _____
 Model: _____ Barrel Length: _____
 Action Type: Automatic Semi-Automatic Revolving Bolt Pump Lever Hinge

Comments:

11. NARRATIVE

The involved officer shall give a detailed narrative account of events surrounding the use of force and/or assault upon the officer utilizing the RMS Incident report.

14. COMPLETED BY: (PRINTED NAME)	ID NO.	15. COMPLETED BY: (SIGNATURE)	DATE
16. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	17. APPROVED BY: (SIGNATURE)

**NRP-837 (Order-Admin_Duties_and
Restrictions_2017-11-03).pdf**

MARYLAND NATURAL RESOURCES POLICE
Superintendent's Order to Perform Administrative Duties &
Limitations on Use of Police Powers

To: _____
Rank, First, MI, Last Name, ID #

Assignment: _____

Until further notice you, are hereby assigned to the following administrative duties and restrictions:

Administrative Duties
Restrictions & Limitations:
<p>You will carry out this assignment until you receive notice rescinding this order.</p> <p>While performing these administrative duties, you are authorized to carry a badge and a Department issued firearm subject to the following restrictions:</p> <ul style="list-style-type: none">You are not to take any police action, except when acting in self-defense, or to defend another person from death or serious injury.This restriction applies at all times, to include secondary employment. <p>You are further ordered that you are not to wear a uniform or drive a marked police vehicle.</p>

Superintendent's Signature

Date

I hereby acknowledge receipt of and understanding of this order.

Officer's Signature

Date

Regional / Division Commander's Signature

Date

- Distribution:
- Copy to Employee
 - Copy to Employee's Commander
 - Original to NRP Human Resources file

Maryland Natural Resources
Police Policy Manual
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NRP-429 (Operators Evaluation Rpt 2004-11).pdf

**MARYLAND NATURAL RESOURCES POLICE
OPERATOR'S EVALUATION REPORT**

1. V.I.N. # / HIN #:		2. Assigned Operator:			3. Date:	
4. Make:	5. Model:	6. Type:	7. NRP #:	8. Radio Call #:	9. Year:	

This vehicle / vessel was purchased by the Maryland Natural Resources Police for operation and evaluation as a police patrol car/vessel. It is fully equipped with all the heavy-duty components and police emergency equipment normally installed on our regular police patrol vehicles/vessels.

**AT THE END OF EACH MONTH, FOR THE FIRST SIX MONTHS, INDICATE YOUR OPINION AND
EVALUATION IN THE SELECTION LISTED BELOW:**

10. ACCELERATION	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
11. BRAKES / STOPPING CAPABILITY	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
12. TRACTION / PLANING PERFORMANCE	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
13. REAR WINDOW / CONSOLE WINDSHIELD	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
14. HANDLING	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
15. MANEUVERABILITY	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
16. TOWING CAPABILITIES	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
17. ROAD CLEARANCE / DRAFT DEPTH	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
18. TRUNK / STORAGE SPACE	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
19. EQUIPMENT PLACEMENT	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
20. OVERALL COMFORT	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
21. OVERALL	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
22. STABILITY	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
23. STEERING	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
24. TOP SPEED	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED
25. OFF-ROAD / ROUGH SEA PERFORMANCE	<input type="checkbox"/> EXCELLENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> FAIR	<input type="checkbox"/> INADEQUATE	<input type="checkbox"/> NOT OBSERVED

26. Would you be satisfied with this vehicle / vessel for permanent use as a patrol unit? YES NO

27. If not, why?

28. Remarks:

29. Maintenance & Repair Costs:		30. Tire Cost (Vehicles Only):	31. Fuel Cost:	
32. Ending Mileage/ Hours:	33. Total Miles / Hours Operated:	34. Fuel – Gallons:	35. MPG / HPG:	

36. COMPLETED BY: (PRINTED NAME)			ID NO.	37. COMPLETED BY: (SIGNATURE)			DATE
38. SUPERVISOR'S SIGNATURE:		ID NO.	DATE	39. APPROVED BY: (SIGNATURE)		ID NO.	DATE

NRP-820 (Notification of Hearing 2011-05-01).pdf

- f. For a further and more detailed explanation of your rights and the procedures to be followed, you should refer to Chapter 6, of the Maryland Natural Resources Police, Manual of Policies, Procedures, and Regulations.

Hearing Board Chairperson:

Hearing Board Chairperson's Signature (Rank / Name / ID #)

Date Signed

I hereby acknowledge receipt of this Notification of Hearing.
Officer:

Officer's Signature (Rank / Name / ID #)

Time

Date Signed

Witness:

Witness's Signature (Rank / Name / ID #)

Date Signed

- Distribution:
1. Completed copies, along with one copy of NRP-823 that has been prepared by the Prosecution, will be sent by the Hearing Board Chairperson to the accused officer's commander.
 2. After the accused officer has acknowledged receipt of this Form by their signature, the accused officer's commander will send the original to the Chairperson of the Hearing Board, a copy to the Prosecutor, and give the accused a copy with NRP-823 attached.

Maryland Natural Resources
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I-NRP-429 Operators Evaluation Rept (2004-11).pdf

CHAPTER 12 SECTION II

FORMS

OPERATOR'S EVALUATION REPORT	
NRP 429	
Use:	Report is completed to document the performance of new patrol vehicles, and vessels.
Due:	By the 5 th of the month.
To:	Through chain of command, to the Fleet Coordinator.
Note:	Revised 11/04

Instructions:

This report is to be completed by the assigned operator of any new Agency vehicle or vessel for the first six months.

Operators should be factual in their evaluations as this information is used to improve or change patrol vehicles, and vessels.

Report to be printed in black ink or typed All signatures will be in black ink.

1. Enter the complete Vehicle Identification Number / Hull Identification Number assigned by the manufacturer.
2. Enter the name of the individual to whom the vehicle is assigned at the time the report is completed.
3. Enter the numeric date of the evaluation; month, day and year MM/DD/YY.
4. Enter the complete name of the vehicle/vessel manufacturer. Do not use nicknames such as Chevy, etc.
5. Enter the specific model name.
6. Enter the type of vehicle/vessel; Example; Sedan, 4X4, Pick-up, Jonboat, or Cabin Cruiser.
7. Enter the assigned, three-digit NRP number.
8. Enter the assigned radio call number.

9. Enter the model year of the vehicle/vessel.
- 10 – 25 Check-off assessment of vehicle/vessel's performance objectives.
26. Check Yes or No.
27. If operator answered no to 26 above, give a detailed explanation.
28. Enter any comments not covered by performance evaluation check-off.
29. Enter the total maintenance and repair cost for this period.
30. Enter tire cost if incurred.
31. Enter total cost of fuel for the period.
32. Enter the ending odometer mileage/engine hours reading.
33. Enter the total miles/hours vehicle was operated for this period.
34. Enter the total gallons of fuel purchased during this period.
35. Enter the average miles per gallon/miles per hour for this period by dividing #33 by #34.
36. Enter the printed name and I.D. number of officer conducting evaluation.
37. Enter the signature of the officer in 36 above and date the report was prepared.
38. The supervisor reviewing then report will affix his or her signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
39. Signature of supervisor or administrator, (normally a commissioned officer),

CHAPTER 12 SECTION II FORMS

approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates conformity with all Agency policies and procedures.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

NRP-428L (Citizen Tow Letter 2020-12-21).pdf



MARYLAND NATURAL RESOURCES POLICE

Date: _____

Dear Vehicle/Vessel/Property Owner:

Our records show you are the last known owner of the property listed below. Your property was recently towed and stored by the Maryland Natural Resources Police. You should contact the investigating officer listed below at _____ who will explain how you can retrieve your property.

If your property was found by the investigating officer, or it was lost or abandoned, then you must take immediate steps to reclaim your property, or according to statutory authority, the Maryland Natural Resources will seek title to the property and dispose of it accordingly.

You must provide the following before your property can be released:

(Investigating Officer Check Off Release Conditions)			
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Government Issued Identification Card		
<input type="checkbox"/> Certificate of Registration	<input type="checkbox"/> Proof of Ownership	<input type="checkbox"/> Proof of Insurance	
<input type="checkbox"/> Other (specify):			

INVESTIGATING OFFICER:				REPORT #:	
TYPE OF PROPERTY TOWED & STORED					
Car	Passenger Truck	Commercial Truck	Motorcycle	ATV	
<input type="checkbox"/> Motor Vessel	<input type="checkbox"/> PWC	<input type="checkbox"/> Sail Boat	<input type="checkbox"/> Canoe/Kayak	<input type="checkbox"/> Other (specify):	
PROPERTY DESCRIPTION					
Year:	Make:	Model:	Serial Number:	Color:	
Narrative Description (if applicable):					
TOWING & STORAGE INFORMATION					
Towing Company (Name, Address, & Phone #)			Storage Facility (Name, Address, & Phone #)		



Maryland Natural Resources
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NRP-920_(NRP_Mid-Cycle_Memo_2013-07-12).pdf



TO:

FROM:

DATE:

RE: Mid-Cycle Appraisal Period Meeting

As a follow-up to our meeting on _____ your performance for the period of:

January – March
(between March 15 – 31)

July – September
(between September 15 – 30)

has been:

Meets Standards

Needs Improvement

NOTE: If the officer is rated as “Needs Improvement”, then the officer’s supervisor shall attach a copy of the Work Plan / Action Plan that will be used for the Appraisal Period.



Maryland Natural Resources
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MOU_US_DEA.pdf

U.S. Department of Justice (DEA) Agreement

1. Natural Resources Police and the US Department of Justice, Drug Enforcement Administration have entered into an agreement that fills needs within each agency.
2. The agreement specifies that three NRP officers will be assigned to the High Intensity Drug Trafficking Area, (HIDTA) task force. Details of the agreements are within the document signed by the Superintendent. Officers who may be interested in the agreements may contact the Planning Office or the Special Operations Commander.

Maryland Natural Resources
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NRP-413 (MD Missing Person Rept 2009-01).pdf

Classification Code _____

Reporting Agency ORI No. _____

(Must Be Completed)

Agency Case No. _____

STATE OF MARYLAND MISSING PERSON REPORT FORM

1. Name				2. Race	3. Sex	4. DOB / AGE /	5. Place of Birth																																																																										
6. HGT	7. WGT	8. EYE	9. HAIR	10. NCIC Fingerprint <input type="checkbox"/> YES <input type="checkbox"/> NO	11. Foot Print <input type="checkbox"/> YES <input type="checkbox"/> NO	12. Blood Type	13. X-Ray <input type="checkbox"/> Full <input type="checkbox"/> Partial <input type="checkbox"/> None <input type="checkbox"/> UNK Circumcision <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																																																																										
14. Corrective Vision Prescription <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		15. Jewelry Type		16. Jewelry Description		17. Caution Code(s) (See Reverse)																																																																											
18. Social Security No.		19. FBI No.	20. Misc. No.	21. Scars and Marks		22. Skin Tone	23. DNA Collected <input type="checkbox"/> YES <input type="checkbox"/> NO																																																																										
24. Operators License		25. State of Issue		26. Year Expires		27. Emancipated <input type="checkbox"/> YES <input type="checkbox"/> NO																																																																											
28. INVOLVED VEHICLE COLORS		YEAR	MAKE	BODY/MODEL		29. IDENTIFYING CHARACTERISTICS OF VEHICLE VEHICLE OWNER																																																																											
30. VIN:		31. REGISTRATION INFORMATION STATE YEAR TAG NO. EXP.				32. Vehicle Processed <input type="checkbox"/> YES <input type="checkbox"/> NO																																																																											
33. MIS. PERSON'S RESIDENCE (Address)				(City)	(State)	(Zip Code)	34. RES. PHONE																																																																										
35. MIS. PERSON'S EMPLOYER OR SCHOOL ATTENDS (Address)				(City)	(State)	(Zip Code)																																																																											
36. BUS. PHONE NUMBER				37. GENERAL BROADCAST <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE & TIME /																																																																											
38. ADDRESS MISSING PERSON LAST SEEN		39. Loc.	40. Co. Code	41. Zip Code	42. Weather	43. Date / Time Last Seen /	44. Date / Time Reported /																																																																										
DESCRIPTION OF MISSING PERSON Photo Submitted <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																	
45. EYE COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/> Maroon <input type="checkbox"/> Pink <input type="checkbox"/> Multicolored <input type="checkbox"/> Unknown <input type="checkbox"/> Other																																																																																	
46. HAIR COLOR <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Blond <input type="checkbox"/> Red <input type="checkbox"/> Other				47. HAIR LENGTH <input type="checkbox"/> Ear <input type="checkbox"/> Collar <input type="checkbox"/> Shoulder <input type="checkbox"/> Below Shoulder <input type="checkbox"/> Crew Cut/Military <input type="checkbox"/> Bald <input type="checkbox"/> Other																																																																													
48. HAIRSTYLE <input type="checkbox"/> AFRO <input type="checkbox"/> STRAIGHT <input type="checkbox"/> CURLY <input type="checkbox"/> GREASY <input type="checkbox"/> BRAIDED/PONYTAIL <input type="checkbox"/> OTHER				49. FACIAL HAIR <input type="checkbox"/> NONE <input type="checkbox"/> BEARD <input type="checkbox"/> MUSTACHE <input type="checkbox"/> UNSHAVEN <input type="checkbox"/> GOATEE <input type="checkbox"/> SIDEBURNS <input type="checkbox"/> OTHER																																																																													
50. COMPLEXION <input type="checkbox"/> ALBINO <input type="checkbox"/> FAIR, LIGHT <input type="checkbox"/> DARK <input type="checkbox"/> ACNE <input type="checkbox"/> BLACK <input type="checkbox"/> MEDIUM <input type="checkbox"/> RUDDY <input type="checkbox"/> FRECKLED <input type="checkbox"/> TANNED <input type="checkbox"/> OLIVE <input type="checkbox"/> OTHER				51. BUILD <input type="checkbox"/> THIN <input type="checkbox"/> HEAVY <input type="checkbox"/> MEDIUM <input type="checkbox"/> MUSCULAR <input type="checkbox"/> OTHER																																																																													
52. TEETH <input type="checkbox"/> NORMAL <input type="checkbox"/> GAPS <input type="checkbox"/> GOLDCAPPED <input type="checkbox"/> CHIPPED <input type="checkbox"/> PROTRUDING <input type="checkbox"/> DECAYED <input type="checkbox"/> OTHER																																																																																	
53. SCARS, MARKS, TATTOOS, DEFORMITIES (Describe and indicate location on body)																																																																																	
54. CLOTHING AND PERSONAL EFFECTS. Please indicate those items the missing person was last seen wearing. Include style, type, size, color, condition, labels, or laundry markings.																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Brand/Marking</th> <th>Size</th> <th>Color</th> <th>Item</th> <th>Brand/Marking</th> <th>Size</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>Head Gear</td> <td></td> <td></td> <td></td> <td>Shoes/Boots/Sneakers</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Scarf/Tie/Gloves</td> <td></td> <td></td> <td></td> <td>Underwear</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coat/Jacket/Vest</td> <td></td> <td></td> <td></td> <td>Bra/Girdle/Slip</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sweater</td> <td></td> <td></td> <td></td> <td>Stockings/Pantyhose</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shirt/Blouse</td> <td></td> <td></td> <td></td> <td>Wallet/Purse</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pants/Skirt</td> <td></td> <td></td> <td></td> <td>Money</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Belts/Suspenders</td> <td></td> <td></td> <td></td> <td>Body Piercing</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Socks</td> <td></td> <td></td> <td></td> <td>Glasses</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Item	Brand/Marking	Size	Color	Item	Brand/Marking	Size	Color	Head Gear				Shoes/Boots/Sneakers				Scarf/Tie/Gloves				Underwear				Coat/Jacket/Vest				Bra/Girdle/Slip				Sweater				Stockings/Pantyhose				Shirt/Blouse				Wallet/Purse				Pants/Skirt				Money				Belts/Suspenders				Body Piercing				Socks				Glasses			
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Medical & Other Identifiers					Medical/Dental Release Authorized By																																																																												
55. Name, Address, Tel. No. of Doctor, if any <input type="checkbox"/> UNK				56. Name, Address, Tel. No. of Dentist, if any <input type="checkbox"/> UNK			57. Dentist Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No Medical Records Available <input type="checkbox"/> Yes <input type="checkbox"/> No																																																																										
58. MEDICATION(S)					59. MEDICAL/PHYSICAL PROBLEMS																																																																												

COMPLAINT/REPORTING PERSON									
		Code—W-Witness		P-Parent/Guardian		A-Associate/Friend		R-Relative	
60. Complainant (Last, First, Middle)		Race	Sex	DOB	Code	61. Complainant's Address		62. Res. Phone	63. Bus. Phone (Work Hrs)
64. Complainant's Signature				<i>I do solemnly declare and affirm, under penalty of perjury that the information I provided is true and correct to the best of my knowledge.</i>				65. Cell Phone	
FRIENDS, ASSOCIATES, ETC. OF MISSING PERSON / IN THE COMPANY OF									
		Code—W-Witness		P-Parent/Guardian		A-Associate/Friend		R-Relative	
66. Name (Last, First, Middle)		Race	Sex	DOB / Age	Hgt.	Wgt.	Eyes	Hair color	
Alias/Nicknames				/					
67. Address			Phone	68. Miscellaneous			69. Rel. To Victim		Code
70. Clothing – Characteristics				71. Prior Arrest		72. Weapons Description			
				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK					
73. VEHICLE INFORMATION FOR			ASSOCIATE			OTHER			
74. VEHICLE DESCRIPTION:									
75. Year	76. Make	77. Model	78. Style	79. Color (Top/Bottom)		80. Equipment, Characteristics			
81. VIN:			82. Registration Information				83. Veh. Processed		
			STATE	YEAR	TAG				
INVESTIGATIVE BACKGROUND INFORMATION									
84. Missing Person's Cell Phone Number		85. Contract/Carrier For This Phone			86. Copy of Billing Information for Contact List On This Phone				
					<input type="checkbox"/> YES <input type="checkbox"/> NO				
Computer									
****If left on, do not turn off; if off, do not turn on as this could be important for forensic investigators.****									
87. Email address:			88. Internet Service Provider (ISP)			89. Screen Name Used by Missing Person (if Known)			
Computer Seized <input type="checkbox"/> Yes <input type="checkbox"/> No									
90. Credit Card Accounts		91. Bank/ATM			92. Misc.				
93. Possible Cause of Absence		94. Probable Destination			95. No. of Times Person Has Been Missing				
					<input type="checkbox"/> None <input type="checkbox"/> Less Than 5 <input type="checkbox"/> More Than 5				
96. ADDITIONAL INFORMATION									
97. Date Supplement Report Due		98. Initial Status			99. Initial Investigator		100. ID No.	101. Date	
		<input type="checkbox"/> Open <input type="checkbox"/> Unfounded <input type="checkbox"/> Closed							
102. Related Report No's. a. NCIC#				103. Reviewing Supervisor			104. ID No.	105. Date	
b. c.									
106. <input type="checkbox"/> NCIC Entered <input type="checkbox"/> NCIC CLEARED			107. FINAL STATUS (Check One)		108. Classification (Office Use)		109. UCR Disp.		
			<input type="checkbox"/> Open <input type="checkbox"/> Closed						

NOTE: USE CONTINUATION SHEET FOR NARRATIVE AND ADDITIONAL INFORMATION

MARYLAND CENTER FOR MISSING PERSONS

1-800-637-5437

CLASSIFICATION CODES

- C/K = A missing child who is reasonably believed to have been kidnapped or abducted by someone other than a parent.
CPC = A missing child who is reasonably believed to have been abducted by a parent or guardian who has legal custody. (include all cases where there is no formal custody)
CPW = A missing child who is reasonable believed to have been abducted by a parent or guardian who does not have custody. (include only cases where a formal custody agreement to the contrary exists)
C/C = A missing child who is considered critically missing by the existence of one or more critical factors
C/M = A missing child 14 years of age or older, for whom no critical factors are known to exist.
A/D = A missing adult documented as suffering from a mental or physical disability or is senile.
A/E = A missing adult documented as being in the company of another person under circumstances indicating physical safety is in danger.
A/1 = A missing adult under circumstances indicating the disappearance was not voluntary, i.e. kidnap or abduction.
A/M = A missing adult in which no critical factors are known to be present

MILES/NCIC CAUTION CODES

- | | |
|--------------------|-----------------------------|
| A = Armed | H = Armed/Resists |
| B = Dangerous | I = Dangerous/Resists |
| C = Mental | J = Mental/Resists |
| D = Armed/Mental | K = Suicidal/Resists |
| E = Suicidal | L = Approach With Caution |
| F = Armed/Suicidal | M = Assaults Police Officer |
| G = Resists Arrest | N = Drug User/Seller |

LOCATION CODES

- | | |
|--------------------------------|-----------------------------------|
| AP = Amusement Park | PR = Parking Lot Residential |
| CG = Campground | PT = Public Transportation |
| CH = Church | RD = On Or Near Roadway |
| CS = Convenience Store | RF = Restaurant/Fast Food |
| GS = Grocery Store | RS = Retail Store |
| HO = Hospital | SB = School Bus Stop |
| MH = Motel/Hotel | SC = School |
| ND = Nursery/Daycare | SM = Shopping Mall |
| OC = Other residence Curtilage | SP = Beach/Swimming Pool |
| OP = Other Park | SY = School Yard |
| OR = Other Residence | UK = Unknown |
| OT = Other | VA = Video Arcade |
| PA = Other Public Area | VC = Residence Curtilage (victim) |
| PC = Parking Lot Commercial | VL = Vehicle |
| PG = Playground | VR = Residence (victim) |

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I-NRP-101_(Receipt for Seizure_2014-05-12).pdf

CHAPTER 12 SECTION II

FORMS

RECEIPT FOR SEIZURE	
NRP-101	
Use:	Utilized anytime property is seized from another person, including items released, returned to the water, or donated.
Due:	Immediately with NRP-416-RMS.
To:	Evidence Property Custodian with NRP-416-RMS. Attached to citation or warning if returned to waters of the state or donated.
Note:	Revised 05/14

Instructions:

1. Numerical date of seizure.
2. Time of seizure using a.m. or p.m.
3. Check if item(s) were seized.
4. Check if item is returned. If "Return of Seizure" block is indicated complete block 15 or 16.
5. Full name of person item was seized from, if unknown place "N/A."
6. Location where item (s) were seized (Be Specific).
7. List and describe item (s) seized. Example: make, model, serial numbers, 10 undersized hard crabs, 20 12" mesh, or 4 funnel hard crab pots with lines and buoys.
8. Check appropriate block.
9. If property is stored indicate "stored" and give location. If returned to the water indicate "Returned to Water."
10. List citation number, if issued.
11. Check if warning issued.

12. Name of officer seizing items.
13. Officer's four (4) digit I.D. #.
14. Any pertinent remarks.
15. Check appropriate box if the items are released.
16. Check appropriate box if the items are consigned.
17. Print name of person who witnessed signature of item #16 (First, MI, Last name).
18. Signature of person taking possession of items.
19. Numerical date.
20. Mailing address of person taking possession of items.

PINK – Staple to the original NRP-416-RMS and submit with property to the property custodian. If seafood or game is returned to the waters of the state or donated then staple to the citation or warning.

WHITE - Copy is given to the person the property was seized from.

BLUE - Copy remains with the officer.

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NRP-427 (PBT Log 2005-04).pdf

**MARYLAND NATURAL RESOURCES POLICE
PRELIMINARY BREATH TEST LOG**

Region: _____ Area: _____ Fiscal Year: _____ Assigned Operator: _____

Date	Accused Name or Calibration Test	PBT Data				Chemical Test Data				Charge	Comments
		Test Refused	Time of Test or Refusal	Subject Results	Serial Number of Unit	Test Refused	Time of Test or Refusal	Subject Results	* Type of Test		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		
		<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> BR <input type="checkbox"/> BL		

* BR = Breath Test BL = Blood Test

COMPLETED BY: (PRINTED NAME)				I.D. NO.		COMPLETED BY: (SIGNATURE)				DATE					
SUPERVISOR'S SIGNATURE:				I.D. NO.		DATE		APPROVED BY: (SIGNATURE)				I.D. NO.		DATE	

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**NRP-828 (Hearing Board Chair
Case Ledger 2014-04-10).pdf**

**MARYLAND NATURAL RESOURCES POLICE
HEARING BOARD CHAIRPERSON'S
CASE LEDGER**

IAU Case Number:	
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DEFENDANT INFORMATION		
Defendant's Name (Last, First, Middle):	Defendant's Rank:	Defendant's ID #:

CHARGING INFORMATION		
Date Charge(s) Were Filed:	Time Charge(s) Were Filed:	Total # of Charges Filed:

INFORMATION ON OFFICIAL FILING CHARGE(S)		
Filing Official's Name (Last, First, Middle):	Filing Official's Rank:	Filing Official's ID #:

Signature of Filing Official

Date of Signature

NRP-308 (Rec of Appr Leave 2009 -01).pdf

Maryland Natural Resources
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**NRP-825 (Witness Summons-
Duces Tecum 2011-05-01).pdf**

v.

Reference IAU Case No.:

WITNESS SUMMONS / SUBPOENA DUCES TECUM

Name: _____
Address: _____

You are hereby summoned to appear before the Chairperson of the Hearing Board for the Maryland Natural Resources Police at _____ on the _____ day of _____, 20____, to testify at the request of _____ in the above captioned case. The hearing will be held at:

_____ Location of Hearing

You are commanded to produce the following books, papers, items, records or documents:

[Empty box for listing items to be produced]

Disobedience or refusal to obey this summons may result in application to the Circuit Court of _____ County for an order requiring the attendance and testimony of the witness and the production of books, papers, items, records, and documents.

By Order of,

_____ Chairperson of the Hearing Board (Signature) _____ Date Signed

CERTIFICATE OF SERVICE

Check & Complete the Method of Service:

I hereby certify, that on this _____ day of _____, 20____, a copy of this Summons was mailed, certified, return receipt requested, to: _____
Witness's Name & Address Mailed To

I hereby certify, that on this _____ day of _____, 20____, a copy of this Summons was personally delivered to and left with: _____
Witness's Name & Address Mailed To

Certifying Official:

_____ Signature (Rank / Name / ID #) _____ Date Signed

- Distribution: 1. Original signed by Certifying Official and returned to Chairperson of the Hearing Board
2. Copy to person summoned.

Maryland Natural Resources
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NRP-850 (Review of Shooting Incident 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
REVIEW OF AGENCY SHOOTING INCIDENT**

1. Reporting Region & Area:	2. Date of Report:	3. Original Incident Number:	4. IAU Case Number:
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SHOOTING LOCATION & SCENE

5. Incident Date: (mm/dd/yy)	6. Incident Time: (Military)	7. Nature of Original Call:
---------------------------------	---------------------------------	-----------------------------

8. Location of Shooting Incident:

9. Scene Description: (place a check in each column)	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor/Outdoor	<input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Residential/Commercial	<input type="checkbox"/> Vehicle Involved <input type="checkbox"/> No Vehicle Involved	<input type="checkbox"/> Vessel Involved <input type="checkbox"/> No Vessel Involved
---	--	---	--	---	---

10 Weather Conditions:	11. Scene Illumination:	12. Water Conditions
<input type="checkbox"/> Clear <input type="checkbox"/> Foggy <input type="checkbox"/> Cloudy <input type="checkbox"/> Hazy (Smoke) <input type="checkbox"/> Raining <input type="checkbox"/> Severe Wind <input type="checkbox"/> Snowing <input type="checkbox"/> Other:	<input type="checkbox"/> Daylight <input type="checkbox"/> Moon <input type="checkbox"/> Dawn <input type="checkbox"/> Artificial <input type="checkbox"/> Dusk <input type="checkbox"/> Other: <input type="checkbox"/> Dark	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Very Rough (waves over 6') <input type="checkbox"/> Calm (waves < 6") <input type="checkbox"/> Strong Current <input type="checkbox"/> Choppy (waves 6" – 2') <input type="checkbox"/> Flood <input type="checkbox"/> Rough (waves 2' – 6') <input type="checkbox"/> Ebb

13. OFFICERS INVOLVED

Number of Officers firing weapons:				
	OFFICER # 1	OFFICER # 2	OFFICER # 3	OFFICER # 4
Rank & Name:				
Duty Status/Attire: (see below)				
Fired Weapon:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Age:				
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Height:	ft. in.	ft. in.	ft. in.	ft. in.
Weight:	lbs.	lbs.	lbs.	lbs.
Years of Service:	yrs.	yrs.	yrs.	yrs.
Physical Exertion Prior to Shooting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Alcohol/Drug Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
: *If yes, list Type				
: *If yes, list Amount Consumed				
: *If yes, Time Lapse between Consumption & Shooting:				
Body Armor Worn:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Injury Location:				
Injury Severity: (see below)				

Duty Status/Attire Code:	Injury Severity Code:
1. On-Duty/Uniform 3. Off-Duty/Uniform	1. No Injury 3. Non-Incapacitating
2. On-Duty/Civilian 4. Off-Duty/Civilian	5. Incapacitating Injury (Life Threatening) 2. Possible Injury 4. Incapacitating Injury (Non-Life Threatening) 6. Fatal

14. OPPONENTS INVOLVED

Number of Opponents firing weapons:

	OPPONENT # 1	OPPONENT # 2	OPPONENT # 3	OPPONENT # 4
Name:				
Fired Weapon:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Age:				
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Height:	ft. in.	ft. in.	ft. in.	ft. in.
Weight:	lbs.	lbs.	lbs.	lbs.
Physical Exertion Prior to Shooting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Alcohol/Drug Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, list Type:				
*If yes, list Amount Consumed:				
*If yes, Time Lapse between Consumption & Shooting:				
Body Armor Worn:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Injured:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Injury Location:				
Injury Severity: (see below)				

15. OFFICER'S WEAPON

	OFFICER # 1	OFFICER # 2	OFFICER # 3	OFFICER # 4
Type:	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle
Weapon Make:				
Caliber/Gauge:				
Barrel Length:				
Serial Number:				
Issued or Personal:	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal
Agency Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Weapon Malfunctioned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If malfunctioned, specify cause:				
Holster Type: (see below)				
Holster Make:				
Issued or Personal:	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal
Agency Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ammo Type:				
Ammo Make:				
Caliber/Gauge:				
Grain/Shot Size:				
Issued or Personal:	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal	<input type="checkbox"/> Agency Issued <input type="checkbox"/> Personal
Agency Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Performance	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired

Injury Severity Code:

- | | |
|-----------------------|---|
| 1. No Injury | 4. Incapacitating Injury (Non-Life Threatening) |
| 2. Possible Injury | 5. Incapacitating Injury (Life Threatening) |
| 3. Non-Incapacitating | 6. Fatal |

Holster Type Code:

- | | | |
|-----------------|---------------|---------------------|
| 1. Belt | 4. Ankle | 7. Pocket Holster |
| 2. Inside Pants | 5. Fanny Pack | 8. No Holster |
| 3. Shoulder | 6. Belly Band | 9. Other (Specify): |

16. OPPONENT'S WEAPON				
	OPPONENT # 1	OPPONENT # 2	OPPONENT # 3	OPPONENT # 4
Type:	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	<input type="checkbox"/> Handgun <input type="checkbox"/> Other: <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle
Licensed or Unlicensed:	<input type="checkbox"/> Licensed <input type="checkbox"/> Unlicensed	<input type="checkbox"/> Licensed <input type="checkbox"/> Unlicensed	<input type="checkbox"/> Licensed <input type="checkbox"/> Unlicensed	<input type="checkbox"/> Licensed <input type="checkbox"/> Unlicensed
Weapon Make:				
Caliber/Gauge:				
Barrel Length:				
Weapon Malfunctioned:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If malfunctioned, specify cause:				
How Was Weapon Carried:				
Holster Type: (see below)				
Holster Make:				
Ammo Type:				
Ammo Make:				
Caliber/Gauge:				
Grain/Shot Size:				
Performance	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired	<input type="checkbox"/> Fired <input type="checkbox"/> Misfired

TECHNIQUE OF FIRE				
17. OFFICER'S TECHNIQUE OF FIRE				
	OFFICER # 1	OFFICER # 2	OFFICER # 3	OFFICER # 4
Position	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling
Grip:	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand
Mode:	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic
Type of Barricade Used:				

18. OPPONENT'S TECHNIQUE OF FIRE				
	OPPONENT # 1	OPPONENT # 2	OPPONENT # 3	OPPONENT # 4
Position	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling	<input type="checkbox"/> Standing <input type="checkbox"/> Prone <input type="checkbox"/> Sitting <input type="checkbox"/> In Motion <input type="checkbox"/> Kneeling
Grip:	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand	<input type="checkbox"/> Right Handed <input type="checkbox"/> Weak Hand <input type="checkbox"/> Left Handed <input type="checkbox"/> Both Hands <input type="checkbox"/> Strong Hand
Style:	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic	<input type="checkbox"/> Double Action <input type="checkbox"/> Single Action <input type="checkbox"/> Semi-Automatic
Type of Barricade Used:				

Holster Type Code:				
1. Belt	3. Shoulder	5. Fanny Pack	7. Pocket Holster	9. Other (Specify)
2. Inside Pants	4. Ankle	6. Belly Band	8. No Holster	

FIRING TECHNIQUE

19. Who fired first? Officer Opponent

20. Rounds Fired:

	# Fired	# Hits	Reloaded		# Fired	# Hits	Reloaded
Officer # 1			<input type="checkbox"/> Yes <input type="checkbox"/> No	Opponent # 1			<input type="checkbox"/> Yes <input type="checkbox"/> No
Officer # 2			<input type="checkbox"/> Yes <input type="checkbox"/> No	Opponent # 2			<input type="checkbox"/> Yes <input type="checkbox"/> No
Officer # 3			<input type="checkbox"/> Yes <input type="checkbox"/> No	Opponent # 3			<input type="checkbox"/> Yes <input type="checkbox"/> No
Officer # 4			<input type="checkbox"/> Yes <input type="checkbox"/> No	Opponent # 4			<input type="checkbox"/> Yes <input type="checkbox"/> No

21. If Officer's reloading was not successful, explain why?

Officer # 1	
Officer # 2	
Officer # 3	
Officer # 4	

22. Approximate distance between Officer (Off.) and Opponent (Opp.)

Off. #	Opp. #	Minimum		Maximum		Off. #	Opp. #	Minimum		Maximum	
		ft.	in.	ft.	in.			ft.	in.	ft.	in.
		ft.	in.	ft.	in.			ft.	in.	ft.	in.
		ft.	in.	ft.	in.			ft.	in.	ft.	in.
		ft.	in.	ft.	in.			ft.	in.	ft.	in.
		ft.	in.	ft.	in.			ft.	in.	ft.	in.
		ft.	in.	ft.	in.			ft.	in.	ft.	in.

OFFICER'S QUALIFICATION INFORMATION

23. Date and Score of Officer's most recent firearms qualification with the weapon involved in this incident.

	Issued Handgun		Issued Shotgun		Issued Rifle		Personal Firearm	
	Date	Score (%)	Date	Score (%)	Date	Score (%)	Date	Score (%)
Officer # 1		%		%		%		%
Officer # 2		%		%		%		%
Officer # 3		%		%		%		%
Officer # 4		%		%		%		%

24. INCIDENT SUMMARY

(Give a summary of the shooting incident)

25. COMPLETED BY: (PRINTED NAME)			ID NO.		26. COMPLETED BY: (SIGNATURE)			DATE	
27. SUPERVISOR'S SIGNATURE:		ID NO.		DATE		28. APPROVED BY: (SIGNATURE)		DATE	

NRP-405 (Non-Invest MV Acc 2019-08-21).pdf

NRP-418 (Speed Limit Survey 2014-04-15).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-448W (Acc. Report - Witnesss 2019-11-26).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-406 (Personal Inventory Insp 2018-07-26).pdf

**MS-106 (Unsatisfactory Report
of Service 1998-05).pdf**

**STATE OF MARYLAND
DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 WEST PRESTON STREET
BALTIMORE, MD 21201**

UNSATISFACTORY REPORT OF SERVICE

Employee Name: _____
(Last) (First) (Middle) (Social Security No.)

Classification: _____

Separated From: _____
(Name of Principal Unit) (Appropriation Code)

Separation Was (Check As Appropriate):

- Resignation Resignation Without Proper Notice Resignation in Lieu of Termination
 Termination Without Prejudice Termination With Prejudice Other: _____

Effective Date of Separation: _____
(m m/d d/yy)

Explain the need for this unsatisfactory report:

Copy to employee: _____
Date (mm/dd/yy) Copy delivered in person
 Copy mailed to: _____

Report Filed By: _____
(Appointing Authority) (Title) (Date)

APPEAL RIGHTS: An employee may submit a written request to change an unsatisfactory report to the Department of Budget and Management, 301 West Preston Street, Baltimore, Maryland 21201, within 30 calendar days of receipt. The Secretary of Budget and Management or the Secretary's designee may modify or correct any inaccurate or incomplete information on the unsatisfactory report. Only the appointing authority or the head of the principal unit who filed the report shall have the authority to rescind the report.

DEPARTMENT OF BUDGET & MANAGEMENT USE ONLY		
Action: _____	Date of Action: _____	Expiration Date: _____

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**NRP-871 (Civilian Admin
Leave Criminal 2011-05-01).pdf**

TO:

SUBJECT: Administrative Leave

You are being notified that you have been placed on Administrative Leave effective upon receipt of this letter. This action has been taken as a result of an investigation being conducted by this Agency for criminal misconduct. You are directed to surrender your Agency Identification Card(s) and any other issued State equipment, for which this letter will serve as receipt.

Also, while on Administrative Leave, you are to notify the Integrity and Inspections Unit, Monday through Friday, between the hours of 0800 and 1600 if you are going to be away from your residence. This action is being taken in accordance with the Annotated Code of Maryland, State Personnel and Pensions Article, Title 11, Subtitle 1.

Authorizing Officer

Received By: _____
Signature of Civilian Employee

Date: _____ Time: _____

Witnessed By: _____
Printed Name of Witness

Cc: Superintendent

Commander: Field Operations Bureau, Region 1

Commander: Field Operations Bureau, Region 2

Commander: Support Services Bureau

Commander, Internal Affairs Unit (IAU)

IAU Case Number:



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Map of Regions Areas and District Boundaries.PNG

Map of Regions, Areas, & District Boundaries



MSP 89A Instructions (ID Theft).pdf



Department of Public Safety and Correctional Services

Police and

Correctional Training Commissions

6852 4th STREET- SYKESVILLE, MARYLAND 21784- www.pctc.state.md.us
(410) 875-3400 FAX. (410) 875-3582 ^a,V/TTY (800) 735-2258 > [E-MAIL: mailbox@mpatc.net](mailto:mailbox@mpatc.net)

STATE OF MARYLAND

MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT. GOVERNOR

GARY D. MAYNARD
SECRETARY

G. LAWRENCE FRANKLIN
DEPUTY SECRETARY

COL. TERRENCE B. SHERIDAN
CHAIR
POLICE TRAINING COMMISSION

GARY D. MAYNARD
CHAIR
CORRECTIONAL TRAINING COMMISSION

CHARLES W. RAPP
EXECUTIVE DIRECTOR

ALBERT L. LIEBNO, JR.
DEPUTY DIRECTOR

April 1, 2011

Dear Law Enforcement Colleague:

During the 2010 legislative session the Maryland Legislature passed an amendment to the Public Safety Article, Section 3-207 of the Annotated Code of Maryland which Governor Martin O'Malley signed into law.

In part, that amendment requires the Maryland Police and Correctional Training Commission to:

- (16) **develop**, with the cooperation of the Office of the Attorney General, the Governor's Office of Crime Control and Prevention, and the Federal Trade Commission, a **uniform identity fraud reporting form** that:
- (I) makes transmitted data available on or before October 1, 2011, **for use by each law enforcement agency of State and local government;** and
 - (II) may authorize the data to be transmitted to the Consumer Sentinel Program in the Federal Trade Commission.

In response to this legislative mandate the Police Training Commission staff has developed, in cooperation with the Office of the Attorney General, the Governor's Office of Crime Control and Prevention and the Federal Trade Commission the attached Identity . Fraud Reporting form.

At its January, 2011 meeting the Police Training Commission approved this form for distribution to all Maryland law enforcement agencies.

As part of its discussion the Commission considered the reporting requirement set forth in Maryland Criminal Law - CR § 8-394 - Report which states in part: -

- a) *Contact local law' enforcement agency.* — A person who knows or reasonably suspects that the person is a victim of identity fraud, as prohibited under this subtitle, may contact a local law enforcement agency that has jurisdiction over:
 - 1) any part of the county in which the person lives; or
 - 2) any part of the county in which the crime occurred.
- b) *Preparation of report.* — After being contacted by a person in accordance with subsection (a) of this section, a local law enforcement agency shall promptly:
 - 1) prepare and file a report of the alleged identity fraud; and
 - 2) provide a copy of the report to the victim

The Commission recognizes that a number of law enforcement agencies use agency-specific field reporting forms for various crimes and incidents, some of which may be generated in the field by computer and recorded and or stored electronically. The Commission recognizes that the Identity Fraud form that it has developed may or may not be compatible with those electronic report writing protocols. ***While the law does not require the use of the form developed by the Commission,*** the Commission urges all law enforcement agencies to adopt this form or a suitable facsimile that allows the identity fraud data/information captured on the uniform report to be collected in a format that is suitable for transmission to other law enforcement agencies and to the Federal Trade Commission.

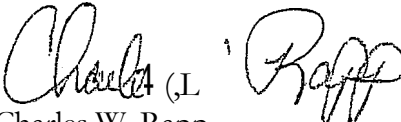
An electronic copy of the form developed by the Commission can be found at www.mdle.net when you scroll down the home page to **Information Services**, and then click on **Identity Theft - Uniform Reporting Form**.

On a separate but related note, the staff of the Commission is developing a lesson plan on the subject of identity theft/fraud that will be suitable for use either in an entry-level program or for in-service training purposes. It is anticipated that this lesson plan will be available by late spring of 2011 and when completed, will also be posted on www.mdle.net.

In the meantime, if you or any of your staff members have questions concerning the attached form or its use you may contact Mr. James Durner at (410) 552-6927 or my office at (410) 875-3600.

10 - 3-r- --OA7

Sincerely,


Charles W. Rapp
Executive Director

CWR:ck

Enclosure

ANNOTATED CODE OF MARYLAND

Article — PUBLIC SAFETY

Background:

During the 2010 legislative session the Maryland Legislature repealed and reenacted, with amendments:

Public Safety Article
Title 3 – Law Enforcement
Subtitle 2 – Police Training Commission
§ 3 – 207 General Power and Duties of Commission
Annotated Code of Maryland
(2003 Volume and 2009 Supplement)

Among other changes, § 3-207 - "General powers and duties of Commission" contains the following provision regarding the development and distribution of a uniform Identity Fraud Reporting form:

Subject to the authority of the Secretary, the Commission has the following powers and duties:

(16) to develop, with the cooperation of the Office of the Attorney General, the Governor's Office of Crime Control and Prevention and the Federal Trade Commission, a uniform identity fraud reporting form that:

- (i) makes transmitted data available on or before October 1, 2011, for use by each law enforcement agency of State and local government; and
- (ii) may authorize the data to be transmitted to the Consumer Sentinel Program in the Federal Trade Commission;

Action Taken:

As required by law, the Maryland Police and Correctional Training Commission, in consultation with the Office of the Attorney General, Consumer Protection Division, and the Governor's Office of Crime Control Prevention, Maryland Statistical Analysis Center, and the Federal Trade Commission has developed the captioned uniform IDENTITY FRAUD/THEFT reporting form.

The uniform IDENTITY FRAUD/THEFT reporting form has been developed using a variety of sources including the following:

- Identity Theft Victims' Universal Complaint Form
(Federal Trade Commission)
- Identity Crime Incident Detail Form
(U.S. Secret Service)
- Model Policy- Identity Crime
(International Association of Chiefs of Police)
- Application for Maryland Identity Theft Passport
(Office of Maryland Attorney General)

INSTRUCTIONS FOR COMPLETING FORM

PAGE 1 - LINES # 1-2: Reporting Agency Identifiers.

PAGE 1 - LINE # 3: Agency Complaint/Case Number.

PAGE 1 - LINE # 4: Date report taken.

PAGE 1 - LINES # 5-11: Victim Identification — to be completed as indicated on form.

PAGE 2 - BLOCK # 12: Determine if document/information was stolen or lost. PAGE

2 - BLOCKS # 13-14: To be completed as indicated on form.

PAGE 2 - BLOCK # 15: Determine HOW victim discovered theft/compromise occurred — check all that apply.

PAGE 2 - BLOCK # 16: Determine identity information/item compromised — check all that apply.

PAGE 3 - BLOCK # 17: Determine from victim if information/identity was used to: ■
establish NEW account; use an EXISTING account;

* Note: Use separate pages if multiple/additional accounts are involved.

PAGE 4 - BLOCK # 18: Obtain a detailed narrative from victim to include as much of the information contained in BLOCK # 18 as possible. Use additional page(s) if necessary.

PAGE 5 - BLOCK # 19: Determine from victim the names/identities of any "potential suspect(s).

PAGE 5 - LINE # 20: To be completed as indicated on form.

PAGE 5 - LINE # 21: To be completed as indicated on form if known.

PAGE 6 - BLOCK # 22: Page to be given to victim as reference/resource:

* Note: Reporting officer should explain options/recommended actions to the victim if necessary.

ANNOTATED CODE OF MARYLAND.

CR § 8-304. REPORT.

(a) Contact local law enforcement agency. — A person who knows or reasonably suspects that the person is a victim of identity fraud, as prohibited under this subtitle, may contact a local law enforcement agency that has jurisdiction over:

- (1) any part of the county in which the person lives; or,
- (2) any part of the county in which the crime occurred.

(b) Preparation of report. — After being contacted by a person in accordance with subsection(a) of this section, a local law enforcement agency shall promptly:

- (1) prepare and file a report of the alleged identity fraud; and,
- (2) PROVIDE A COPY OF THE REPORT TO THE VICTIM.

3-31-11

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NRP-108 2016 Warning.pdf



NOTICE OF VIOLATION
STATE OF MARYLAND
NATURAL RESOURCES POLICE
ANNAPOLIS, MARYLAND 21401



SUBJECT _____
FIRST MIDDLE LAST NAME

ADDRESS _____

CITY _____ CO _____ STATE _____ ZIP _____
DRIVER'S LICENSE / SOUNDINDEX NUMBER CLASS STATE

OTHER ID _____ TYPE _____

RACE	ETHNICITY	SEX	HEIGHT	WEIGHT	BIRTH DATE
					/ /

VIOLATION DATE			TIME	COUNTY
MONTH	DAY	YEAR	AM <input type="checkbox"/>	
			PM <input type="checkbox"/>	

BOAT/VEHICLE REGISTRATION	STATE	YEAR, MAKE, MODEL, TYPE AND COLOR

AREA CODE	LOCATION OF VIOLATION

- VIOLATION
- | | |
|---|--|
| <input type="checkbox"/> Ves Reg Not In Posses 8-712D | <input type="checkbox"/> Hunt w/o License In Possession 10-306 |
| <input type="checkbox"/> Impr/Fail To Display Numbers 08.04.03.01B | <input type="checkbox"/> Hunt w/o Permission 10-411A |
| <input type="checkbox"/> Validation Emblem on Numbered Vessel 08.04.03.10 | <input type="checkbox"/> Hunt Fail to Carry Photo/Secondary Form of ID 08.03.10.13 |
| <input type="checkbox"/> Oper vessel w/o Boating Safety Cert. 8-712.2D | <input type="checkbox"/> Cast rays, w/o implement 10-416E |
| <input type="checkbox"/> Fail To Carry Req Equip Flares, Visual Distress Signal, Sound Prod Dev, Fire Ext 08.18.04.03 | <input type="checkbox"/> Hunting Before/After Hours 10-410B |
| <input type="checkbox"/> Exc. 6 Knot Limit 8-704 - 08.18.____ | <input type="checkbox"/> Failure to wear orange 10-418B |
| <input type="checkbox"/> Violation USCG Nav Rules 08.18.01.04 | <input type="checkbox"/> Fail To Field Tag 08.03.04.03 A |
| <input type="checkbox"/> Tow skier w/o observer 8-725B | <input type="checkbox"/> Fail To Report Harvest 08.03.04.03 B |
| <input type="checkbox"/> Reckless/Neg Op of Vessel 08.18.01.05 | <input type="checkbox"/> Camping Permit Violation 08.07.06.08 |
| <input type="checkbox"/> PWC Speed/Distance Violation 08.18.02.05 | <input type="checkbox"/> Rem/Damage Plant, Tree, Rock 08.07.06.13B1 |
| <input type="checkbox"/> PWC Fail to Display Reg 08.18.02.05O | <input type="checkbox"/> Drive/Park Non-Desig. Area 08.07.06.14D |
| <input type="checkbox"/> Fail to Mark Floats w/ DNR ID 08.02.03.03E4a | <input type="checkbox"/> Illegal Entry Or Use Of Facilities 08.07.06.15A |
| <input type="checkbox"/> Crabs Possession Of Undersized 08.02.03.14E | <input type="checkbox"/> Operate ORV In Prohibited Area 08.01.03.06 D7 |
| <input type="checkbox"/> Crab Gear Violation 08.02.03.01 | <input type="checkbox"/> Fail To Register ORV With DNR 08.01.03.03 A4 |
| <input type="checkbox"/> Fish w/o Non-Tidal Lic 4-604B | <input type="checkbox"/> Park Pet Violation 08.07.06.17 |
| <input type="checkbox"/> Fish w/o Non-Tidal Lic In Pos 4-610 | <input type="checkbox"/> Disorderly Conduct/Noise Viol 08.07.06.20 |
| <input type="checkbox"/> Fish w/o Ches Bay Lic 4-745 | <input type="checkbox"/> Littering 08.07.06.12A |
| <input type="checkbox"/> Fish w/o Ches Bay Lic In Pos 08.02.01.07 B6a | <input type="checkbox"/> Closed against entry 08.07.06.06 |
| <input type="checkbox"/> Fish Undersize _____ - _____ | <input type="checkbox"/> Poss Alcohol Bev Lot/Road/Trail 08.07.06.19B |
| <input type="checkbox"/> Fish Over Limit _____ - _____ | <input type="checkbox"/> Poss Glass Cont/Haz Obj Swim/Bch 08.07.06.12B |

VIOLATION NOT LISTED ABOVE	ART.	TITLE	SUBTITLE	REGULATION	SECT.	SUB. SECT.

VIOLATION NOT LISTED ABOVE	ART.	TITLE	SUBTITLE	REGULATION	SECT.	SUB. SECT.

OFFICER'S SIGNATURE _____ PRINTED NAME / ID NO. _____

HEADQUARTERS' COPY

ATTENTION PLEASE

THIS IS A WARNING OF A
VIOLATION OF THE LAW

PLEASE BE MORE OBSERVANT OF THE
BOATING AND CONSERVATION LAWS
OF MARYLAND



STATE OF MARYLAND



NATURAL RESOURCES POLICE
TAWES STATE OFFICE BUILDING
580 TAYLOR AVE
ANNAPOLIS, MARYLAND 21401

410-260-8888

Maryland Natural Resources
Police Policy Manual
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NRP-834 (Order - Not to Discuss 2019-03-19).pdf

DATE: _____

RE: IAU Case Number: _____

TO: _____, _____
Rank Name ID #

YOU ARE HEREBY ORDERED not to communicate in any form or manner, any aspects of this Internal Affairs Unit (IAU) investigation with anyone except the assigned investigator(s) and your counsel or representative. You are ordered not to take any action, directly or through a 3rd party, which could affect the statements made by a complainant or witness.

Once you have been interviewed or interrogated, ***it is your responsibility*** to contact the investigator if you discover information pertaining to this case that you did not disclose, or you have misled the investigator, and advise him/her of this fact.

You may face disciplinary action if you disobey this order.

By Order Of: _____, _____
Rank Name ID #

Received by Officer:

Printed Rank / Name / ID# Signature Date / Time

Witness:

Printed Rank / Name / ID# Signature Date / Time

DISTRIBUTION:

Original:
Internal Affairs Unit (IAU) Case File

Copy:
Officer Involved



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I-NRP-602 (Emergency Op Worksheet 2004-11).pdf

CHAPTER 12 SECTION II FORMS

EMERGENCY OPERATION WORKSHEET	
NRP 602	
Use:	Worksheet is completed for Phase IV Emergency Operations, Fatal Boating Accidents, Non-Military Aircraft Crashes on the water and any incident where a Command Post is established.
Due:	This worksheet is retained by the Incident Commander and used as a guide for completing the NRP 601, After Action Report Summary of Emergency Operation.
To:	N/A
Note:	Revised 11/04

Instructions:

Worksheet is compiled by the Incident Commander during any operation that will require submission of the After Action Report Summary of Emergency Operation.

Refer to instructions for NRP 601 - After Action Report Summary of Emergency Operation.

NRP-550 (PSOB Death Claim Checklist 2007-08).pdf

NRP-835 (Order - Drug Test 2011-05-01).pdf



DATE: _____

RE: IAU Case Number: _____

TO: _____, _____
Rank Name ID #

Upon the authority of _____ **YOU ARE HEREBY ORDERED** to appear
Rank & Name of Authorizing Official
for testing as enumerated in the State of Maryland's Substance Abuse Policy.

Your test is scheduled for _____ at _____, located at
Day and Date Time
_____. You must bring photo
(Facility Name, Street Address, City, State, Zip)
identification with you.

You may face disciplinary action up to and including termination if you disobey this order.

A positive test result may result in termination.

BY ORDER OF: _____, _____
Rank Name ID #

RECEIVED BY: _____, _____, _____, _____
Rank Name ID # Date Time

WITNESSED BY: _____, _____, _____, _____
Rank Name ID # Date Time

DISTRIBUTION: Original: Internal Affairs Unit (IAU) Case File Copy: Officer Involved



Maryland Natural Resources
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NRP-841 (Official Reprimand - Sworn 2014-04-10).pdf

**MARYLAND NATURAL RESOURCES POLICE
OFFICIAL REPRIMAND – SWORN EMPLOYEE**

Date: _____

Reference IAU #: _____

OFFICER INFORMATION	
Name: _____	Assignment: _____
Rank: _____	

1. The above named officer has been given this official reprimand for a violation of:
- Personnel Rules & Regulations of the Department of Budget and Management
 - Policies, Procedures, & Regulations of the Maryland Natural Resources Police

2. Specifically the above named officer violated the following: (cite the exact Rule, Policy or Procedure violated):

VIOLATION

3. The details of the incident are as follows: (include date, time and a detailed summary of the incident)

INCIDENT DETAILS

Officer:

Officer's Signature (Title or Rank / Name / ID #)	Time Signed	Date Signed
---	-------------	-------------

Supervisor:

Supervisor's Signature (Title or Rank / Name / ID #)	Date Signed
--	-------------

- Distribution:
1. Original forwarded to Officer's IAU File.
 2. Copy kept by the Supervisor.
 3. Copy kept by the Officer.

ATF Trace Form 3312.1 (2016-08).pdf

U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives

National Tracing Center Trace Request

Phone: 1-800-788-7133

Martinsburg, WV 25405

Fax: 1-800-578-7223

FOR NTC DATA ENTRY ONLY

Page 1 of 2 - Trace Request Information

NOTE: *- Required Entry Field (*Must be completed for trace processing*)**- Required Entry With Listed Data Response (*See back for codes and options*)

Part I - Trace Initiation Information

1a. Date of Request	1b. Priority**	Routine <input type="checkbox"/>	Urgent (Justification required) <input type="checkbox"/>	For NTC Data Entry Only <input type="checkbox"/>
Justification				
1c. Special Instructions				

Part II - Crime Code Information

2a. NCIC Crime Code**:	2b. Project Code, Project Title, or other Initiative (<i>If you wish to obtain a Project Code, contact the Chief, Firearms Tracing Branch, ATF National Tracing Center</i>)**:
------------------------	--

Part III - ATF Agent Requesting Trace

3a. Organization Code*	3b. Phone Number: Fax Number: E-Mail:	3c. ATF Special Agent's Name (<i>Last, first, middle</i>)
3d. Badge Number	3e. ATF Case Number	3f. Field Office

Part IV - Other Agency Requesting Trace

4a. ORI Number*	4b. Phone Number: Fax Number: E-Mail:	4c. Other Agency Officer's Name (<i>Last, first, middle</i>)
4d. Badge Number	4e. Other Agency Case Number	4f. Department/Unit
4g. Mailing Address		

Part V - Firearms Information

5a. Serial Number* (<i>From Frame or Receiver</i>)	5b. Obliterated (<i>If yes, complete Part IX</i>) Yes <input type="checkbox"/> No <input type="checkbox"/>	5c. Firearms Manufacturer*
5d. Type*	5e. Caliber*	5f. Model*
		5g. Country of Origin* (<i>Importer required if other than U.S.</i>)
5h. Importer*		5i. Additional Markings

Part VI - Possessor Information

6a. Name (<i>Last, First, Middle, Suffix</i>)						6c. Alias Date of Birth	
6b. Alias (<i>If given</i>) (<i>Last, First, Middle, Suffix</i>)						6i. Address - Route Number	
6d. Height	6e. Weight	6f. Sex	6g. Ethnicity Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>		6i. Address - Route Number		
			6h. Race (<i>Check one or more boxes</i>)				
			American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Other (<i>Specify</i>) _____				
6j. Apt. Number	6k. Street No.	6l. Direction	6m. Street Name			6n. City	
6o. County		6p. State	6q. Zip Code (<i>Nine Digit Number</i>)			6r. Country	
6s. Date of Birth	6t. Place of Birth		6u. Possessor's ID Number			6v. ID Type/State	

Part VII - Associate Information

7a. Name (Last, First, Middle, Suffix)

7b. Alias (If given) (Last, First, Middle, Suffix)

7c. Alias Date of Birth

7d. Height	7e. Weight	7f. Sex	7g. Ethnicity Hispanic or Latino Yes <input type="checkbox"/> No <input type="checkbox"/>	7i. Address - Route Number
			7h. Race (Check one or more boxes) American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Other (Specify) _____	

7j. Apt. Number	7k. Street No.	7l. Direction	7m. Street Name	7n. City
-----------------	----------------	---------------	-----------------	----------

7o. County	7p. State	7q. Zip Code (Nine Digit Number)	7r. Country
------------	-----------	----------------------------------	-------------

7s. Date of Birth	7t. Place of Birth	7u. Associate's ID Number	7v. ID Type/State
-------------------	--------------------	---------------------------	-------------------

Part VIII - Firearm Recovery Information

8a. Recovery Date*	8b. Street Number	8c. Direction	8d. Street Name	8e. Suffix	8f. Route Number
--------------------	-------------------	---------------	-----------------	------------	------------------

8g. Apt. Number	8h. City*	8i. County	8j. State*	8k. Zip Code	8l. Country
-----------------	-----------	------------	------------	--------------	-------------

8m. Additional Information

Part IX - Obliterated Serial Number Information

9a. Serial Number Category (Check one of the following serial number categories)

Restoration Pending <input type="checkbox"/>	Serial Number Restored <input type="checkbox"/>	Partial Serial Number <input type="checkbox"/>
Unable To Restore Serial Number <input type="checkbox"/>	Attempt to Obliterate Serial Number <input type="checkbox"/>	Research/Review Multiple Serial Number Combinations <input type="checkbox"/>

9b. Serial Number Being Submitted

NOTE: On partial serial numbers enter * where character was unable to be recovered.

9c. Obliteration Method Used (Check all that apply)

AG - Worn by Age <input type="checkbox"/>	DR - Drill <input type="checkbox"/>	ES - Electric Scribe <input type="checkbox"/>
FI - Filled In <input type="checkbox"/>	GC - Grinder Course <input type="checkbox"/>	GS - Grinder Smooth <input type="checkbox"/>
GV - Grinder Concave <input type="checkbox"/>	PD - Peened <input type="checkbox"/>	PN - Punch <input type="checkbox"/>
SB - Scratch Pointed/BROA <input type="checkbox"/>	SN - Scratch Pointed/NARR <input type="checkbox"/>	OR - Other <input type="checkbox"/>

9d. Additional Remarks, Firearms Markings, Possible Serial Number Combinations, or Other Special Instructions

Instructions For Completing ATF Form 3312.1 - National Tracing Center Trace Request

General Instructions - *Required Data Entry Fields And **Available Options/Codes Listed for Reference

The information requested on this form is needed to initiate a trace request. All fields marked with an asterisk (*) indicate required entry data fields. All areas so marked must be completed in order to effectively and expeditiously execute the trace request. Fields marked with a double asterisk (**) indicate areas of required data entry with available options and codes listed for reference (refer to lists below to determine the appropriate entry and correct nomenclature).

Required Entry Fields Include

- Question 1b** - (Justify Urgent Trace) See Priorities listed below
- Question 2a** - Include Project Code and list NCIC Code
- Question 3a* - Office Organizational Code For Use by ATF Requestor Only
- Question 4a* - ORI - NCIC Originating Requestor Identifier
- Question 5a*, 5c*, 5d*, 5e*, 5f*, 5g* & 5h* - Verify data
- Question 8a*, 8h* & 8j* - Confirm Recovery data to be submitted

Question 1B - Trace Priority (Entered Numbered Qualifier to Justify Urgent Trace Request)

NOTE: An urgent trace is deemed necessary when the violations are significant and circumstances warrant or require that the firearm be traced without undue delay. Examples of this are: to hold a suspect, provide a probable cause, officer and public safety, etc. The following are examples of significant violations.

- | | | | |
|------------------|--------------------|-------------------|----------------------------------|
| 1 - Assault | 3 - Kidnapping | 5 - Rape/Sex | 7 - Terrorist Threat |
| 2 - Bank Robbery | 4 - Murder/Suicide | 6 - Terrorist Act | 8 - Other (specify circumstance) |

Question 2C - NCIC Crime Codes (Enter one code only. For complete listing refer to NCIC Manual)

- | | | | |
|-------------------------|----------------------------------|---|----------------------------|
| 0098 Found Firearm | 1301 Aggravated Assault (Family) | 2899 Stolen Property | 5212 Possession of Weapon |
| 0199 Sovereignty | 1311 Aggravated Assault (Police) | 2999 Damage Property | 5399 Public Peace |
| 0299 Military | 1399 Assault | 3599 Dangerous Drugs | 5499 Traffic Offense |
| 0399 Immigration | 1499 Abortion | 3699 Sex Offense | 5599 Health - Safekeeping |
| 0907 Homicide (Police) | 1602 Threat (Terroristic) | 3799 Obscenity | 5699 Civil Rights |
| 0911 Homicide (Suicide) | 1702 Material Witness (Federal) | 3802 Cruelty Toward Child | 5799 Invade Privacy |
| 0999 Homicide (Street) | 2099 Arson | 3803 Cruelty Toward Spouse | 5899 Smuggling (Customs) |
| 1099 Kidnapping | 2199 Extortion | 3999 Gambling | 5999 Election Laws |
| 1101 Rape | 2299 Burglary | 4099 Commercial Sex | 6099 Antitrust |
| 1199 Sexual Assault | 2399 Larceny | 4199 Liquor | 6199 Tax Revenue |
| 1201 Robbery (Business) | 2411 Unauthorized Use of Auto | 4899 Obstruction Police | 6299 Conservation |
| 1204 Robbery (Street) | 2499 Stolen Vehicle | 4999 Flight-Escape | 7099 Crimes Against Person |
| 1211 Bank Robbery | 2599 Counterfeiting | 5099 Obstruct | 7199 Property Crimes |
| 1212 Car Jacking | 2699 Fraud | 5199 Bribery | 7299 Morals |
| 1299 Robbery | 2799 Embezzlement | 5201 Altering Identification on Firearm | 7399 Public Order Crimes |
| | | 5211 Explosives | 8100 Escape (Juvenile) |

Question 5D - Type of Firearm

- C = Combination - A weapon designed to be fired from the shoulder which is fitted with both a rifled barrel 16' or greater in length and a smooth-bore barrel 18' or greater in length with an overall length of 26' or more.
- M = Machine Gun - A weapon of handgun, rifle or shotgun configuration designed to automatically fire more than one shot, without manually reloading, by a single function of the trigger.
- P = Pistol - A weapon which includes single shot and both single or double-action semiautomatic handguns fitted with a barrel(s) with an integral chamber design or having a chamber(s) permanently aligned with the barrel.
- PR = Pistol/Revolver - A weapon which includes both single and double-action handguns having a breechloading chambered cylinder designed with a repetitive function based on rotation.
- PD = Pistol/Derringer - A weapon which includes single barrel, super-posed (over/under) and multi-barrel configuration handguns based on a hinged or pivoting barrel small frame pistol design.
- R = Rifle - A weapon designed to be fired from the shoulder which discharges a single projectile through one or more rifled barrels 16" or greater in length with an overall length of 26" or more.
- S = Shotgun - A weapon designed to be fired from the shoulder which discharge a single or multiple projectiles through one or more smooth-bore barrels 18" or greater in length with an overall length of 26" or more.

Paperwork Reduction Act

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection is used by Federal, State and local law enforcement officials to request that the Bureau of Alcohol, Tobacco, Firearms and Explosives trace firearms used or suspected to have been used in crimes.

The estimated average burden associated with this collection of information is 6 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services Branch, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Maryland Natural Resources
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NRP-720_Boat_Verification_Letter_(2015-04-02).pdf

**MARYLAND NATURAL RESOURCES POLICE
LETTER OF VESSEL OPERATOR VERIFICATION**

Date: _____

To: _____
(Regional Commander/Bureau Chief)

Ref: _____
(Rank & Name of Officer Being Verified)

The above referenced officer has been verified in the Natural Resources Police Vessel Operators Verification Program on _____. This verification will expire three (3) years after initial verification or re-verification.

The Vessel Operator Level that this Officer has been verified in is noted below:

- Small Outboards**
- Trailing**
- Large Outboards**
- Inboards - Specific Vessel type:** _____
- Additional Endorsement:** _____
(Insert Vessel Type)

(Supervisor)

(Commander)

CC: Personnel File
Officer
Area File
Training File

**I-NRP-449 (General Liability
And Loss Notice 2006-03).pdf**

CHAPTER 12 SECTION II

FORMS

GENERAL LIABILITY AND LOSS NOTICE	
NRP 449	
Use:	To document potential loss or damage to private property owners or civilians incurred from NRP operations.
Due:	Within seven (7) days of being notified of the potential loss or damage.
To:	Supervisor, who will forward through the chain of command to the DNR Supportive Services Unit.
Note:	Revised 03/06

Instructions:

Completed by the officer that was involved in the potential loss or damage.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the correct Agency Budget Code for the NRP unit involved.
2. Enter the date when the report was completed.
3. Enter who reported the potential loss or damage.
4. Enter the phone number of the person reporting the loss or damage.
5. Enter the date when the loss or damage occurred, in the MM-DD-YY format.
6. Enter the time the loss or damage occurred using military time.
7. Check the appropriate block to indicate whether or not a fatality was involved with this report of loss or damage.
8. Enter the estimated amount of damage or loss involved.
9. Enter the geographical location where the

loss or damage occurred.

10. Enter the appropriate two-letter abbreviation for the Maryland County where the loss or damage occurred utilizing the Citation Preparation Reference Sheet.
11. If this report pertains to loss or damage to the private property of another, then enter a description of that property. If the property has a government issued registration number, then list the registration number, in addition to any other identifying characteristics.
12. Enter the full name of the person injured or the owner of the property that sustained the loss or damage.
13. Enter the Street Address where the person injured or owner resides.
14. Enter the City where the person injured or owner resides.
15. Enter the two-letter State abbreviation where the person injured or owner resides.
16. Enter the Zip Code for the address where the person injured or owner resides.
17. Enter the appropriate two-letter abbreviation for the County where the person injured or owner resides utilizing the Citation Preparation Reference Sheet. For a person who resides out of state, enter the two-letter abbreviation "OS."
18. Enter the person's Home Phone Number.
19. Enter the person's Work Phone Number.
20. Describe the specific injury or damage sustained.
21. List the names and phone numbers of any witnesses to the loss or damage.

CHAPTER 12 SECTION II

FORMS

22. In narrative form, describe the accident or loss. Give details as to how it occurred, and what, if any, NRP operation may have caused the accident or loss.

Signature Blocks

23. Investigating Officer(s) Rank, First Name, MI, Last Name(s) and four (4) digit ID#.

24. Investigating Officer(s) Signature and Date when the report is completed.

25. Supervisor's Signature, ID#, and Date.

26. Approving Officer's Signature, ID#, and Date.

Maryland Natural Resources
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NRP-561 (Witness Adv - Show-Ups 2018-04-13).pdf

**MARYLAND NATURAL RESOURCES POLICE
WITNESS ADVISORY FORM – SHOW-UPS**

Please read the instructions below and once you have read and understand the instructions place your initials in the spaces provided. Once completed sign and date this form in the spaces provided.

I am about to view an individual whose physical characteristics may resemble the suspect's description or appearance.

Initials

I understand that the person who committed the crime may or may not be the individual I am about to view.

Initials

I understand that to assist in my identification efforts, I should try to think back to the event and my frame of mind at the time.

Initials

I understand that I am not required to make an identification, and regardless of whether or not I am able to make an identification, the Maryland Natural Resources Police will continue to investigate the case.

Initials

I understand that I should not discuss the incident or the identification process with any other witnesses.

Initials

Witness's Printed Name & Signature:

_____ Printed Name	_____ Signature	_____ Date	_____ Time
-----------------------	--------------------	---------------	---------------

Investigator's / Officer's Printed Name & Signature:

_____ Printed Rank & Name	_____ Rank & Signature	_____ I.D. #	_____ Date
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**NRP-473 (Domestic Violence
Supp Rep 2018-08-30).pdf**

MARYLAND NATURAL RESOURCES POLICE DOMESTIC VIOLENCE SUPPLEMENTAL REPORT

1. VICTIM'S NAME (LAST, FIRST, MIDDLE):	2. SEX	3. RACE:	4. D.O.B.:	5. REPORT NO:
---	--------	----------	------------	---------------

6. VICTIM'S ADDRESS (If temporary address, DO NOT INCLUDE; PROVIDE ONLY TO STATE'S ATTORNEY):	7. TELEPHONE NO. (Note if temporary):
---	---------------------------------------

8. VICTIM	9. SUSPECT
<input type="checkbox"/> afraid <input type="checkbox"/> angry <input type="checkbox"/> apologetic <input type="checkbox"/> calm <input type="checkbox"/> crying <input type="checkbox"/> fearful <input type="checkbox"/> hysterical <input type="checkbox"/> irrational	<input type="checkbox"/> afraid <input type="checkbox"/> angry <input type="checkbox"/> apologetic <input type="checkbox"/> calm <input type="checkbox"/> crying <input type="checkbox"/> fearful <input type="checkbox"/> hysterical <input type="checkbox"/> irrational
<input type="checkbox"/> abrasions <input type="checkbox"/> bruises <input type="checkbox"/> complaint of pain <input type="checkbox"/> concussion <input type="checkbox"/> fractures <input type="checkbox"/> lacerations <input type="checkbox"/> nervous <input type="checkbox"/> other:	<input type="checkbox"/> abrasions <input type="checkbox"/> bruises <input type="checkbox"/> complaint of pain <input type="checkbox"/> concussion <input type="checkbox"/> fractures <input type="checkbox"/> lacerations <input type="checkbox"/> nervous <input type="checkbox"/> other:

10. RELATIONSHIP	
<input type="checkbox"/> Cohabitants <input type="checkbox"/> Dating/Engaged <input type="checkbox"/> Emancipated Minor <input type="checkbox"/> Former cohabitants	<input type="checkbox"/> Former Dating <input type="checkbox"/> Former Spouse <input type="checkbox"/> Parent of Child <input type="checkbox"/> Spouse
Number of prior incidents: _____ If applicable, police dept. or case number(s): _____ Length of relationship: Year(s) _____ Month(s) _____ Alcohol or drugs a factor? <input type="checkbox"/> YES <input type="checkbox"/> NO Victim: _____ Suspect: _____	
History of Domestic Violence? <input type="checkbox"/> YES <input type="checkbox"/> NO	

11. MEDICAL TREATMENT	
<input type="checkbox"/> First Aid <input type="checkbox"/> None <input type="checkbox"/> Refused <input type="checkbox"/> Will Seek Own Doctor	Paramedics at Scene? <input type="checkbox"/> YES <input type="checkbox"/> NO Unit Number(s): <input type="checkbox"/> N/A _____ Fire Department at Scene? <input type="checkbox"/> YES <input type="checkbox"/> NO Unit Number(s): <input type="checkbox"/> N/A _____ Hospital Transported to: _____ Attending Physician: _____

12. EVIDENCE COLLECTION	
COLLECTION LOCATION: <input type="checkbox"/> Crime Scene <input type="checkbox"/> Hospital <input type="checkbox"/> 9-1-1 Recording(s) <input type="checkbox"/> Other: _____ PHOTOGRAPHS TAKEN: <input type="checkbox"/> YES <input type="checkbox"/> NO * Photos of Victim: <input type="checkbox"/> Suspect: <input type="checkbox"/> Scene: <input type="checkbox"/> FIREARMS SEIZED/STORED: <input type="checkbox"/> YES <input type="checkbox"/> NO Property No: _____ Seized By: _____	

13. LETHALITY SCREENING	
<input type="checkbox"/> Check here if victim declined to be screened <input type="checkbox"/> Check here if the officer could not administer the screen	

A. A "Yes" response to any Questions # 1-3 is an automatic High-Danger Assessment	
1. Has he/she/they ever used a weapon against you or threatened you with a weapon?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
2. Has he/she/they threatened to kill you or your children?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
3. Do you think he/she/they might try to kill you?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK

B. "Yes" responses to at least four of Questions # 4-11 is an automatic High-Danger Assessment	
4. Does he/she/they have a gun or can they easily get one?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
5. Has he/she/they ever tried to choke you?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
6. Is he/she/they violently or constantly jealous or does he/she/they control most of your daily activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
7. Have you left him/her/them or separated after living together or being married?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
8. Is he/she/they unemployed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
9. Has he/she/they ever tried to kill himself/herself/themself?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
10. Do you have a child that he/she/they knows is not his/hers/theirs?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK
11. Does he/she/they follow or spy on you or leave threatening messages?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DNA/UNK

C. HELPLINE (SELECT COUNTY): _____	MNADV: 1-800-634-3577
------------------------------------	------------------------------

Is there anything else that worries you about your safety? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If "YES", what worries you? _____	

MARYLAND NATURAL RESOURCES POLICE DOMESTIC VIOLENCE SUPPLEMENTAL REPORT

VICTIM'S NAME (LAST, FIRST, MIDDLE): _____	TELEPHONE NO. (Note if temporary): _____	REPORT NO: _____
--	--	------------------

AN OFFICER MAY MAKE A HIGH DANGER ASSESSMENT IF THE OFFICER BELIEVES THE VICTIM IS IN A POTENTIALLY LETHAL SITUATION.

Check One: Victim is High-Danger based on score
 Victim is High-Danger based on officer belief
 Victim is not assessed as High-Danger

If victim is High-Danger, did officer make a call to the hotline? Yes No

Did the victim speak with the hotline advocate? Yes No

Counselor's Name: _____ Time of Call: _____

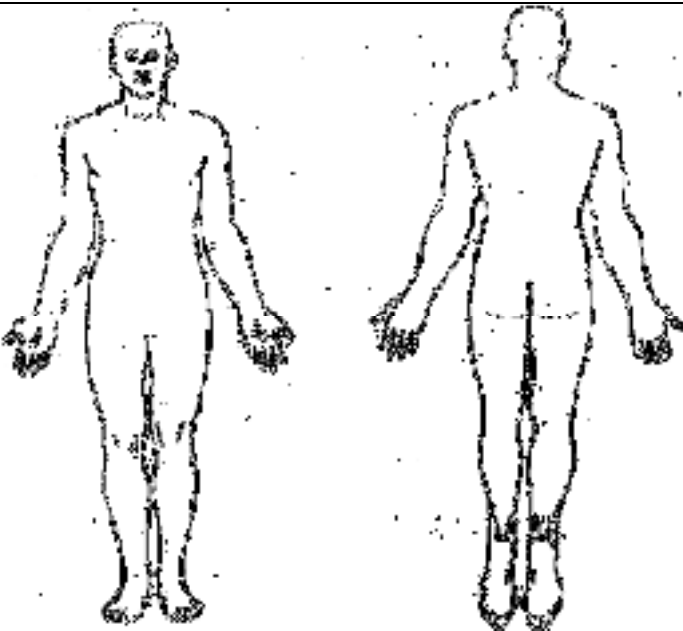
14. COURT ORDERS

PROTECTIVE ORDERS

Refused Referred Issued Current Expired
 Interim Temporary Final Case No: _____
 (Issuing Court: _____ of _____ County)

15. TO BE COMPLETED BY VICTIM (MARK & INITIAL THE DIAGRAM OF THE AREAS WHERE YOU WERE STRUCK)

Height: _____ Weight: _____



I affirm the information I have given is true and correct. I authorize release of my medical records concerning this or other domestic violence case(s) to the Maryland State Police/State's Attorney's Office personnel investigating the circumstances of the said cases. I also understand a photographic copy of this authorization shall be valid as the original.

Yo afirmo que la información que he dado es verdadera y correcta. Yo autorizo divulgar mis registros médicos sobre este caso u otros casos de violencia doméstica a la Policía del Estado de Maryland / personal de la Oficina del Procurador del Estado que investigan las circunstancias de estos casos. También entiendo que una copia fotográfica de esta autorización será tan válida como el original.

Victim's Signature: _____

Date: _____

SUSPECT:

Name: _____

DOB: _____ Sex: ___ Race: _____ Military: ___

SYNOPSIS OF VICTIM'S STATEMENT:

16. ACTION TAKEN: Arrest No Arrest Referred To Commissioner No Probable Cause

17. WARRANTLESS ARREST CHECKLIST

Is there probable cause to believe:

- The suspect assaulted his/her spouse or an individual with whom they reside? YES NO
- There is evidence of physical injury? YES NO
- The event occurred with the last 48 hours? YES NO

THE SUSPECT: COULD AVOID ARREST CAUSE FURTHER INJURY DESTROY EVIDENCE

18. VICTIM/WITNESS PAMPHLET GIVEN TO VICTIM: YES NO

19. INVESTIGATING OFFICER/ID: _____	DATE SUBMITTED: _____	REVIEWING SUPERVISOR/ID: _____	DATE REVIEWED: _____
-------------------------------------	-----------------------	--------------------------------	----------------------

NRP-433 (Sample Deer Tag 2004-11).pdf

NON HUNTING	NO. 12345	00
DEER TAG		
<u>MD. DEPT. OF NATURAL RESOURCES</u>		
FOREST, WILDLIFE & HERITAGE		
TAWES STATE OFFICE BUILDING E1		
ANNAPOLIS, MARYLAND 21401		
2. NAME _____		
3. ADDRESS _____		
4. ISSUED BY _____		
5. DATE _____		6. COUNTY _____
THIS IS A PERMIT TO POSSESS AND NOT TO BARTER, TRADE OR SELL		
NON-HUNTING		
NO. 12345		
7. NAME _____		
8. ADDRESS _____		
9. CAR LICENSE _____		
10. WHERE KILLED _____		
11. TYPE KILL CAR _____ OTHER _____		
12. DATE _____		13. COUNTY _____
14. DISPOSITION _____		
15. SEX OF DEER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
16. ISSUED BY _____		
17. DEPT. _____		
18. COMMENTS: _____		
I CERTIFY I HAVE DONATED ABOVE DESCRIBED DEER TO		
19. NAME _____		
20. ADDRESS _____		
21. DATE _____		22. SIGNED _____
23. _____		

**NRP-811 (Explanation of
Miranda Rights 2011-05-01).pdf**

Maryland Natural Resources
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NRP-831 (Emergency Susp - Waiver 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY SUSPENSION – WAIVER OF HEARING**

Date: _____

Reference IAU #: _____

I, _____, do hereby acknowledge:
Suspended Officer's Rank / Name / ID #

1. I have been suspended under the emergency suspension provisions of the Annotated Code of Maryland, Public Safety Article, §3-112.
2. I waive my right to an emergency suspension hearing for the purpose of determining the propriety and/or continuance of the aforementioned suspension.
3. I understand that by waiving my right to an emergency suspension hearing this does not affect my right to a future hearing for any disciplinary charges which may be lodged against me, nor any other right provided by law or rule.
4. I understand that by waiving my right to an emergency suspension hearing, I am bound by the Superintendent's decision regarding the continuance or lifting of this suspension.

Agreed to and dated this _____ day of _____, _____ Year.
Day Month Year

Officer:

Suspended Officer's Signature (Rank / Name / ID #) Time Date Signed

Suspending Authority:

Suspending Authority's Printed Name (Rank / Name / ID #)

Suspending Authority's Signature (Rank / Name / ID #) Date Signed

- Distribution:
1. Original – Administrative Hearing Office.
 2. Copy - Suspended Officer
 3. Copy - Employee's Commander.
 4. Copy – IAU

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I-NRP-425A (Witness Victim Statement 2004-11).pdf

Maryland Natural Resources
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**NRP-506 (Commanders
Information Rept 2015-07-15).pdf**

NRP-511 (Routing Slip 2004-11).pdf

Maryland Natural Resources
Police Policy Manual
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as of 10-5-2022 rev.pdf

NRP-484 (Intelligence Form 2017-03-31).pdf



MARYLAND NATURAL RESOURCES POLICE



INTELLIGENCE REPORT FORM

Upon completion, send the report to:

Email: loydr.ingerson@maryland.gov

or

Mail: Maryland Natural Resources Police
Intelligence and Special Investigations Bureau
Attention Major Ingerson
580 Taylor Ave, E-3
Annapolis, MD 21401

Request for Investigation

Intelligence Only

I. SUSPECT INFORMATION:

Last Name: _____ First Name: _____

Middle Name: _____ Nickname/AKA: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ DL#: _____ DL State: _____ SSN: _____

Race: _____ Sex: _____ DOB: _____ Age: _____

Height (Feet-Inches): _____ ft. _____ in. Weight (lbs): _____ lbs. Hair Color: _____ Eye Color: _____ :

Scars/Marks/Tats:	
-------------------	--

II. VEHICLE (List additional vehicles on attachment):

(A) Type: _____ Make: _____ Model: _____ Year: _____ Color: _____

License#: _____ State: _____ Other Features: _____

(B) Type: _____ Make: _____ Model: _____ Year: _____ Color: _____

License#: _____ State: _____ Other Features: _____

III. BACKGROUND:

Occupation: _____ Name of Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Social Media Account Info. (Facebook, Twitter, etc.)	
--	--

Hobbies/Interests:	
--------------------	--

Known associates and their relationship (complete a separate Intelligence Form if you reasonably believe the associate is engaged in criminal activity):

Potential contact locations:	
------------------------------	--

IV: VIOLATION:

Type: _____
Species: _____ Location(s): _____
Time of Year: _____ Commercialization: (Yes) _____ (No) _____
If yes, business type: _____
Business Name: _____
Address: _____ City: _____ State: _____ Zip: _____

Additional Information:	
-------------------------	--

V: NARRATIVE

(Use additional sheets if necessary)

Additional sheets attached: (Yes) (No)

--

VI. OFFICER INFORMATION:

Submitted by (Please Print): _____ ID#: _____ Date: _____
Officer's Signature: _____ Telephone#: _____

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NRP-900_(JOR_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
 Non-Commissioned Officer's Performance Appraisal System

OBSERVATION REPORT

1. To:		2. Date of Report:	
3. From:		4. Date Observed:	
5. Performance Level:	<input type="checkbox"/> Commendable	<input type="checkbox"/> Needs Improvement	
(Use a separate form for each Appraisal Level)			
6. Officer Concur:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7. Date Received:
8. Location:			
9. Officer's Printed Name:			10. Officer's Signature:
11. Officer's Supervisor's Printed Name:			12. Officer's Supervisor's Signature:

13. Appraisal Factors for the Ranks of: Officer, Officer First Class, Senior Officer, Master Officer, Corporal, and Sergeant	
1. <input type="checkbox"/> Enforcement	13. <input type="checkbox"/> Professional appearance
2. <input type="checkbox"/> Detects, investigates, and documents violations	14. <input type="checkbox"/> Case preparation/ court testimony
3. <input type="checkbox"/> Response to calls, complaints & emergencies	15. <input type="checkbox"/> Attendance at public meetings
4. <input type="checkbox"/> Evidence/ contraband procedures	16. <input type="checkbox"/> Follows orders
5. <input type="checkbox"/> Operation of vehicles and vessels	17. <input type="checkbox"/> Public relations
6. <input type="checkbox"/> Creates and implements enforcement plans	18. <input type="checkbox"/> Professional relationships
7. <input type="checkbox"/> Inspections	19. <input type="checkbox"/> Community oriented policing, P.R., etc.
8. <input type="checkbox"/> Special investigator/ enforcement procedures	20. <input type="checkbox"/> Specialized unit, committee, instructor, etc.
9. <input type="checkbox"/> Hunting/ boating accident investigation	21. <input type="checkbox"/> Rotating shifts/ manpower allocation
10. <input type="checkbox"/> Care of equipment	22. <input type="checkbox"/> Lead officer in SAR operations
11. <input type="checkbox"/> Maintenance, inspection, logs & records	23. <input type="checkbox"/> Other duties assigned to NRP officers
12. <input type="checkbox"/> Completion of forms, citations, reports, etc.	

14. Corporal and Sergeant Only - Appraisal Factors (In addition to those listed above)	
24. <input type="checkbox"/> Reviews reports of others	30. <input type="checkbox"/> Direct and delegate project completion
25. <input type="checkbox"/> Motivation of others	31. <input type="checkbox"/> Assist supervisor/ commander with workplans
26. <input type="checkbox"/> Leads/ supervises, review reports, training	32. <input type="checkbox"/> Acts as district supervisor/ area commander
27. <input type="checkbox"/> Provides guidance, direction, or supervision	33. <input type="checkbox"/> Contributes with evaluation of subordinates
28. <input type="checkbox"/> Leads enforcement assumes command	34. <input type="checkbox"/> Assists subordinates with case preparation
29. <input type="checkbox"/> Directs/ assigns or supervises field projects	35. <input type="checkbox"/> Provides training as directed

15. Comments:

USE A SEPARATE PAGE FOR ADDITIONAL COMMENTS - SIGNATURE REQUIRED

Distribution: Original - Supervisor Copy - Regional/ Installation File Copy - Officer

Victims_Notification_Form.pdf

VICTIM'S REPRESENTATIVE NOTIFICATION FORM
Vehicle Laws - License Suspension Hearing
INSTRUCTIONS

As the Victim's Representative, you are entitled to be present at the offender's administrative hearing regarding a conviction as a result of this crash. You also have the right to provide either a written or oral impact statement for consideration by the administrative law judge. Please read the instructions below before completing this form.

This form must be completed and received by the Maryland Department of Transportation, Motor Vehicle Administration, (MVA) at least 30 days prior to the offender's hearing date. The form can be hand delivered or mailed to the Motor Vehicle Administration, Administrative Adjudication Division, Room 213, 6601 Ritchie Highway, N.E., Glen Burnie, MD 20162. Upon receipt of the completed form, the Motor Vehicle Administration will provide a notice, at least 21 days before the hearing that contains information about the upcoming driver's license suspension hearing and how to request a copy of the hearing documents. A victim's representative who intends to submit a written statement to MVA must do so at least 10 days before the hearing. A victim's representative who intends to make an oral statement must notify MVA about the intent to do so at least 10 days before the hearing.

Your hearing notice will be sent to the address listed below. It is important to notify the Motor Vehicle Administration at (410) 787-7928 if any of your contact information changes. If, at any time, you wish to stop being notified about your case, or no longer want to exercise your rights as a victim's representative, you must put your request in writing and send it to the Motor Vehicle Administration at the above address.

THIS FORM WILL BECOME PART OF THE PUBLIC RECORD IN THIS CASE. IF YOU DO NOT WANT YOUR ADDRESS AND PHONE NUMBER IN THE RECORD, CHECK THIS BOX TO REQUEST SHEILDING OF THIS INFORMATION.

PLEASE PROVIDE AN ADDRESS AND PHONE NUMBERS TO RECEIVE ALL NOTICES.
THIS FORM WILL BECOME PART OF THE PUBLIC RECORD.

Victim Representative's Name:

Ms./Miss/Mrs./Mr. _____ Relationship _____

Address: _____

City _____ State _____ Zip _____

Telephone (Day) _____ (Evening) _____

(Cell) _____ Email: _____

I REQUEST TO RECEIVE NOTIFICATION OF A LICENSE SUSPENSION HEARING AS A RESULT OF A MOVING VIOLATION THAT CONTRIBUTED TO A FATALITY. I UNDERSTAND THAT IF I DO NOT COMPLETE THIS FORM AND RETURN IT TO THE MOTOR VEHICLE ADMINISTRATION THAT I MAY NOT BENEFIT FROM MY RIGHTS AS A VICTIM'S REPRESENTATIVE.

_____ Date _____
Signature of Victim's Representative

Date of Incident _____ Police Report No. _____

Location, Street, County of Accident _____

Investigating Officer _____

Law Enforcement Agency Contact Information _____

Date of Filing Notification _____

Victim's Information:

Ms. /Miss/Mrs. /Mr. _____ Date of Birth _____ / _____ / _____

Address: _____

City _____ State _____ Zip _____

State/Driver's License Number _____

Offender's Information:

Ms. /Miss/Mrs. /Mr. _____ Date of Birth _____ / _____ / _____

Address: _____

City _____ State _____ Zip _____

State/Driver's License Number _____

The Maryland Police Training and Standards Commission (MPTSC) must distribute the form to each law enforcement agency in the State. An investigating agency must provide the victim's representative with a copy of the notification form in conjunction with informing the representative of the right to file the form, as specified. If a victim's representative has timely filed a notification form and the violator has requested a hearing, the Motor Vehicle Administration (MVA) must notify (1) the victim's representative of any suspension hearing because of the moving violation and (2) the Office of Administrative Hearings (OAH) that a victim's notification form has been filed.

DEFINITIONS

Victim: A person who dies as a result of the commission of a moving violation by another person.

Victim's Representative: A member of a family of a victim or the victim's guardian or personal representative.

Notification Requirement for Law Enforcement Officers: During the investigation of a moving violation, existing provisions require a law enforcement officer to inform a victim's representative of the right to file a victim's representation notification form with MVA for notification of an offender's suspension hearing. The investigating agency must inform a victim's representative of this right during the investigation of a moving violation and provide a copy of the notification form at that time.

Filing a Notification Form: A victim's representative must file a notification form at least 30 days before the driver's suspension hearing on the moving violation.

Notification Requirement for the Motor Vehicle Administration: MVA is required under State law to provide a notice to a victim's representative that contains specified information about an upcoming driver's license suspension hearing at least 21 days before the hearing, including a notice that a copy of the license suspension hearing is available on request and of the cost to obtain a copy. The MVA is required to offer the copy of the hearing procedures to the victim's representative at no cost.

Additional Services Available in Maryland for Victims of Crime

VINE NOTIFICATION: The State of Maryland provides all victims and victim representatives a second, automated system of notification for your privacy and convenience. VINE will provide you with court case and jail status information 24 hours/7 days a week. You may also register with VINE to receive phone notification the day before upcoming court hearings or the release or escape of an offender. When calling VINE, if you have any difficulty, please press "0" for the operator. **While VINE provides you with automated notification, do not rely solely on VINE for your notification of court hearing events or local jail/state prison information.** Please be aware that you may always contact your State's Attorney's Office and speak with a victim service provider for all your court related questions or concerns. Call VINE at **1-866-MD4VINE (1-866-634-8463)** and follow the prompts or register for notification on-line at www.vinelink.com.

VICTIM RIGHTS COMPLIANCE INITIATIVE: As a victim of crime in Maryland, you have the legal right to: obtain information on the status of your case, attend all adult and certain juvenile criminal justice proceedings, request no contact with an offender, request restitution, request confidentiality, submit a written Victim Impact Statement and/or speak at sentencing/juvenile disposition, be informed of the release, transfer, escape, or death of an offender, attend, and speak at parole hearings. If you have unresolved questions about your rights or have a complaint regarding the criminal or juvenile justice system, you may contact the Victims' Rights Compliance Initiative either by calling the Compliance Coordinator Monday through Friday at 410-697-9338.

NRP-442_(Credit_Card_Log_for_GRANTS_2015-12-22).pdf

Document Number
 (Completed by Accounting)
STATE OF MARYLAND - CORPORATE PURCHASING CARD ACTIVITY LOG

Cardholder Name _____

PCA and Object/Item Code Assigned to Card _____

Do Not Use This Column
 ---Accounting Use Only---

Order Date	Vendor Name	Description	√ / Inventory Control #	Delivery Date	Reconcile to Bank (Y or N)	TC Code	* Exception PCA		* Exception Obj/Item	Cost / Refund		
							75%	25%		75%	25%	
			<input type="checkbox"/>									Batch Total
			<input type="checkbox"/>									
			<input type="checkbox"/>									
			<input type="checkbox"/>									412 Total
			<input type="checkbox"/>									
			<input type="checkbox"/>									Batched By
			<input type="checkbox"/>									
			<input type="checkbox"/>									Approved By
			<input type="checkbox"/>									
TOTAL FOR ACTIVITY PERIOD =====>							\$0.00	\$0.00		\$0.00	\$0.00	Keyed By
TOTAL COST / REFUND =====>										\$0.00		

***NOTE — THIS COLUMN IS TO ONLY BE COMPLETED IF THE CHARGE IS DIFFERENT THAN THE PCA OR OBJECT ITEM ASSIGNED TO YOUR CARD. IF YOU ARE ONLY CHANGING THE OBJECT/ITEM YOU ONLY NEED TO COMPLETE THAT COLUMN. LEAVE BLANK IF THERE ARE NO CHANGES.**

√ Check this column if this is a capital equipment purchase coded to objects 10 and 11 over \$500; over \$250.00 for sensitive equipment. Complete a DNR 24 (Award and Information Form) for each item on log and forward immediately to Unit Inventory Control Clerk. See DGS Inventory Control Manual for full instructions, <http://www.dgs.maryland.gov/ISSSD/InventoryControlManual.pdf>. An electronic version of the DNR24 can be found on P:\PUBLIC\FORMS\Finance and Administrative Service\INVENTORY. Please include the inventory control # in the column provided.

The Activity Log is the key to managing and controlling the Purchasing Card program. All purchases and credits must be recorded on the Activity Log. When the monthly memo Bank Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's immediate supervisor must review the Activity Log and memo Bank Statement. To document this review, the reviewer is to sign and date the Activity Log and the Monthly memo bank statement. Activity Log and memo bank statement are forwarded to the Program Administrative Officer or designee for retention and audit purposes.

 Cardholder Signature & Date

 Manager Signature & Date

 Administrative Officer Signature & Date

I-NRP-476 (Corrective Action Guide 2004-11).pdf

CHAPTER 12 SECTION II FORMS

CORRECTIVE ACTION GUIDE	
NRP 476	
Use:	A guide to be used by the Division Commander to determine the appropriate corrective action to be taken in a preventable lost or damaged State property incident, where no negligence is indicated.
Due:	N/A
To:	The corrective action taken by the Division Commander is forwarded through the chain of command to the NRP Review Board.
Note:	Revised 11/04

Instructions:

1. Insert name of officer who is being issued corrective action.
2. Shaded blocks indicate that the listed corrective action(s) is not recommended for the listed incident occurrence.
3. Non-shaded blocks indicate that the Division Commander may apply one or more of the listed corrective action(s) for the listed incident occurrence.
 - a. The Division Commander shall review the NRP Review Board's log of incidents for similar incident occurrences by the involved officer.
 - b. Based on the number of similar incident occurrences, the Division Commander shall select from the Corrective Action Guide, the type of corrective action to be issued.
 - c. A Division Commander may deviate from the Corrective Actions Guide, if the Division Commander submits a written report stating the reasons for the deviation to their appropriate Chief (Office of Field Operations / Office of Support Services); and the Chief concurs with the Division Commander's request.
4. The Division Commander shall notify in writing, through the chain of command, the NRP Review Board of the action taken.

5. Definition of Similar Incidents:
 - a. Similar incident: any incident involving lost or missing state property.
 - b. Similar incident: any vehicle or vessel accident.
 - c. Similar incident: any incident involving damage to State Property.

**NRP-734 (Patrol Rifle Qualification
Tracking Sheet 2007-08-01).pdf**



MARYLAND NATURAL RESOURCES POLICE

PATROL RIFLE QUALIFICATION

TRACKING SHEET

STUDENT & WEAPON INFORMATION	
Officer's Name	Date:
Officer's ID #:	Assignment:
Serial Number of Issued Patrol Rifle: M-16A1 #	

RECORD OF STUDENT'S TRAINING COURSE OF FIRE				
Course of Fire	Rounds Fired	Completed	Score	Comments
# T1	50	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T2	50	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T3	50	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T4	50	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T5	20	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T6	30	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# T7	50	<input type="checkbox"/> Yes <input type="checkbox"/> No		
# P8 (Practice Qualification)	50		%	

RECORD OF STUDENT'S QUALIFICATION COURSE OF FIRE			
Course of Fire	Rounds Fired	Score	Comments
# Q1	50	%	
# Q2	50	%	
Final Score	100	%	

*****Note:** For a Final Qualification Score add the # Q1 and # Q2 Scores together and divide by 2.

COMPLETED BY: (INSTRUCTOR'S PRINTED NAME)	ID NO.	COMPLETED BY: (INSTRUCTOR'S SIGNATURE)	DATE
SUPERVISOR'S SIGNATURE:	ID NO.	APPROVED BY: (SIGNATURE)	DATE

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-507 (HIDTA Expenditure Request) 2019-03-19.pdf

**NRP-842 (Probationary Off. Record
of Discipl Action 2011-05-01).pdf**

**MARYLAND NATURAL RESOURCES POLICE
PROBATIONARY OFFICER RECORD OF DISCIPLINARY ACTION**

Date: _____

To: _____ **Reference IAU #:** _____
Officer's Rank & Name

You are hereby notified that you are charged with the following violation of this Agency's Policy, Procedures, and Regulations to wit:

CHARGE (Each charge shall be listed on a separate form)

STATEMENT OF FACTS (Include dates & times)

PENALTY (If penalty includes suspension or loss of leave, give exact dates when action is to be taken)

Commander's Signature (Rank / Name / ID #) _____
Date Signed

Probationary Officer's Signature (Rank / Name / ID #) _____
Time Date Signed

REVIEW

Concurrence Non-Concurrence

Commander / Bureau Chief's Signature (Rank / Name / ID #) _____
Date Signed

The Superintendent will review a transfer, demotion, or suspension exceeding 15 days

Concurrence Non-Concurrence

Superintendent's Signature (Rank / Name / ID #) _____
Date Signed

- Distribution:
1. Original - Forwarded to IAU's Master Complaint Against Personnel File
 2. Copy - Officer
 3. Copy - Officer's Commander

I-NRP-418 (Speed Limit Proposal Survey 2004-11).pdf

CHAPTER 12 SECTION II

FORMS

SPEED LIMIT PROPOSAL SURVEY	
NRP 418	
Use:	When a speed limit proposal or other boating regulation change is requested through the Safety Education Division - Regulation Section.
Due:	One week after the end of the public comment period.
To:	Commander, Safety Education Division through the chain of command.
Note:	This report will be made a part of the full NRP Survey Report prepared by the NRP Safety Education Division - Regulation Section. Officers will testify on this report to the full committee meeting.
	Revised 11/04

Instructions:

This is to be submitted in typewritten form. Use additional pages if necessary. All signatures will be in black ink.

1. Enter title of petition; usually a specific area of a body of water.
2. Enter incident number.
3. Name of officer conducting the survey. Rank, first name, M.I., last name.
4. Telephone number where #3 can be contacted.
5. Number of hours per day, week, etc.
6. List increase or decrease and explain.
7. Enter nature of complaints; i.e. speeding, PWC, noise level, waterskiing, fishing, crabbing, anchorage, congestion, etc.
8. Additional patrols, nothing additional, additional officers, extended patrols, etc.

9. Enter safety issues and concerns identified in the area.
10. Enter any concerns of the public.
11. List what you feel are good solutions; i.e. establish a six knot speed limit on Saturday, Sunday, and holidays all year.
12. Comments of District Supervisor.
13. Comments of Area Commander.
14. Comments of Field Force Bureau Commander.
15. Enter the printed name and I.D. number of officer completing report.
16. Enter the signature of the officer completing report and the date the report was prepared.
17. The supervisor reviewing the report, (usually a sergeant or acting sergeant), will affix his or her signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
18. Signature of supervisor or administrator, (normally a commissioned officer), reviewing report, I.D. number and the date of review are entered in this block. Signature verifies completeness of report and indicates concurrence with the investigative actions described therein and that conformity with all Agency policies and procedures has been met.

NOTE: All printed name and signature blocks must be completed prior to submission of any report, through the chain of command, to Headquarters.

NRP-101 (Receipt for Seizure 2014-04-04).pdf



NATURAL RESOURCE POLICE
TAWES STATE OFFICE BUILDING
ANNAPOLIS, MARYLAND 21401

1. DATE _____ 2. TIME _____ 3. RECEIPT FOR SEIZURE _____
4. RECEIPT FOR RETURN OF SEIZURE _____
5. RECEIVED FROM _____ 6. LOCATION _____
7. THE FOLLOWING _____
8. HELD AS EVIDENCE _____ YES _____ NO
9. DISPOSITION _____
10. ARREST# _____ 11. WARNING _____ 12. OFFICER _____ 13. I.D.# _____
14. REMARKS _____
15. _____ RECEIVED FROM NATURAL RESOURCES POLICE THE ITEM(S) SHOWN ON THIS RECEIPT
16. _____ HEREBY CERTIFY THAT I AM AUTHORIZED TO TAKE POSSESSION OF ABOVE ITEM(S) AND THAT
I RELEASE NATURAL RESOURCES POLICE FROM ANY AND ALL RESPONSIBILITY
17. WITNESS _____ 18. SIGNATURE _____
19. DATE _____ 20. ADDRESS _____

NRP-431 (SWAMP Report 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
OPERATION S.W.A.M.P. REPORT**

1. Date of Operation:	2. Time of Operation: From: To:	3. Location of Operation:	4. Co.	5. Report #:
-----------------------	---	---------------------------	--------	--------------

6. REASON FOR STOPS (# OF):		7. CITATIONS ISSUED FOR (# OF):		8. WARNINGS ISSUED FOR (# OF)	
Registration/Number Violation:		Registration/Number Violation:		Registration/Number Violation:	
Speed Violation:		Speed Violation:		Speed Violation:	
Light Violation:		Light Violation:		Light Violation:	
Skiing Violation:		Skiing Violation:		Skiing Violation:	
Negligent Operation:		Negligent Operation:		Negligent Operation:	
Safety Equipment Violation:		Safety Equipment Violation:		Safety Equipment Violation:	
Other (list):		Other (list):		Other (list):	
TOTAL BOATS STOPPED:		TOTAL CITATIONS:		TOTAL WARNINGS:	

9. CLASS OF VESSELS STOPPED (# OF):					
Class A (Under 16'):		Class I (16' to <26'):		Class II (26' to <40'):	
				Class III (40' to <65'):	

10. TYPE OF VESSELS STOPPED (# OF):					
Motorboat:		Sailboat:		PWC:	
				Canoe:	
				Other (Non-powered Boats):	

11. BOATING QUESTIONS:		
Question Descriptions:	Total Yes:	Total No:
Was vessel involved in an accident?		
Has vessel operator completed a boating safety course?		
Did the vessel have any alcoholic beverages onboard?		
Is the vessel operator in support of O.W.I. enforcement?		

12. COMMENTS:

13. COMPLETED BY: (PRINTED NAME)	ID NO.	14. COMPLETED BY: (SIGNATURE)	DATE
15. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	16. APPROVED BY: (SIGNATURE)
			DATE

Maryland Natural Resources
Police Policy Manual
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NRP-425 (Voluntary Statement 2014-04-15) .pdf

**MARYLAND NATURAL RESOURCES POLICE
VOLUNTARY STATEMENT / ADVISEMENT OF RIGHTS**

1. Full Name of Person Giving Statement	2. Date of Birth	3. Report Number
---	------------------	------------------

4. Home Address		5. Home Telephone Number	
6. Business Address		7. Business Telephone Number	
8. Location of Interview/Statement			
9. Date Began	10. Time Began	11. Date Ended	12. Time Ended
13. Statement Taken By			

14. ACKNOWLEDGMENT & WAIVER	
<p>I, the undersigned, _____, have been duly warned and advised (Printed Name of Person Giving Statement)</p> <p>by _____, who has been identified as _____, (Officer's Printed Name) (Natural Resources Police Officer, etc.)</p> <p>that I do not have to make any statements at all, nor answer any questions or do anything that might tend to go against me or incriminate me in any manner, and that any statements I make, can and will be used against me on trial or trials for the offense or offenses concerning which the following statement is made. I was also warned and advised of my right to the advice and presence of a lawyer of my own choice before or at any time during my questioning or statement I make, and if I am not able to hire a lawyer, I may request and have a lawyer appointed for me, by the proper authority, without cost or charge to me.</p> <p>I do not want to talk to a lawyer, and hereby knowingly and purposely waive my right to the advice and presence of a lawyer before and during questioning or at any time before or while I voluntarily make the following statement to the aforesaid person, knowing that anything I say can and will be used against me in the courts of law.</p>	
_____ Signature of Person Waiving Rights	_____ Date

15. STATEMENT	
I declare that the following voluntary statement is made to the aforesaid person of my own free will without promise of hope or reward, without fear or threat of physical harm, without coercion, favor or offer of favor, and without leniency or offer of leniency, by any person or persons whomsoever.	Initials of Person Giving Statement: _____
_____ _____ _____ _____ _____ _____	

(Continue on Separate Sheet(s) As Required)

16. CERTIFICATION	
I have read this statement consisting of _____ Page(s) and I certify that the facts contained therein are true and correct I further certify I made no request for advice of a lawyer before or during any part of this statement, nor at any time before it was finished did I request that this statement be stopped. I also declare that I was not told or prompted what to say in this statement.	
_____ Signature of Person Making Statement	_____ Date
_____ Signature of Witness	_____ Date

Maryland Natural Resources
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NRP-802 (Compl Withdrawal 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
COMPLAINT WITHDRAWAL**

Date: _____

Reference IAU #: _____

I, _____, hereby request the complaint of
Complainant's Name
_____ against _____ of the Maryland
Date of Complaint Officer's Rank & Name
Natural Resources Police be withdrawn.

It is my desire to drop the matter for the following reason(s):

I have voluntarily requested the withdrawal of the complaint without any coercion, threats, promises or reward of immunity.

Complainant:

Complainant's Signature Time Signed Date Signed

Complainant's Address: _____

Home Phone #: _____

Witness:

Witness's Signature (Rank / Name / ID #) Date Signed

- Distribution:
1. Original – Remains with original case file
 2. Copy – Forwarded to IAU
 3. Copy - Complainant

NRP-478 (Equip Loan Agree 2004-11).pdf

Maryland Department of Natural Resources
Natural Resources Police
Equipment Loan Agreement

THIS AGREEMENT is made this _____ day of _____, 20 ____, by and between the STATE OF MARYLAND DEPARTMENT OF NATURAL RESOURCES (“**Owner**”) and _____ (**BORROWER**).

WHEREAS, the Owner has offered to lend to **BORROWER** _____ and _____

WHEREAS, the Owner is making this offer in order to facilitate _____ law enforcement efforts in the State of Maryland; and

WHEREAS, **BORROWER** will accept the loan of the equipment subject to the terms and conditions set forth in this agreement.

NOW, THEREFORE, in consideration of the mutual entry into this agreement and for other good and valuable consideration, the parties agree as follows:

1. **TERM.** The term of this agreement shall be from _____ through _____ unless terminated earlier in accordance with this agreement. The term of this AGREEMENT may be extended by written agreement of the parties.

2. **EQUIPMENT.** Owner shall loan to **BORROWER** for **BORROWER**'s use for the term of this agreement: **(Check one or both below)**

One (1) Guardian 2000 Covert Outdoor Surveillance System; serial number: _____
_____ Sony 8mm Video Recorder serial number: _____
and Sony Video Monitor serial number: _____.

OR

<input type="checkbox"/>	Equipment	Serial #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Owner shall retain all legal title to the equipment. All care, custody and control of the equipment shall be in the hand of **BORROWER** for the term of this Agreement.

3. **COSTS.** **BORROWER** will pay all routine costs associated with operating the equipment during the of this agreement.

4. **RISK OF LOSS AND INSURANCE.** **BORROWER** will be responsible from the date of possession until the date of return for loss or damage to the equipment. This Agreement does not waive any other rights or immunities, which **BORROWER** may have under Federal/State law.

5. **MISCELLANEOUS.**

a. Assignment. This agreement or any of the rights or obligations hereunder shall not be reassigned without the prior written consent of both parties.

b. Termination for Convenience. This agreement may be terminated in whole or in part, at anytime by either party, at which time **BORROWER** will return the equipment to Owner.

c. Notices. All notices required by this agreement shall be in writing and addressed to respective parties as follows:

Owner: Unit Commander: _____
 Unit Commander's Address: _____

Borrower: Name: _____
 Title: _____
 Agency: _____
 Address: _____

 Phone #: _____

WITNESS:

Owner:

STATE OF MARYLAND
DEPARTMENT OF NATURAL RESOURCES

(DIVISION COMMANDER SIGNATURE)

Borrower:

(Agency Name)

_____ Signature: _____

Approved for form and legal sufficiency
by Office of Attorney General, July, 2002

Maryland Natural Resources
Police Policy Manual
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**I-NRP-900 (Non-Comm Officers
Observation Rept 2004-11).pdf**

CHAPTER 12 SECTION II

FORMS

NON-COMMISSIONED OFFICER'S OBSERVATION REPORT	
NRP 900	
Use:	Report is completed to recognize and document job performance.
Due:	The Observation Report will be promptly presented in person by the appraiser to the officer for review, comments and signature.
To:	Copies are distributed as follows: a. Original retained by supervisor. b. Copy to employee. c. Copy to area/ installation files.
Note:	Revised 11/04

Instructions:

NRP officers the rank of Sergeant and above are responsible for completion of these reports.

Report is to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the rank and name of the employee for which the Observation Report is being prepared.
2. Enter the date the report is prepared.
3. Enter the name of the supervisor or administrator completing the report.
4. Enter the date of the observation to be documented.
5. Check-off the type of Performance Level to be addressed by this report. A separate Observation Report will be completed for each Appraisal Level. Commendable and Needs Improvement issues will not be combined in a single report.
6. When the report is presented to the officer, check-off the appropriate rating block that indicates if the officer's agrees (concur) with the observation
7. Enter the signature of the employee that

indicates he or she has read and discussed the Observation Report. The employee's signature does not necessarily indicate agreement with the appraisal.

8. Enter the date the officer receives the Observation Report.
9. Enter the name of the officer's supervisor. This may be the same as number 2 above, or it may be different if completed by someone other than the employee's immediate supervisor.
10. Enter the location where the subject of this Observation Report was initially observed or executed.
11. Check-off one or more Appraisal Factors that best describes the observation noted. This section applies to all non-commissioned ranks.
12. Check-off one or more Appraisal Factors that best describes the observation noted. This section applies only to the non-commissioned ranks of Corporal and Sergeant.
13. Enter any additional comments that may be necessary to further describe the observation. Additional comments may also be included on the Continuation Form, NRP 901, if necessary.

Maryland Natural Resources
Police Policy Manual
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**NRP-499E (Employee Exposure
Report 2020-12-21).pdf**



MARYLAND NATURAL RESOURCES POLICE

Bloodborne Pathogens Exposure Report -Confidential -

To: _____
(Physician or hospital name and location/address – if known)

From: _____
(Supervisor's Printer Name, rank, and ID #)

1. A potential exposure incident to Bloodborne pathogens occurred:

Date: _____ Employee Exposed: _____
(Name, Rank, ID #)

2. Description of how incident occurred:

Type of exposure: _____

Circumstances which caused exposure: _____

Body area of contact: _____

3. Source Individual: _____ Not Known _____ Did not consent to testing
 _____ Suspected to be infected _____ Tested involuntarily
 _____ Source already known to be infected

Type of Infection/Disease: _____ Test Results: _____
 Testing Lab: _____

Check when completed:

_____ Obtained insurance claim number: _____ (obtained by phoning 1-888-410-1400)

_____ Attached is a copy of the employee's relevant vaccination status.

_____ Informed the employee that the cost for the medical evaluation, the Hepatitis B vaccine and the vaccination series as well as post-exposure evaluation and follow-up, including prophylaxis are the responsibility of the employer. Additionally, any laboratory tests indicated will be conducted by an accredited laboratory, at the employer's expense.

_____ Advised employee they can get a copy of OSHA Standard 29CFR1910.1030 from NRP.

36. OFFICER: (PRINTED NAME)		I.D. NO.		37. OFFICER: (SIGNATURE)		DATE	
38. SUPERVISOR'S SIGNATURE:		I.D. NO.		39. APPROVED BY: (SIGNATURE)		I.D. NO.	

NRP-489_(ID_Theft Rept_2012-02-02).pdf

MARYLAND NATURAL RESOURCES POLICE
Uniform Identity Fraud / Theft Reporting Form
Per: Public Safety Article, Section 3-207 Annotated Code of Maryland
Effective October 1, 2011

Law Enforcement Agency Identifiers/ Administrative Information

1. Installation: _____ 2. Reporting ORI #: MD0020500
3. Complaint / Incident / Report #: _____ 4. Date Report Taken: _____

Victim Information

5. Legal Name of Victim at Time of Report:
Last: _____ First: _____ Middle: _____
6. Date of Birth: _____
7. Victim's Current Home Address: _____ Apt. #: _____
City: _____ State: _____ Zip Code: _____
8. Telephone Numbers: Home: _____ Work: _____ Cell (optional): _____
9. E-Mail address (recommended, but not required): _____
10. Driver License No: _____ State of Issuance: _____
11. Victim's Full Legal Name at Time of Theft / Discovery of Theft if Different From Above:
Last: _____ First: _____ Middle: _____

Personal Information / Identity Theft / Compromise Summary

12. Document / Instrument / Information: Lost Stolen Unauthorized disclosure of personal information from other records
Type of Records: _____
13. Date Identity Theft First Noticed / Discovered: _____
Amount of Money Spent to Date to Resolve Theft (Estimate if not sure): \$ _____
Amount of Time Spent to Date to Resolve Theft (Estimate if not sure): _____ Hours
14. Location / Address Identity Theft / Loss Believed to Have Occurred:
Street: _____
City: _____ County: _____ State: _____ Zip Code: _____
If commercial Establishment: Name: _____
15. Identity Theft-Compromise Discovered How (Check Applicable):
- Self-Initiated Credit Report Check
 Fraudulent / Unauthorized account: Opened Used
 Overdrawn Account
 Credit Report Finding by Financial / Other Institution
 Notified by:
 Bank / Credit Union / Other Type of Financial Institution
 Credit Card Company / Other Creditor
 Bill Collection Agency / Representative
 Insurance Company
 Utility / Telephone Company
- Arrested / Had Warrant Issued / Complaint Filed for Crime Did Not Commit
 Driver's License Suspended for Acts Not Committed
 Sued for Debt Not Incurred
 Denied Employment for Financial Reasons
 Theft of Mail / Diversion of Mail from Address
 Garbage / Recyclables Gone Through
 Other (describe): _____

16. Type of Identity Information / Item Compromised (Check Applicable Types)

<input type="checkbox"/> Social Security Number	<input type="checkbox"/> Utilities / Telephone Records
<input type="checkbox"/> Driver's License	<input type="checkbox"/> ATM / Bank Card
<input type="checkbox"/> Birth Certificate / Other	<input type="checkbox"/> Savings Account
<input type="checkbox"/> Resident Alien Card	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Passport	<input type="checkbox"/> Checking Account
<input type="checkbox"/> Educational Records	<input type="checkbox"/> Brokerage / Stock Account
<input type="checkbox"/> Medical Records	<input type="checkbox"/> Personal Computer
<input type="checkbox"/> Professional Records / License	<input type="checkbox"/> Internet Purchase
<input type="checkbox"/> Insurance Records:	<input type="checkbox"/> Files Hacked
<input type="checkbox"/> Medical	<input type="checkbox"/> Other (Provide Information)
<input type="checkbox"/> Other (Identify): _____	

17. How Information / Identity was Used (Check Applicable):

New Account:

Fraudulently Attempted to Open New Account (Fill-in Applicable Information)

Fraudulently Opened New Account (Fill-in Applicable Information)

■ Date Opened: _____

■ Type of Account: _____

■ Company Name: _____

 ● Account #: _____

Amount Obtained / Credit Limit: \$ _____

■ Company Address: _____

■ Company Phone #: _____

■ Company E-Mail Address: _____

■ Type of Fraud / Theft:

Cash Obtained: \$ _____

Merchandise Obtained: \$ _____

Services Obtained:

Government benefits;

Medical Services;

Other (Identify): _____

Existing Account:

Fraudulently Attempted to Use Existing Account (Fill in Applicable Information)

Fraudulently Used Existing Account (Fill in Applicable Information)

■ Type of Account: _____

■ Company Name: _____

 ● Account #: _____

 ● Amount Obtained / Credit Limit: \$ _____ / _____

■ Company Address: _____

■ Company Phone #: _____

■ Company E-Mail Address: _____

■ Account #: _____

■ Date(s) Account was Used: _____

Type of Fraud / Theft:

Cash Obtained \$ _____

Merchandise Obtained \$ _____

Services Obtained

Government Benefits

Medical Services

Other (Identify): _____

[List Additional / Multiple Stolen / Compromised Accounts on Separate Pages]

Victim Account / Narrative of How Theft occurred or Discovered and Action Taken

18. Detailed Narrative from Victim – Include the Following Information if Applicable:

- Location Identity Theft / Loss Believed to Have Occurred
- Description of Personal Information Lost / Stolen / Compromised:
- Other / Additional Identity Information Lost / Stolen Compromised

- Determine if Victim Authorized Anyone to Use Name / Personal Information:
- Identify Authorized User

- Date Theft / Compromise Occurred / Discovered
- Explanation of How Theft / Loss / Compromise was Discovered
- Explanation of How Access was Gained to Identity Information (If Known)
- Was Identity Theft Result of Another Crime:
 - Burglary Stolen Auto Robbery Other Type Theft
- Date / Time Other Crime Occurred:
- Incident # (If Known)

- Description of How Personal Information was Used / For What Purpose
- Amount of Financial Loss (Known at Time of This Report)
- If Internet Purchase / Website Address / Company
- Name / Telephone # of Company Representative / Investigator Making Contact
- Date Theft / Loss Reported to Company / Institution
- Victim Identity Verified by Reporting Officer at Time of Report:
 - Method Used: _____
- Determine if Victim is Willing to Assist in the Investigation / Prosecution if Suspect is Identified / Arrested / Charged:
 - Yes No Not Sure at this time
- Determine if Victim has Filed a Report with Any Other Law Enforcement Agency: Yes No
- If Yes, Name of Agency/ Report #: _____ / _____
- Determine if Victim has Additional Documentation to Support Theft / Fraud Claim that Might Assist in Investigation
- If Yes, Identify Document: _____

Narrative:

"Potential" Suspect Information

19. "Potential" Suspect Identifiers:

Suspect Name / Alias: _____ / _____

Suspect Address: _____

Suspect Telephone #: _____

Suspect Relationship to Victim: _____

Method Used to Obtain Identity Item (If Known / Suspected): _____

Authorization by Victim to Suspect to Use Personal Identity Information: Yes No

If Yes, Transactions / Circumstances Authorized for (Explain below):

--

Officer Contact Information

20. Reporting Officer: Name: _____ Rank: _____ Assignment: _____
Last, First, MI
ID #: _____ Office Telephone #: _____ E-Mail: _____
21. Supervisor Review: Name: _____ Rank: _____ Assignment: _____
Last, First, MI
ID #: _____ Office Telephone #: _____ E-Mail: _____

Victim Assistance Information / Checklist

An Identity Theft Report entitles an identity crime victim to certain important protections that may help the victim eliminate fraudulent debt and restore their credit to pre-crime status. It is recommended that the victim of the identity theft be provided with the following information after the Identity Crime Report has been completed.

Briefly describe the agency investigative process that occurs after an Identity Theft Report is completed.

22. Recommended Action to be Taken by Victim (Check Applicable):

- Begin *Written* Log of Action Taken to Include:
 - Dates / Times of Contacts
 - Names / Telephone # of Contacts
 - Summary of Action Needed / Taken
 - Record Time Spent / Expenses Incurred for Contact
 - Confirm in Writing all Conversations Regarding Theft / Fraud / Compromise
 - Maintain Copies of all Correspondence / Documents Regarding Theft

- Obtain / Review Copy of Credit Report(s):
 - Equifax (800-685-1111) www.equifax.com
 - Experian (888-397-3742) www.experian.com
 - Trans union (800-680-7289) www.transunion.com

- Identify all Open Fraudulent Accounts
 - Identify Fraudulent Account Numbers
 - Identify Fraudulent Addresses / Other Information

- Notify all Creditors About Identity Fraud:
 - Authorize Access to Fraudulent Account Information for Law Enforcement Fraud Investigators
 - Dispute Stolen Accounts with Creditors
 - Request Credit Reporting Agencies Block Fraudulent Information

- Place Fraud Alert
- Place Credit Freeze
- Obtain Replacement Credit Accounts with New Account # for Existing Compromised Accounts
- Notify Affected Credit Card Company / Bank / Financial Institution

- File Complaint with Federal Trade Commission (FTC):
 - Complete ID Theft Affidavit (1-877-438-4338) www.ftc.gov/idtheft

- Obtain Identity Theft Passport
Office of Maryland Attorney General
 - Identity Theft Unit (410-576-6491) www.idtheft@oag.state.md.us

- Monitor Credit Card Bills for Evidence of Fraudulent Activity:
 - Report Activity Immediately to Credit Grantor

- Notify Social Security Administration if SS# has been Compromised:
 - (1-800-269-0271)

- Notify Motor Vehicle Administration if Driver's License has been Lost / Stolen / Compromised:
 - (1-800-950-1682)
 - Apply for "V" Restriction on Driver's License from MVA;

- Contact Local Law Enforcement Agency if Identity has been Used to Commit Criminal Violations:
 - File Appropriate Administrative Report for Misidentification:
 - Local State's Attorney's Office www.mdsaa.org
 - Privacy Rights Clearinghouse:
 - (1-619-298-3396) www.privacyrights.org

USE THIS PAGE AS A VICTIM ASSISTANCE CHECKLIST

MOU_USCG_Boating_Safety.pdf

Memorandum of Agreement between the United States Coast Guard and the State of Maryland Regarding Recreational Boating Safety Programs

1. Purpose: To define the relationship between the State of Maryland and the United States Coast Guard in the conduct of Recreational Boating Safety Programs, including the mutual enforcement of laws relating to boating safety on waters within the concurrent jurisdiction of the State and the United States.
2. Basic Guidelines:
 - a. The State and the United States exercise concurrent jurisdiction over those waters within the jurisdiction of the State that are also waters subject to the jurisdiction of the United States, except as to matters preempted by Federal law.
 - b. The State has exclusive jurisdiction over those waters within the State that are not waters subject to the jurisdiction of the United States or navigable waters of the United States.
 - c. This understanding does not abrogate or limit the jurisdiction of the State or the United States.
 - d. All vessels equipped with propulsion machinery, except vessels exempt under the provisions of 33 CFR 173.11 or vessels required or electing to be documented by the United States Coast Guard, that are principally used on waters subject to the exclusive and concurrent jurisdiction of the State of Maryland are subject to the numbering laws of the State.
 - e. To the extent provided in the Federal preemption provision of 46 U.S.C. 4306, the State shall conform its laws, rules, and regulations concerning recreational vessels, associated equipment, and other applicable safety standards with Federal Law. The Coast Guard and the State shall promptly furnish to each other the text of any proposed or enacted law, rule, or regulation having to do with numbering, equipping, or operating vessels that are the subject of this Agreement and any administrative interpretations thereof.
 - f. The Coast Guard and the State will provide to each other a copy of statistical and other data pertinent to the matters agreed to herein.
3. Terms of Understanding
 - a. Law Enforcement
 - (1) The State exercises primary law enforcement responsibility concerning recreational vessels on the waters subject to the jurisdiction of the United States that are also within the jurisdiction of the State. In these waters the United States has exclusive responsibility for the enforcement of vessel inspection and related Federal statutes applicable to non-recreational vessels. The Coast Guard has authority to enforce Federal statutes and regulations applicable to recreational vessels on all waters subject to the jurisdiction of the United States.
 - (2) In order to provide the most effective law enforcement possible with the vessels and personnel available and to avoid duplication of efforts in a given area at a given time, the Boating Law Administrator of the State of Maryland, and the District Commander of the Fifth Coast Guard District shall coordinate or arrange for coordination of law enforcement patrols on waters subject to concurrent jurisdiction.
 - (3) Joint safety patrols for the monitoring of program effectiveness by Coast Guard and State of Maryland law enforcement officers may be conducted periodically on all waters under concurrent jurisdiction. The use of either Federal or State vessels is authorized; however, actual enforcement shall be by the agency providing the vessel. While conducting joint patrols from Coast Guard vessels, State of Maryland law enforcement officers will comply with Coast Guard Use of Force Policy unless otherwise specified by the Coast Guard.
 - (4) Violations of Federal safety standards for boats and associated equipment of a nature not covered by State laws or regulations that are detected by State law enforcement officers will be reported to the Coast Guard for disposition.
 - (5) Violations of vessel inspection or other marine safety laws by non-recreational vessels that are observed by State law enforcement officers and are not covered by State laws or

regulations will be reported to the Coast Guard for disposition.

- (6) When a complaint is made to the Coast Guard alleging an offense that is a violation of the State recreational boating laws or regulations, the Coast Guard will normally refer the complaint to the proper State or local authority in the appropriate State jurisdiction. Similarly, when a complaint is made to the State of Maryland concerning a violation of any vessel laws or regulations within the exclusive jurisdiction of the United States, the State of Maryland will refer the complaint to the Coast Guard.
- (7) A law enforcement officer of the State of Maryland or any of its political subdivisions or a law enforcement officer of the Coast Guard will not normally board a vessel for inspection if the operator produces evidence of a recent satisfactory State or Coast Guard examination or the vessel displays a current Coast Guard Auxiliary Courtesy Marine Examination (CME) or State inspection decal. However, notwithstanding a recent satisfactory examination, boarding will be undertaken when there are indications or suspicions of a violation of numbering, loading, equipment, or operating requirements, or as part of a special local enforcement operation.
- (8) A Coast Guard boarding officer who has observed a violation of a State boating law or regulation or a State marine law enforcement officer who has observed a violation of vessel inspection or other regulations of the United States will generally be made available to testify for the State or Federal prosecution for the observed offense or to testify in any other proceeding relating to the violation.
- (9) Nothing contained within this agreement will prohibit field personnel from making temporary arrangements to joint or cooperative action in emergencies to cover a local situation involving reckless or negligent operation or other conditions involving safety of life, property or serious violations of the law.

b. Boating While Intoxicated

- (1) The common goal of the Coast Guard and the State of Maryland is to rid the waterways of the intoxicated boat operator. To this end, the State of Maryland and the Coast Guard agree to coordinate their Boating While Intoxicated (BWI) enforcement efforts so that the most effective enforcement option is prosecuted in each case.
- (2) In the course of normal operations, the Coast Guard may detect an allegedly intoxicated boat operator within State waters, where concurrent jurisdiction exists. When this occurs, the Coast Guard will administer a field sobriety test to the operator.
- (3) If the operator is determined to be intoxicated, the Coast Guard will:
 - (a) Attempt to notify State enforcement officials, terminate the voyage and bring the vessel to the nearest safe mooring where a telephone is available.
 - (b) Document the case completely for whichever jurisdictional prosecution is followed (State arrest. Federal arrest or civil penalty).
 - (c) Discuss enforcement options available for the particular case with State enforcement officials.
 - (d) Make a determination of which option(s) to select and proceed with prosecution.
 - (e) Provide case documentation and appropriate witnesses to pursue case prosecution should the State enforcement official decide to proceed with case prosecution.
- (4) The Coast Guard will, as operations permit, respond to calls for assistance from State enforcement agencies with respect to Boating While Intoxicated enforcement.
- (5) Toward the common goal of removing the intoxicated boat operator from the waterways, Maryland enforcement agents will, as operations permit:
 - (a) Respond to calls for assistance from the Coast Guard with respect to Boating While Intoxicated enforcement.
 - (b) Determine the extent of assistance the State can offer and advise the Coast Guard (arrest, transport to Magistrate/holding facility, conduct further tests is required).
 - (c) Provide appropriate assistance within the agency's operational, logistical, and legal

constraints.

- (d) Provide local Coast Guard commands with a point of contact to facilitate and enhance mutual enforcement efforts and concerns.

c. Public Education and Training

- (1) The parties will cooperate in public educational and safety information programs. The State will distribute the pamphlet "Federal Requirements for Recreational Boats" and other Federal boating publications as agreed upon through its home and field offices. The Coast Guard will distribute any State of Maryland applications and forms for motorboat numbering, Maryland Boating Accident Forms, and such State boating pamphlets that are made available for that purpose by the State of Maryland.
- (2) The Coast Guard will furnish to the State information concerning the time and place of public education courses within the State which are sponsored by the Coast Guard Auxiliary. The State will advise the Coast Guard of public education courses offered to the boating public.
- (3) The Coast Guard will provide boating safety instructor training for State law enforcement personnel through the National Boating Safety Course located at Reserve Training Center, Yorktown, Virginia. Similarly, the State will provide to the Coast Guard, on an "as available" basis, instructors and facilities for the training of Coast Guard personnel, in addition, safe boating and/or boat handling programs could be arranged with Coast Guard Auxiliary resources.
- (4) The Maryland Basic Boating Course (MBBC) will be provided throughout the State through the volunteer efforts of the Coast Guard Auxiliary, subject to the following provisions:
 - (a) The Maryland Department of Natural Resources will recognize any MBBC taught by the Coast Guard Auxiliary as meeting the requirements of the Maryland Boating Safety Education Act NR 8-712.1 which require persons born after July 1, 1972 to have taken an approved course of instruction and possess a certificate of boating safety education.
 - (b) The Maryland Natural Resources Police will supply the Coast Guard Auxiliary with the MBBC course book, certificates, patches, and course records sheets for courses taught by the Coast Guard Auxiliary. These materials will be offered free of charge to all students.
 - (c) The Maryland Natural Resources Police will make available office space for an Auxiliary to assist the Maryland Natural Resources Police coordinate the MBBC throughout the State.
 - (d) The Coast Guard Auxiliary will teach the MBBC as part of its program. The Coast Guard Auxiliary will supply the Maryland Natural Resources Police with the student information as required by the Maryland Natural Resources Police. The Coast Guard Auxiliary will appoint Auxiliaries to assist the Maryland Natural Resources Police coordinate the MBBC throughout the State.
 - (e) The State accepts no liability as to the conduct of any Coast Guard Auxiliary instructor.
 - (f) No funds are obligated under this section of this agreement, and nothing contained herein shall be construed as binding the Maryland Natural Resources Police to expend any sum in excess of the appropriations administratively allocated for the purpose of this section or to involve the Maryland Natural Resources Police in any contract or other obligation for the further expenditure of money in excess of appropriations or allocations.
 - (g) The U.S. Coast Guard or Coast Guard Auxiliary has no financial responsibility to the State of Maryland or to any other entity for the expenditure of funds or use of materials for the benefit of the State of Maryland.

d. Boating Casualty Reports and Investigative Reports

- (1) The State Boating Law Administrator will notify the Chief, Boating Affairs Branch, Fifth Coast Guard District, of all reported boating casualties or accidents on navigable waters of the United States within the State. The State shall review for accuracy and completeness all such accident reports and shall determine the cause and circumstances surrounding each

reportable accident, including whether or not alcohol or drugs were a factor.

- (2) The State shall investigate all boating fatalities. The Coast Guard may investigate accidents involving fatalities on vessels used on waters of joint or federal jurisdiction, including the high seas, if the case warrants further investigation.
- (3) A copy of the State's investigation report of review, including any alcohol/drug test results and the initial reports received on a particular incident, shall be forwarded to the Commander Fifth Coast Guard District within 30 days of receipt of the initial casualty or accident report, or at such time as is consistent with the State's obligations under the Maryland Public Information Act. The Coast Guard will review the reports and investigations received for appropriate action.
- (4) It is agreed that boating safety casualty reports provided by the State of Maryland to the Coast Guard will be used only in the manner prescribed by Maryland law.
- (5) For the purposes of this agreement, a boating casualty as defined as an incident involving a fatality, a disappearance, or a personal injury that requires medical treatment beyond first aid. An accident is defined as an incident involving damage to a vessel and other property totaling more than \$2000 or the total loss of a vessel.

e. Search and Rescue

- (1) Under Section 13109 (b) of Title 46 United States Code, the services of members of the Coast Guard Auxiliary may be used to assist the State in the promotions of boating safety on State waters. The State of Maryland fully supports the Coast Guard Auxiliary's programs, in particular those to do with Courtesy Marine Examination (CME), safety patrols and public education. The State welcomes the presence of the Auxiliary on all waters for these purposes.
- (2) On those occasions when assistance by the Coast Guard Auxiliary is expressly desired by the State for a specific purpose, such requests for assistance will be initiated by competent authority in the Maryland Department of Natural Resources and will be directed to the Chief, Boating Safety Division, Fifth Coast Guard District. Such requests will be submitted not less than 14 days in advance to permit processing and coordination.

f. Coast Guard Auxiliary

- (1) Under Section 13109 (b) of Title 46 United States Code, the services of members of the Coast Guard Auxiliary may be used to assist the State in the promotion of boating safety on State waters. The State of Maryland fully supports the Coast Guard Auxiliary's programs, in particular, those to do with Courtesy Marine Examination (CME), safety patrols and public education. The State welcomes the presence of the Auxiliary on all waters for these purposes.
- (2) On those occasions when assistance by the Coast Guard Auxiliary is expressly desired by the State for a specific purpose, such requests for assistance will be initiated by competent authority in the Maryland Department of Natural Resources and will be directed to the Chief, Boating Safety Division, Fifth Coast Guard District. Such requests will be submitted not less than 14 days in advance to permit processing and coordination.

g. Regattas and Marine Parades

- (1) The Commander, Fifth Coast Guard District, is authorized by 33 CFR 100.10 to enter into agreements with State authorities to allow regulation by the State of such classes of regattas or marine parades upon navigable waters of the United States that are subject to the concurrent jurisdiction of the signatory State when, in the opinion of the District Commander, the State is able to regulate in such a manner as to ensure safety of life. The portion of the Cooperative Agreement between the Coast Guard and the State of Maryland is made pursuant to that authority.

- (2) For the purposes of this Agreement, the terms “regatta” and “marine parade” both mean an organized water event of limited duration that is conducted according to a prearranged schedule.
- (3) Upon receipt of information concerning the granting of a permit by the State of Maryland for a regatta or marine parade, the Coast Guard will publish this information in the Local Notice to Mariners, provided the event is not conducted on sole state jurisdiction waters and the permit is received not later than twenty one calendar days prior to the scheduled date of the event.
- (4) The Commander, Fifth Coast Guard District reserves the right to assume primary responsibility for any regattas or marine parade on navigable waters of the United States when he deems such action to be in the public interest.

4. Liaison shall be as follows:

For the State of Maryland, Chief, OFO.

5. This agreement remains in effect until canceled by either party. The canceling party will provide the other party with at least 30 days notice. A representative of each party will review the agreement biannually for the purpose of ascertaining if any revisions are necessary. A copy of the review will be appended to each party's copy of the agreement.

NRP-459 (Property Control Log 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
PROPERTY CONTROL LOG**

PROPERTY LOG FOR REGION:					AREA #:	AUDIT INFORMATION			
Date Received (MM/DD/YY)	Property Tag Number	Report Number	Item Description	Seizing Officer's Last Name	Seizing Officer's ID #	Trial Date (MM/DD/YY)	Final Disposition	Audit Date (MM/DD/YY)	Auditing Officer & Results

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-730_Firearms_Qual_Range_Score_Sheet_(2015-03-31).pdf

**MARYLAND NATURAL RESOURCES POLICE
FIREARMS QUALIFICATIONS - RANGE SCORE SHEET**

Region:	Area:	Instructors:	Date:
Type of Weapon: <input type="checkbox"/> Service Pistol <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle <input type="checkbox"/> Personal Firearm			
Course of Fire: <input type="checkbox"/> Day <input type="checkbox"/> Reduced Light <input type="checkbox"/> Other (specify)			

Shooter====>	#1			#2			#3			#4			#5		
	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score
	2 x			2 x			2 x			2 x			2 x		
	1 x			1 x			1 x			1 x			1 x		
	0 x			0 x			0 x			0 x			0 x		
	Total:			Total:			Total:			Total:			Total:		

Shooter====>	#1			#2			#3			#4			#5		
	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score	Points	Hits	Score
	2 x			2 x			2 x			2 x			2 x		
	1 x			1 x			1 x			1 x			1 x		
	0 x			0 x			0 x			0 x			0 x		
	Total:			Total:			Total:			Total:			Total:		

* Comments on the reverse side.

Distribution: Original – Academy Copy – Area/Unit

COMPLETED BY: (FIREARMS INSTRUCTOR'S PRINTED NAME)	I.D. NO.				COMPLETED BY: (FIREARMS INSTRUCTOR'S SIGNATURE)	DATE
LEAD FIREARMS INSTRUCTOR'S SIGNATURE	I.D. NO.	DATE	APPROVED BY: (TR. COMMANDER'S SIGNATURE)	I.D. NO.	DATE	

NRP-460 (Access Control Log 2009-01).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-482 (Vessel Op Advice of Rights 2016-04-29).pdf

ADVICE OF RIGHTS
(Maryland Code Annotated, Natural Resources Article, Section §8-738, et seq.)

(Press firmly, you are making 3 copies)

You have been stopped or detained and reasonable grounds exist to believe that you have been operating or attempting to operate a vessel while under the influence of alcohol: impaired by alcohol; so far impaired by any drug, any combination of drugs, or combination of drugs and alcohol that you could not operate a vessel safely; or impaired by any controlled dangerous substance, as defined in § 5-101 of the Criminal Law Article.

Any person who operates or attempts to operate a vessel on the waters of the State is deemed to have consented to take a test to determine the alcohol concentration, or a test to determine the drug or controlled dangerous substance content of the person. The test, as defined in § 16-205.1 of the Transportation Article, is a test of a person's breath or of 1 specimen of a person's blood to determine alcohol concentration; a test or tests of 1 specimen of a person's blood to determine the drug or controlled dangerous substance content of the person's blood; or both. The test shall be at no cost to you. **The test to determine alcohol concentration shall be a breath test.** However, a test of blood shall be administered if the breath test equipment is unavailable. A test is required to determine the drug or controlled dangerous substance content, or if your injuries require medical treatment. The results of such test or tests, or a refusal of any such test, may be admissible as evidence in any criminal prosecution.

• Mandatory Test:

If you are involved in an accident while operating or attempting to operate a vessel that results in the death of, or a life-threatening injury to, another person, you must take a test, or tests.

• Submission to the test -- If your test results in an alcohol concentration of .08 or more:

On receipt of a sworn statement from the officer that you were requested to take a test and the result indicated an alcohol concentration of .08 or more, **the court may, on conviction and in addition to other penalties, prohibit you from operating a vessel on the waters of the State for up to 1 year.**

• You have the right to refuse to submit to the test. If you refuse:

On receipt of a sworn statement from the officer that you were requested to take a test and refused, **the court may, on conviction and in addition to other penalties, prohibit you from operating a vessel on the waters of the State for up to 1 year.**

• Certification:

I, the **undersigned police officer**, certify that I have advised the operator of the above stated Advice of Rights. This included advising the operator of the sanctions to be imposed for: (1) A refusal to take a test and; (2) A test resulting in an alcohol concentration of 0.08 or more.

Read Before Signing:

I, the **undersigned operator**, acknowledge that I have been read or I have read the above stated Advice of Rights as certified by the police officer. I understand that this requested test is in addition to any preliminary tests that were taken.

Having been so advised, do you now agree to submit to a test?

(Officer check reply)

Yes-Agree to submit to an alcohol concentration test

Yes-Agree to submit to a test for drug or controlled dangerous substance (CDS)

No-Alcohol concentration test refused

No-Drug or CDS test refused (DRE must complete & submit DRE Certification Form)

Operator Signature _____ Date _____ Time _____

Signature of Officer _____ I.D. No. _____ Police Agency _____

OFFICER'S COPY

ADVICE OF RIGHTS
(Maryland Code Annotated, Natural Resources Article, Section §8-738, et seq.)

(Press firmly, you are making 3 copies)

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No-Drug or CDS test refused (DRE must complete & submit DRE Certification Form)

Operator Signature _____ Date _____ Time _____

Signature of Officer _____ I.D. No. _____ Police Agency _____

STATE'S ATTORNEY'S COPY

ADVICE OF RIGHTS
(Maryland Code Annotated, Natural Resources Article, Section §8-738, et seq.)

(Press firmly, you are making 3 copies)

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Any person who operates or attempts to operate a vessel on the waters of the State is deemed to have consented to take a test to determine the alcohol concentration, or a test to determine the drug or controlled dangerous substance content of the person. The test, as defined in § 16-205.1 of the Transportation Article, is a test of a person's breath or of 1 specimen of a person's blood to determine alcohol concentration; a test or tests of 1 specimen of a person's blood to determine the drug or controlled dangerous substance content of the person's blood; or both. The test shall be at no cost to you. **The test to determine alcohol concentration shall be a breath test.** However, a test of blood shall be administered if the breath test equipment is unavailable. A test is required to determine the drug or controlled dangerous substance content, or if your injuries require medical treatment. The results of such test or tests, or a refusal of any such test, may be admissible as evidence in any criminal prosecution.

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Yes-Agree to submit to an alcohol concentration test

Yes-Agree to submit to a test for drug or controlled dangerous substance (CDS)

No-Alcohol concentration test refused

No-Drug or CDS test refused (DRE must complete & submit DRE Certification Form)

Operator Signature _____ Date _____ Time _____

Signature of Officer _____ I.D. No. _____ Police Agency _____

OPERATOR'S COPY

**NRP-832 (Suspension Equipment
Checklist 2011-05-01).pdf**

MARYLAND NATURAL RESOURCES POLICE SUSPENSION EQUIPMENT CHECKLIST

The following equipment must be surrendered when an officer is Suspended Without Pay & their Police Powers have also been Suspended. Unless directed otherwise, equipment marked with an "*" designates equipment that must be surrendered when an officer is Suspended With Pay & their Police Powers have also been Suspended.

OFFICER INFORMATION			
1. OFFICER:	2. RANK:	3. IAU CASE #:	4. DATE:
5. OFFICER I.D. #:	6. ASSIGNMENT:		

7. WEAPONS AND SERIALIZED EQUIPMENT			
<input type="checkbox"/> *HANDGUN & AMMO	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN
<input type="checkbox"/> *2 MAGAZINES & AMMO			<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN
<input type="checkbox"/> *SHOTGUN & AMMO	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> *RIFLE & AMMO	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> HANDCUFFS & KEY	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> *OC SPRAY	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN
<input type="checkbox"/> *BREAST BADGES (2 CURVED)		Badge #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> *WALLET BADGE (1 FLAT)		Badge #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> G.P.S. UNIT	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> PAGER	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> * PORTABLE RADIO	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> CELLULAR TELEPHONE	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> LAP TOP COMPUTER	Make:	Serial #:	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
COMMENTS:			

8. MISCELLANEOUS CARDS & CERTIFICATIONS			
<input type="checkbox"/> * COMMERCIAL FUEL SYSTEMS CARD (Yellow)	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A	<input type="checkbox"/> * U.S. FISH & WILDLIFE SERVICE, DEPUTY COMMISSION CARD	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> * CORPORATE CREDIT CARD (VISA)	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A	<input type="checkbox"/> * TASK FORCE I.D. CARD(S)	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> * POLICE TRAINING COMMISSION CARD	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN	<input type="checkbox"/> * COVERT OPERATIONS I.D. Cards(s) & Badge(s)	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
<input type="checkbox"/> * NRP I.D. CARD	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN	<input type="checkbox"/> OTHER	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A
COMMENTS:			

9. VEHICLE			
<input type="checkbox"/> * VEHICLE & ASSOCIATED EQUIPMENT	<input type="checkbox"/> TURNED-IN <input type="checkbox"/> NOT TURNED-IN <input type="checkbox"/> N/A	V.I.N.#:	
YEAR:	MAKE:	MODEL:	TYPE:
RADIO #:	NRP #:	TAG #:	MILEAGE:

10. RECEIVED BY: (PRINTED NAME)	ID NO.		11. RECEIVED BY: (SIGNATURE)	DATE	
12. SUPERVISOR'S SIGNATURE:	ID NO.		13. APPROVED BY: (SIGNATURE)	DATE	

Maryland Natural Resources
Police Policy Manual
Policy Manual

**MOU_USCG_Marine_Casualties
and Boating_Accidents.pdf**

**INTERAGENCY AGREEMENT
BETWEEN THE UNITED STATES COAST GUARD, SECTOR MARYLAND-NCR
AND THE
STATE OF MARYLAND, MARYLAND NATURAL RESOURCES POLICE
REGARDING INVESTIGATIONS OF MARINE CASUALTIES & BOATING ACCIDENTS**

1. PURPOSE:

To define the relationship between the State of Maryland Natural Resources Police (NRP) and the United States Coast Guard Sector Maryland-National Capital Region (CG Sector MD-NCR) in the conduct of marine casualty and boating accident investigation on waters within the concurrent jurisdiction of NRP and CG Sector MD-NCR. This interagency agreement describes the concept of operational requirements needed to ensure that each investigatory mission is successfully completed in the most professional manner possible, providing the best possible service to the maritime community.

2. DISCUSSION:

Due to the large number of recreation and commercial vessel traffic on the upper Chesapeake Bay, NRP and CG Sector MD-NCR often have overlapping interests in investigating marine casualties. To this end, NRP and the CG Sector MD-NCR have formed a continuous, professional relationship for the investigation of marine casualties and select boating accidents. The purpose of this interagency agreement is to clarify which agency will take the investigative lead and to outline basic guidelines for conducting joint investigations in accordance with the Memorandum of Agreement Between the State of Maryland, Maryland Natural Resources Police and the United States Coast Guard regarding the *"Federal / State Recreational Boating Safety Cooperative Agreement."*

3. BASIC GUIDELINES:

- a. NRP will be the lead agency for the investigation of all recreational boating related accidents/incidents in accordance with 33 Code of Federal Regulations (CFR) Part 173, Subpart C.
- b. CG Sector MD-NCR will be the lead agency for the investigation of all commercial vessel related incidents, in accordance with 46CFR Part 4.
- c. NRP and the CG Sector MD-NCR will conduct a joint investigation into any accident/incident that occurs within CG Sector MD-NCR's Area of Responsibility (AOR) involving both a recreational boat and a commercial vessel. CG Sector MD-NCR will serve as the lead agency for the investigation, and NRP focusing on the investigation of any potential state crimes associated. CG Sector MD-NCR and NRP will share information throughout the investigation to provide the best investigatory service possible. Information sharing includes documentary evidence, witness statements, autopsy reports, and photographic evidence as examples.
- d. NRP and CG Sector MD-NCR will be notified of all maritime fatalities. For those fatalities occurring where CG Sector MD-NCR is the lead agency, the investigation may be conducted jointly whenever possible. NRP will coordinate with the Chief Medical Examiner of the State of Maryland for all fatalities not involving foreign crewed vessels.
- e. NRP will make all vessel-related fatality notifications to next of kin to include, non-foreign flagged or U.S. Deep Draft vessels, and will advise CG Sector MD-NCR once next of kin notifications have been made.

**INTERAGENCY AGREEMENT
BETWEEN THE UNITED STATES COAST GUARD, SECTOR MARYLAND-NCR
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- f. The CG Sector MD-NCR will be the lead agency for all recreational boating accidents occurring during CG Sector MD-NCR permitted marine events, regattas or marine parades specific to vessels involved in the permitted event. NRP will continue to assist with first-responder efforts to protect life and property and may assist in the investigation.
- g. The investigation for any violations of established USCG security/safety zone will be in accordance with the guidelines in the current Memorandum of Agreement with NRP and CG Sector MD-NCR Command Center.
- h. Any press related events/media inquiries shall be handled in accordance with the joint NRP/CG Sector MD-NCR Public Outreach Coordination document as outlined in **Appendix A**.
- i. Any other significant maritime related incident/notification shall be handled in accordance with the guidance outlined in the NRP Communication Manual, specifically detailed in Chapter 8, Section 3, entitled Boating Related Incidents. This will be attached to this agreement as **Appendix B**. Conversely the CG Sector MD-NCR Command Center agrees to contact the NRP Communication Center for all US flag maritime boating accidents and maritime search and rescue missions within the CG Sector MD-NCR AOR. Notifications shall be completed by both agencies in a timely fashion to enhance a public safety response.
- j. Annually, NRP and CG Sector MD-NCR investigators will meet and review agency capabilities, roles and responsibilities for investigating maritime incidents within Maryland.
- k. This agreement will remain in effect unless one party notifies the other party in writing to change or terminate the agreement. The termination of this agreement will become effective from 30 days from receiving written notification.

Lonnie P. Harrison
Captain, United States Coast Guard
Commander, USCG Sector Maryland-NCR

04/05/2017
Date

Rober K. "Ken" Ziegler Jr.
Superintendent
Maryland Natural Resources Police

04/05/2017
Date

**U.S. Coast Guard / Maryland Natural Resource Police: Public Outreach Coordination:
Appendix A**

Lead Agency: In most cases this will be the USCG or the Maryland Natural Resources Police dependant upon the incident at hand and when applicable as described in the "Interagency Agreement between the CG Sector MD-NCR and the State of Maryland Natural Resources Police".

Secondary Agency: Agency that is not the lead Agency.

Supporting Agencies: Allied Agencies.

1. Purpose:

The purpose of this appendix is to define the CG Sector MD-NCR and the Maryland Natural Resource Police's (NRP) role as it pertains to organizing a public outreach effort for any circumstance in which the two agencies are sharing responsibility or are the lead, and/or are working together in a maritime event.

A. Situation:

The NRP and the CG Sector MD-NCR share common goals and missions when it comes to the enforcement of maritime law, environmental stewardship, search and rescue and the protection of natural resources. These shared goals often results in the two organizations working side-by-side. Capitalizing on the inherently significant news quality that both organizations possess is almost as important as the missions themselves and careful consideration should be given to jurisdiction, messaging and coordinated public outreach efforts to ensure accurate and timely information is released, when appropriate.

B. Mission:

USCG: With respect to operational security, the Coast Guard's public affairs mission is to provide governmental leaders, the public and partner agencies with accurate and timely information. The Coast Guard public affairs staff will promote the mission and the Coast Guard through a variety of mediums including photos, video, special interest feature stories for internal and external publications, press releases and allowing restricted access to media, when appropriate. The public affairs posture is proactive in regards to preparing for our successes as well as potential disaster scenarios.

Additionally, our goal is to promote our partnerships with assisting and cooperating agencies. By publicly sharing successes, a trust is built between the agencies themselves, and in the eyes of the public.

NRP: The basic principle of public information is that, in a democracy, the public has a right to be informed on major issues by clearly presenting both sides of complex questions.

The Maryland Natural Resources Police serve as a public safety agency with statewide authority to enforce all conservation, boating and criminal laws, as well as to provide primary law enforcement services for Maryland's state parks, state forests, and public lands owned by the Maryland Department of Natural Resources. The agency is also responsible for maritime and rural search and rescue, and outside of a terrorist related event is designated as the state's lead agency for homeland security on Maryland waters; and in all of its operations and activities strives to provide superior service to all of Maryland's citizens and visitors who enjoy the state's natural resources.

The Maryland Natural Resources Police must have the support of the community to be successful in its mission. Establishing and maintaining an effective relationship with the media is crucial to

**U.S. Coast Guard / Maryland Natural Resource Police: Public Outreach Coordination:
Appendix A**

accomplishing this goal. The agency accomplishes this through social media, press releases, photos, video, media briefings, and one-on-one interviews.

2. Execution:

A. Intent:

USCG: The staff assigned to the Coast Guard 5th District Public Affairs Detachment intends to promote Coast Guard roles and missions while also promoting interagency cooperation when applicable. These goals will be obtained through the production of approved materials designed to reach large audiences which will include proper command messaging structured to educate the public and the media.

NRP: It is the policy of the Maryland Natural Resources Police to cooperate fully and without bias with accredited representatives of various news gathering organizations so long as these activities are consistent with established rules and regulations set forth in the department's manuals and do not interfere in any way with an individual's rights or privileges to justice and/or privacy.

B. Concept of the operation:

Generally, the media needs the same type of information as the USCG and NRP; who, what, where, when, why and how, if known. The release of information is subject to restrictions placed by applicable local, state and federal laws. Additionally, any information that would hamper the successful conclusion of an investigation or jeopardize the safety of affected persons **will not** be released.

Lead Agency Incidents:

- i. In an investigation where NRP and/or the USCG are the lead investigatory agency per the "Interagency Agreement between the CG Sector MD-NCR and the State of Maryland Natural Resources Police" the Public Information Officer/Public Affairs Officer from the lead agency will be the lead for release of pertinent information.
- ii. The Secondary agency's PIO/PAO will consult with the lead agency prior to releasing information relating to its respective investigation.

Multiple Agency Involvement:

- i. When the NRP initiates an activity with the USCG as a participant, the NRP is responsible for releasing information to the media.
- ii. When the USCG initiates an activity with the NRP as a participant, the USCG is responsible for releasing information to the media.
- iii. The Public Information Officer/Public Affairs Officer for the lead agency will share that information with all involved agencies in advance of public dissemination.

**U.S. Coast Guard / Maryland Natural Resource Police: Public Outreach Coordination:
Appendix A**

Joint Investigation Involvement:

- i. In a multi jurisdictional maritime joint investigation or search and rescue event, where NRP and USCG are mutually involved in an activity, the Public Information Officer/Public Affairs Officer from each agency will consult in planning the release of information before any information is released to the media.

Maryland Natural Resource Police: Incident Notification Procedures
NRP Communications Manual Chapter 8, Section 3 (Boating Related Incidents)
Appendix B

For the NRP, Boating Related Incidents shall be handled as set forth in the NRP Communications Manual, Chapter 8, Section 3 (Boating Related Incidents). See below.

CHAPTER 8 SECTION III BOATING RELATED INCIDENTS

A. Overview of Incident Detail Sheets

1. The following Incident Detail Sheets can be used as guides for obtaining information in addition to the Basic Information required on all calls.
2. The following are some calls commonly handled by the Maryland Natural Resources Police.

B. USCG Notifications of Boating Related Incidents

In order to facilitate the flow of information between NRP and the United States Coast Guard (USCG), and to initiate the prompt response of either Agency to serious water related boating incidents, the following policy and procedure shall be utilized.

1. When priority boating related incidents are received, the procedure for dispatching NRP Officers will be followed.
2. Medical assistance will be dispatched if necessary
3. The USCG will be notified by the dispatching PCO that NRP is responding to the incident.
 - a. This is a notification only.
 - b. Any response by the USCG shall be determined by their own policies and procedures.
 - c. If an NRP officer or Duty Officer (DO) specifically requests a USCG response, then the USCG will be advised of the request.
4. All notifications and times will be placed in the “tell” section of the CAD entry.
5. While not all inclusive, the following is a list of incident types that require USCG notification:
 - a. All Priority1 boating incidents, unless directed otherwise by the

Communications Center Sergeant or an NRP Commander.

- b. Boating accidents involving fatalities.
- c. Boat accidents with injuries.
- d. Boating incidents involving missing people.
- e. Vessels in distress.
- f. Flare sightings.
- g. Lost or overdue boaters.
- h. Vessels adrift where someone may have fallen overboard.

6. If Communications Center personnel are unsure if an incident requires USCG notification, then they shall check with the responding officer or Duty Officer (DO).

C. BOATING ACCIDENTS

1. Types of Boating Accident Priorities:

- a. PRIORITY 1
 - (1) Personal injury, people in the water, fire and/or explosion
- b. PRIORITY 2
 - (1) Property damage only, vessels still on scene
- c. PRIORITY 3
 - (1) Property damage only, vessels now moored

2. Boating Accidents Include:

Types of Boating Accidents	
Collisions	Flooding
Burns	Sinking
Grounding	Fire
Capsizing	Explosion
Falls Overboard	Falls In Boat
Hit by Boat / PWC	Hit by Propeller
Falls overboard while hunting waterfowl	

CHAPTER 8 SECTION III

BOATING RELATED INCIDENTS

3. In addition to the Basic Information the PCO shall obtain the following information:

- a. EXACT LOCATION
 - (1) GPS coordinates, if available
 - (2) Body of water, county
 - (3) Prominent landmarks
 - (4) Aides to navigation (buoy number or description)
- b. DESCRIPTION OF VESSEL(S)
 - (1) Type- color, sailboat, runabout
 - (2) Color
 - (3) Boat registration numbers
 - (4) Boat name
 - (5) Length of vessel
 - (6) Safety equipment on board- PFDs, flares, fire extinguisher.
- c. PRIORITY / ACCIDENTS
 - (1) Type of injuries-lacerations, breaks, burns.
 - (2) Severity of injuries.
 - (3) Any persons missing.
 - (4) Has injured been transported, and if so, where and by whom.
- d. FIRE OR EXPLOSION
 - (1) Is vessel moored at a dock?
 - (2) Contact and send local fire department.
 - (3) Type of fuel onboard: gasoline, diesel, and/or propane.
- e. OTHER AGENCIES NOTIFIED (if applicable)
 - (1) Local fire
 - (2) Police
 - (3) Rescue Units
 - (4) U.S. Coast Guard

D. MISSING / OVERDUE VESSELS

1. Type of Priority: PRIORITY 2

2. In addition to the Basic Information the PCO shall complete the following tasks and obtain the following information:

- a. Ascertain the relationship of caller to missing/overdue.
- b. To facilitate the obtaining of information and the subsequent transferring of information the PCO will complete a Missing / Overdue Vessel Report (Form NRP-COMM-410).
 - (1) The Report will be kept at the console until the missing/overdue vessel is located.
 - (2) The Report can be destroyed after the missing/overdue is located.
- c. DESCRIPTION OF PERSON(S) MISSING
 - (1) Number of people on board.
 - (2) Ages
 - (3) Medical History-anyone on medication, general health.
 - (4) Operator Experience.
 - (5) Physical Description:
 - (a) Ages, hair, eye color, gender.
 - (b) Clothing last seen in.
- d. DESTINATION
 - (1) Purpose of trip-fishing, cruising, etc.
 - (2) Place from and time of departure.
 - (3) Place and time of expected return.
 - (4) Known stops-food, fuel, etc.
 - (5) Local friends.
 - (6) Prior boating history-always on time, usually late, has stayed out overnight.
- e. DESCRIPTION OF VESSEL AND TOWING VEHICLE
 - (1) Type of vessel.
 - (2) Type of vehicle.
 - (3) Name, Vessel Registration Numbers, Vehicle/Trailer License Plate Numbers, and State of Registration/License Plates.
 - (4) Colors.
 - (5) Launching Site.

3. *ALWAYS ADVISE THE CALLER TO NOTIFY NRP IMMEDIATELY IF THE MISSING PARTIES RETURN!!!!*

**CHAPTER 8 SECTION III
BOATING RELATED INCIDENTS**

E. VESSELS IN DISTRESS / DISABLED VESSELS

1. Type of Priority: PRIORITY 1 or 2.
 - a. PRIORITY 1 – Vessel in Distress
 - (1) Vessel in Distress - A vessel, which is in a position or circumstance where there is an immediate or foreseeable threat to life and property
 - b. PRIORITY 2 - Disabled Vessels/
Disabled Vessels Non Emergency
 - (1) Vessels in distress/disabled vessels will be handled in accordance to Natural Resource Police policy.
2. In addition to the Basic Information the PCO shall obtain the following information:
 - a. EXACT LOCATION
 - (1) GPS Coordinates
 - (2) Body of Water
 - (3) Landmarks
 - (4) Aids to Navigation (Buoy Numbers)
 - b. DESCRIPTION OF VESSELS
 - (1) Type (cruiser, sail, runabout)
 - (2) Color
 - (3) Vessel Numbers
 - (4) Vessel Name
 - (5) Length
 - c. NUMBER OF PERSONS ABOARD (POB)
 - (1) Injured
 - (2) Sick
 - (3) Elderly
 - (4) Very Young
 - d. HAS OTHER ASSISTANCE BEEN CONTACTED
 - (1) US Coast Guard
 - (2) USCG Auxiliary
 - (3) Commercial Assistance
 - e. NATURE OF PROBLEM

- (1) Run A Ground
- (2) Out of Gas
- (3) Engine Problems
- (4) Taking on Water

f. WEATHER AND SEA CONDITIONS IN THE AREA

- (1) Approaching Storms
- (2) Wave Height

3. Communications Center Policy:

- a. No response necessary if the vessel is disabled (non-emergency), has VHF Communications, is not in distress, and commercial assistance can arrive within one (1) hour. If commercial assistance is not available or unable to respond within one (1) hour, an NRP unit will be dispatched Priority 2 to assist the disabled vessel.
- b. If an owner/operator of a disabled vessel in a non-emergency situation requests commercial assistance, assistance from a friend or any party other than NRP, the Communications Center will assist in making contact with the requested party.
- c. When requested by an owner/operator or NRP Officer and no specific commercial firm is requested the PCO will call commercial assistance located in the geographical zone where the assistance is needed in a rotating order.
- d. All requests shall be logged in the Commercial Assistance Tow Log Book with the required information.
- e. The PCS will manage the tow book to insure that all commercial firms are given equal opportunity to provide assistance and all information is entered into the log.

4. NRP Policy on Assistance to Disabled Vessels

The following NRP Policy on Assistance to

CHAPTER 8 SECTION III BOATING RELATED INCIDENTS

Disabled Vessels can be found in the NRP Manual of Policies, Procedures, & Regulations, Chapter 5, Section V.

a. Definitions:

- (1) Commercial Firms (Assistance) - A private firm (or individual) that has been approved by the U.S. Coast Guard for non-emergency assistance.
- (2) Disabled Vessels - Vessels incapable of safely returning to port.
- (3) Non-Emergency - Situations involving no reasonable foreseeable threat to life or property. Determination as to whether or not a particular situation falls in this category shall be made by the senior Natural Resources Police Officer who is on the scene.
- (4) Vessel in Distress - A vessel which is in a position or circumstance where there is an immediate or foreseeable threat to life or property.
- (5) Safe Port/Harbor - A harbor or port where a vessel would be safe from hazardous environmental conditions and commercial facilities are available.

b. Vessels in distress or disabled vessels without the ability to communicate by VHF radio or cell phone will be assisted as quickly as possible.

c. Any disabled vessel in a non-emergency situation that is equipped with a VHF radio or cell phone capable of contacting commercial assistance will not be assisted by NRP unless the commercial assistance is not available within one hour.

d. When immediate assistance cannot be provided to a disabled vessel or a vessel in distress, NRP is responsible for advising the vessel of the approximate time that assistance will be available.

e. Disabled vessels will be towed to the nearest safe harbor. If the operator of

the disabled vessel wants to go beyond the nearest safe harbor, the NRP will assist in obtaining commercial assistance for that purpose.

f. A boat under tow by a NRP vessel will not be turned over to commercial assistance unless requested by the owner or operator of the vessel being towed.

g. If adequate commercial assistance reaches a disabled vessel before the arrival of an Agency vessel, the NRP will not render assistance unless, in the opinion of the senior NRP officer present, failure to assist the vessel would endanger life or property.

h. If an owner/operator of a disabled vessel in a non-emergency situation requests commercial assistance, assistance from a friend or any party other than the NRP, the NRP will assist in making contact with the requested party.

i. All NRP personnel who respond to a disabled vessel will inquire of the disabled vessel's captain as to whether commercial assistance has been called or requested.

j. In the cases where commercial assistance has been summoned and the conditions or nature of the situation as determined by the senior NRP officer on the scene poses a foreseeable threat to life or property, the NRP will provide assistance. In the latter case, the commercial firm that is responding shall be notified of this fact.

k. A list of commercial firms that is approved by the U.S. Coast Guard will be maintained in the DNR Communication Center. All NRP requests for commercial assistance will be made through the DNR Communications Center.

l. When requested, the DNR

CHAPTER 8 SECTION III BOATING RELATED INCIDENTS

Communications Center will call commercial assistance located in the geographical zone where the assistance is needed. If no specific commercial firm is requested by the vessel needing assistance, the police communications operator will call the commercial firms in rotating order. The procedure for the rotating order will be managed to insure that all commercial firms will be given equal opportunity to provide assistance.

- m. When the DNR Communications Center receives a request for assistance from a disabled vessel that is a non-emergency, they shall first contact commercial assistance. If commercial assistance is not available or unable to respond in an hour, a NRP unit will be dispatched to assist the disabled vessel.
- n. The DNR Communications Center shall keep a log in which the following information is entered.
 - (1) The time commercial assistance is contacted.
 - (2) The time commercial assistance arrives at the disabled vessel.
 - (3) The time commercial assistance takes the vessel in tow.
 - (4) The time commercial assistance secures the vessel in a safe harbor or when the vessel has been provided assistance to the extent that the vessel is no longer disabled.

F. VESSEL RECKLESS AND/OR NEGLIGENT OPERATION

- 1. Complaints of vessels being operated in a reckless or negligent manner may include:
 - a. Excessive Speed or Wake
 - b. Water Skiing Violations
 - c. Rules of the Road Violations
 - d. OWI
 - e. Bow Riding
 - f. Operating in a "Swim Area"

- 2. Type of Priority: PRIORITY 2 or 3.
- 3. In addition to the Basic Information the PCO shall obtain the following information:
 - a. ARE THE VIOLATORS STILL IN THE AREA?
 - b. EXACT LOCATION
 - c. DESCRIPTION OF VESSEL(S)
- 4. If the vessel has caused property damage or injury, treat as a boat accident

G. DEBRIS REMOVAL PROCEDURES

- 1. The public should be made aware that the Department of Natural Resources "Does Not" have a debris removal program.
- 2. If a citizen reports debris in the water, the PCO taking the report should attempt to determine if the debris is a hazard to navigation.
 - a. Examples of a hazard to navigation, would be:
 - b. Debris in the middle of a channel or creek, as opposed to close to the shoreline.
 - c. Large versus small debris (logs as opposed to a small branch).
 - d. Type of debris (part of a pier vs. a foam marker).
- 3. If it appears to be an obvious hazard to navigation, an officer should be dispatched to the location to determine the level of risk.
- 4. If the reporting officer determines that the debris poses a hazard to navigation, the officer shall take steps to minimize the hazard.
- 5. When citizens report debris which does not pose a hazard to navigation, (i.e., along the shoreline, under a pier, etc.), the PCO is to inform the citizen that debris removal is the responsibility of the property owner and that no state funded debris removal program exists.

CHAPTER 8 SECTION III

BOATING RELATED INCIDENTS

6. On “actual” hazard to navigation incidents, the Communications Center should contact the USCG Group Baltimore, and they can broadcast a “notice to mariners” over the VHF radio. They can be contacted at:

- a. USCG Baltimore 410-576-2525

H. HYDROGRAPHIC OPERATIONS

SERVICE REQUEST

Portions of the following policy and procedures were taken from the NRP Manual of Policies, Procedures, & Regulations, Chapter 5, Section V.

1. When an officer observes a State maintained buoy/sign in need of repair and/or replacement, the officer shall notify the either the Area Communications Section or the Communications Center with type of buoy/sign/marker, detailed location of buoy/sign/marker, include GPS coordinates whenever possible, nature of request (repair /replacement, etc), name of requesting officer, and any other pertinent information.
2. Upon notification, the Area Communications Section or Communications Center will assign an incident number, complete a Hydrographic Operations Request for Service Form (NRP-455), and fax the form to the supervisor of the Hydrographic Operations Section.

NRP-107A (Citation Spanish Expl).pdf

**I-NRP-439 (Motor Vehicle and Vessel
Accident Investigation Guide 2007-08).pdf**

CHAPTER 12 SECTION II

FORMS

MOTOR VEHICLE AND VESSEL ACCIDENT INVESTIGATION GUIDE (FORM FS-1)	
NRP 439	
Use:	Report is completed when Agency motor vehicles and vessels are involved in an accident.
Due:	A copy of side "A" is <u>faxed or scanned</u> and sent to the Fleet Coordinator within 48 hours of the accident.
To:	All Agency Personnel: Through your respective chain of command, to the NRP Review Board Chairman. Within 7-days.
Note:	<p>A copy of police report is submitted with original NRP 439.</p> <p>Documents to be submitted to the Fleet Coordinator within two weeks of the accident:</p> <p>(1) three original estimates for repairs, or</p> <p>(2) a letter indicating that there are:</p> <p>(a) no damages, and therefore no repairs are necessary, or</p> <p>(b) damage exists however, no repairs will be made, or</p> <p>(c) damage exists and repairs will be made in house with an estimate of the cost from the facility completing the repairs.</p> <p>(3) one of the above documents shall be forwarded to the Fleet Coordinator within two weeks of the accident.</p> <p>Revised 03/19</p>

Instructions:

Side - A of this report is to be completed by the operator of any Agency vehicle or vessel involved in an accident. If the operator received incapacitating injuries, the report will be completed by the next available supervisor or administrator.

Side-B is completed by a supervisor, duty

officer or the area commander.

Report to be printed in black ink or typed. All signatures will be in black ink.

Side-A

1. State Agency will always be Department of Natural Resources, Natural Resources Police.
2. Agency code number is K00A0700.
- 3A. Enter the assigned NRP Vehicle or Vessel Number.
- 3B. Enter the incident number assigned by the DNR Communications Center.
4. Enter the name of the involved driver.
5. Enter Area/Region PCA code, example G0523 for Matapeake.
6. Enter the driver's appropriate State classification, rank, or title.
7. Indicate if driver is a Law Enforcement Officer by checking Yes or No.
8. Enter the numeric date of the accident; in the MM/DD/YY format.
9. Enter the *non-military time* of the accident and check the appropriate box for AM or PM.
10. Enter the accurate location of the accident including a cross-street, point of land, or buoy number as applicable.
11. Enter the two-letter, NRP approved, county abbreviation for the county where the accident occurred. This list is contained in the citation preparation reference sheet.
12. Visibility - Check-off the conditions at the time of the accident. Check all that apply.

CHAPTER 12 SECTION II FORMS

13. Weather - Check-off the conditions at the time of the accident. Check all that apply.
14. Road Conditions - Check-off the conditions at the time of the accident. Check all that apply.
15. Water Conditions - Check-off the conditions at the time of the accident. Check all that apply.
16. Miscellaneous - Check-off the conditions at the time of the accident. Check all that apply.
17. Check-off Yes or No if Maryland State Police investigated this accident. If Yes, include report number. If no investigation, provide an explanation in #23.
18. Check-off Yes or No if a county, local or municipal police department investigated this accident. If yes, include report number and name of the agency. If no investigation provide an explanation why in #23.
19. Check block if NRP supervisor responded to the scene and investigated this accident. If yes, check this block and include the supervisor's name. If no, do not check this area and enter "N/A" in "Name:" space.
20. Citations Issued - Check-off Yes or No as appropriate.
21. Injuries - Check-off Yes or No as appropriate.
22. Restraints Used - Check-off Yes or No as appropriate.
23. Enter a concise but complete description of the accident. Continue to a separate sheet if necessary.
24. Complete a diagram of the accident scene indicating north with an arrow. Use "1" to

indicate State vehicle or vessel.

- 25 – 26. Answer appropriately for all other vehicles or vessels involved. Use a separate sheet if multiple items of property are damaged and provide identical information as requested in this section.
27. Enter the printed name and I.D. number of driver or supervisor/administrator completing report.
28. Enter the signature of the individual in 27 above and the date the report was prepared.

Side-B

29. Enter the driver's name.
30. Enter the vehicle's or vessel's assigned NRP number and its license plate or registration number.
31. Answer appropriately based upon investigation of the driving record of the operator.
32. Complete a Motor Vehicle Administration check and answer appropriately.
33. The driver's supervisor will review the accident and determine if the accident was preventable by the state driver or if the state driver was negligent. Upon making their determination, the supervisor shall check the appropriate blocks.
34. The driver's supervisor will enter their comments regarding their review of the accident and any determinations they have made concerning preventability and negligence. The supervisor's comments will include appropriate documentation that the chain of command has been advised of all corrective actions taken whether mechanical in nature or personnel oriented.
35. Enter the printed name of the supervisor

CHAPTER 12 SECTION II FORMS

reviewing the report.

36. The supervisor reviewing the report will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
37. The commander will review the supervisor's findings and indicated by checking-off the appropriate blocks whether they concur or not with the supervisor's findings.
38. If a commander does not concur with the supervisor's findings, then they shall give their reasons for non-concurrence in a brief narrative format.
39. Enter the printed name of the commander approving the report.
40. Signature of commander approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates conformity with all Agency policies and procedures.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

The remainder of this form is to be left blank for completion by the NRP Review Board.

Maryland Natural Resources
Police Policy Manual
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**NRP-498 (ATR Acknowledgement
Form 2019-11-17).pdf**

**MARYLAND NATURAL RESOURCES POLICE
ATR ON-SITE ACKNOWLEDGEMENT FORM**

CURRENT EMPLOYEE			
EMPLOYEE NAME:		EMPLOYEE POSITION:	
ATR NAME:		TEST DATE:	
PROCEDURE STEPS	YES	NO	COMMENTS
Employee is present for urinalysis testing.			
Employee had a valid form of identification.			
Employee had a signed copy of HIPAA Authorization Form for Release of Records & Information.			
Employee had a signed Copies of MS-DT4 (Controlled Dangerous Substance Test Order).			
Employee provided urine specimen.			
Employee displayed inappropriate behavior.			
Employee refused to test.			

APPLICANT			
APPLICANT NAME:		POSITION APPLIED FOR:	
ATR NAME:		TEST DATE:	
PROCEDURE STEPS	YES	NO	COMMENTS
Applicant is present for urinalysis testing.			
Applicant has a valid form of identification.			
Applicant has a signed copy of HIPAA Authorization Form for Release of Records & Information.			
Applicant has a signed Copy of MS-DT2 (Drug Abuse Screen – Applicant Authorization).			
Applicant provided urine specimen.			
Applicant displayed inappropriate behavior.			
Applicant refused to test.			

The On-Site ATR must return this form to the NRP ATR (NRP Personnel).

17. ON-SITE ATR: (PRINTED NAME)	ID NO.		18. ON-SITE ATR: (SIGNATURE)	DATE

Maryland Natural Resources
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NRP-904_(Sgt_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Non-Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT

Overview of Rank Responsibilities:
Sergeant: The main purpose of NRP Sergeant is to supervise subordinates, and to enforce conservation, criminal, civil, and boating laws, rules, and regulations at the supervisory level. The sergeant is responsible for the law enforcement efforts and patrol function of a district.

Name:	I.D. #:	Rank:	Sergeant
Appraisal Period:	To		
Assignment:			
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties	Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed

Work Effort & Initiative

1.	Demonstrates a positive and enthusiastic attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits good work habits and resourcefulness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows an acceptable level of productivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Utilizes uncommitted time in a proactive and aggressive performance of work assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Works toward fulfilling the mission statement of the Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Directs and coordinates detailed enforcement plans; such as, stakeouts, take downs, and other special or in-depth investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Coordinates the uniform inspection of commercial establishments within assigned district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Directs and assigns the work of sworn officers and others during routine patrols, special assignments, and other enforcement activities. In the absence or at the direction of an officer more senior in rank, shall assume the responsibilities of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Directs investigation teams or groups in investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality of Work

1.	Prepares reports that are accurate, thorough, and neat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Carries out assignments to completion with attention to detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prepares reports that are legible, grammatically correct, and without spelling errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Reviews reports submitted by NRP Corporals and Officers under their direction for completeness and accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem Solving

1.	Recognizes and identifies problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name:		I.D. #:		Rank: Sergeant			
Appraisal Period:		To					
Assignment:							
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal			
Essential Job Functions and Other Duties							
		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Demonstrates the ability to identify and group seemingly unrelated incidents which may pose a substantive community and police concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Displays the willingness to explore innovative and non-traditional solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recognizes the need for follow-up to resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates the willingness and ability to utilize good problem-solving and assessment techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>							
1.	Makes sound decisions based on knowledge, common sense, and/or training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Makes decisions in accordance with Agency mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Makes decisions and takes action rather than putting the decision-making on others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Takes into account the long-range implications of their decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Makes decisions based on relevant facts rather than emotional responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communications</u>							
1.	Displays tact and courtesy when interacting with the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits the ability to effectively deal with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrates good communication and listening skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicates effectively with fellow officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates composure in both routine and stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Community Involvement & Partnerships</u>							
1.	Develops citizen and business contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develops information about their assigned patrol area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shares information about their assigned patrol area with other officers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Participates in community functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains awareness of crime trends and local offenders affecting their patrol area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Directs community-oriented efforts that include overseeing public relations assignments and events within the assigned area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dependability</u>							
1.	Reliable and able to work effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Sergeant					
Appraisal Period:		To							
Assignment:									
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal									
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Works with minimal supervision.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Meets established deadlines.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Willingly accepts additional responsibilities.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appropriately utilizes sick time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Reports to work on time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Knowledge of Laws, Regulations, & Legal Procedures</u>									
1.	Demonstrates a working knowledge of the relevant laws and regulations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrates a working knowledge of appropriate legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Acts appropriately in applying the relevant laws, regulations, and legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provides guidance and assistance to subordinate officers.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Supervisory Ability</u>									
1.	Knowledgeable about policy and procedures, the law, and labor relations matters.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Completes district/unit schedules, investigations, documentation, and other written assignments in a timely and accurate manner.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrates an awareness of Agency priorities, projects, and crime trends, and proposes corrective solutions or courses of action.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Manages subordinates in a professional and impartial manner.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Properly documents subordinates' strengths, weaknesses, and conducts effective employee counseling sessions when appropriate.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Conducts regular inspections of subordinates and equipment to ensure preparedness for duty.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Explains policies and procedures to subordinates and monitors compliance.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Holds discussions and training sessions on pertinent issues with subordinates.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Demonstrates an awareness of their subordinates' current and extended activities.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Leadership Ability</u>									
1.	Provides direction, makes correct decisions, and sets a good example for others to model.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Maintains a professional demeanor that exemplifies the Agency's mission statement.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Motivates subordinates in the accomplishment of their tasks.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Sergeant					
Appraisal Period:		To							
Assignment:									
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal									
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
4.	Helps in the professional development of their subordinates while continuing their own self-improvement to include reading, training, seminars, and advanced education.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Commits to the principles of integrity, honesty, and fairness.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Accepts responsibility for their own behavior, decisions, and assignments.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Outstanding," "Needs Improvement," or "Unsatisfactory" ratings require a written comment.

Supervisor's Comments & Signature:

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.	Date

Employee's Comments & Signature:

Employee's Printed Name:	Employee's Signature:	I.D. No.	Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.	Date

Maryland Natural Resources
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NRP-443_(Aviation_Mission_Request_2016-11-29).pdf

**MARYLAND NATURAL RESOURCES POLICE
AVIATION MISSION REQUEST FORM**

Report #: _____

A. MISSION INFORMATION		
Flight Mission #:	Requested Mission Date:	Date of Request:
Describe Type of Mission Requested:		

B. MISSION REQUEST & PASSENGER INFORMATION			
Requesting Agency/Area & Region / Unit: Maryland Natural Resources Police / _____ / _____			
Mission Requested By:	Return Fax #:	Cell Phone:	
	Office Phone:	Home Phone:	
Aircraft Information: Natural 1 – Bell Jet Ranger Helicopter			
Name of Observer(s):			
Name of Passenger(s):			
Cancel Mission With:	Return Fax #:	Cell Phone:	
	Office Phone:	Home Phone:	

C. MISSION DEPARTURE & ARRIVAL INFORMATION		
Depart From:	Date:	Time:
Arrive At:	Date:	Time:
Depart From:	Date:	Time:
Arrive At:	Date:	Time:

D. MISSION APPROVAL / DENIAL		
The mission requested has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Approval/Denial Date:	Authority:
Crew Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified:	Time Notified:

E. REMARKS

SUPERVISORY APPROVAL (PRINTED NAME)	ID NO.	SUPERVISORY APPROVAL (SIGNATURE)	DATE
AVIATION APPROVAL (PRINTED NAME)	ID NO.	AVIATION APPROVAL (SIGNATURE)	DATE

Maryland Natural Resources
Police Policy Manual
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NRP-908_(Capt_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT FOR THE RANK OF CAPTAIN

Overview of Rank Responsibilities: Captain
The NRP Captain is responsible for supervising, managing, and administering an effective Natural Resources Police enforcement program in their assigned Region/Division of responsibility.

Name:	I.D. #:	Rank:	Captain
Assignment:	Appraisal Period:	To	
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
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Problem Solving

(The ability to identify important pieces of information, to inter-relate pieces of information, ability to identify strengths and weaknesses)

1.	Analyzes situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Gathers information for use in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Quickly identifies the problems or violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies alternative courses of action when solving a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Foresees the consequences of the alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Observes personnel to insure understanding and attitudes are consistent with appropriate procedures to be followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organizing

(The ability to establish work schedules, to conduct effective oral presentations and establish work priorities; to anticipate future demands that may impact on current activities.)

1.	Identifies work priorities and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes time to organize response to situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the main points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Moves through responses logically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is able to give attention to several activities and personnel simultaneously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Assigns personnel to appropriate duties or task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Perceives the effect of isolated events on overall Agency objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Prioritizes activities consistent with overall Agency goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Follows the status of ongoing activities to insure effective coordination of tasks and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Divides tasks into sub-tasks to effectively organize work and allocate to subordinates those tasks which are commensurate with their abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:	Rank: Captain				
Assignment:		Appraisal Period:		To			
Type of Appraisal:		<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal				
Essential Job Functions and Other Duties							
		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
11.	Organizes own work and plans for future events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Effectively uses chain of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Summarizes plan of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Consistently demonstrates initiative to undertake task/assignments within their area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>							
(The ability to perceive the consequences of actions or decisions)							
1.	Gathers information from all available sources before making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses this information to make sound decisions promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Defends and stand behind decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Decides on an effective plan even when facts are incomplete or disputed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains objectivity in stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Gain consensus where people or ideas conflict or compete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates fairness and consideration for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Leadership</u>							
(The ability to perceive the consequences of actions or decisions)							
1.	Guides subordinates, fellow officers and the public to achieve tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes control of operations which are assigned to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assigns tasks and assignments equitably to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Counsels others regarding personal or work-related problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Motivates others to accomplish tasks and meets Department, Agency, or unit goals or objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Manages conflict between subordinates or fellow workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Conducts effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Elicits subordinate or other officer's participation in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Integrates internal & external resources to address community problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provides information to others to clarify or anticipate outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Maintains discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leads by example.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Uses available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Captain					
Assignment:			Appraisal Period: To						
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal					
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
<u>Accountability</u>									
(The ability to adjust approaches to a task according to changing situational demands; to generate alternative solutions to problems; to effectively maintain several activities simultaneously)									
1.	Supports Department and Agency policy even when it may not be popular.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Keeps superiors informed on activities within the area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies control and discipline when warranted.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has knowledge of activity or work that is taking place within area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has established procedures to monitor and regulate the processes, tasks, and activities in area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Interprets and explains Agency policies to subordinates, fellow officers, and the public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Establishes procedures which support the Department's and Agency's objective.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Participates with staff in setting specific objectives in a definitive time frame.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Wears uniform that is consistent with Agency standards.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Completes and submits all required forms, reports, and documents in an accurate and timely manner.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Keeps assigned equipment in good and working order.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interpersonal Skills</u>									
(The ability to effectively counsel others regarding personal or work-related problems, to maintain a rapport with others and to effectively coordinate with others.)									
1.	Integrate and evaluate a variety of data in assessing performance objectives of yourself and/or subordinates; i.e., written documentation, personal observation, written or verbal comments of others, analytical data.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes employee problems and performance deficiencies.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Guides rather than intimidate subordinates, fellow officers, or public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintains rapport with staff, officers, and public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responds appropriately to irate individuals.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Expresses empathy and sympathy toward others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Listens.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication</u>									
(The ability to effectively communicate in writing and verbally).									
1.	Express ideas clearly and concisely.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:	Rank: Captain				
Assignment:		Appraisal Period:		To			
Type of Appraisal:		<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal				
Essential Job Functions and Other Duties							
		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Listens attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses proper grammar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Displays self-assurance and appears non-flustered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appears to be well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is enthusiastic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Uses gestures effectively (i.e., eye contact, hand movement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Maintains good body posture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Refrains from talking in jargon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Submits reports and documents that are grammatically correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Needs Improvement" require a written comment.

Supervisor's Comments & Signature:

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.				Date

Employee's Comments & Signature:

Employee's Printed Name:	Employee's Signature:	I.D. No.				Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.				Date

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NRP-417 (Veh Serv Record 2005-04).pdf

NRP-562 (Witness Adv - Line-Ups 2018-04-13).pdf

**MARYLAND NATURAL RESOURCES POLICE
WITNESS ADVISORY FORM – LINE-UPS**

Please read the instructions below and once you have read and understand the instructions place your initials in the spaces provided. Once completed sign and date this form in the spaces provided on the back of this form.

I am about to view a live/photo line-up of individuals whose physical characteristics may resemble the suspect's description or appearance.

Initials

I understand that the individuals present in the live/photo line-up may not appear exactly as they did on the date of the incident.

Initials

I understand that the person who committed the crime may or may not be present in the collection of photographs.

Initials

I understand that to assist in my identification efforts, I should try to think back to the event and my frame of mind at the time.

Initials

I understand that I am not required to make an identification, and regardless of whether or not I am able to make an identification, the Maryland Natural Resources Police will continue to investigate the case.

Initials

I do not assume that the person administering the live/photo line-up knows which person is the suspect.

Initials

I understand that I should not discuss the incident or the identification process with any other witnesses.

Initials

(If this box is checked then line-up will be sequential and the additional instructions on the back of this form must be read and understood by the witness.)

**MARYLAND NATURAL RESOURCES POLICE
WITNESS ADVISORY FORM – LINE-UPS**

Sequential Line-up Instructions

Please read the instructions below and once you have read and understand the instructions place your initials in the spaces provided. Once completed sign and date this form in the spaces provided.

_____ I understand that the individuals/photographs will be viewed one at a time.
Initials

_____ I understand that the individuals/photographs will be presented in random order.
Initials

_____ I understand that I should take as much time as needed in making a decision about each individual/photograph before moving to the next one.
Initials

_____ I understand that all individuals/photographs will be presented, even if I identify an individual/photograph as a suspect.
Initials

Witness's Printed Name & Signature:

Printed Name	Signature	Date	Time
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Investigator's / Officer's Printed Name & Signature:

Printed Rank & Name	Rank & Signature	I.D. #	Date
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Eastern Region Patrol Responsibilities.pdf

EASTERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 1	District 2	Worcester	Pocomoke River (North of the Rt.13 Bridge)	Assateague State Park Pocomoke River SP (Milburn Landing) Pocomoke River SP (Shad Landing) Pocomoke River State Forest	E.A. Vaughn WMA Isle of Wight WMA Pocomoke River WMA Sinepuxent Bay WMA Various Chesapeake Forest Lands
	District 3	Wicomico	Nanticoke River Wicomico River Chesapeake Bay	Pocomoke River State Forest Wicomico Demonstration State Forest	Ellis Bay WMA Johnson WMA Nanticoke River WMA Various Chesapeake Forest Lands
	District 4	Worcester (Ocean City)	Assawoman Bay Sinepuxent Bay St. Martin River Atlantic Ocean Isle of Wight Chincoteague Bay		
	District 5	Somerset	Big Annemessex River Manokin River Tangier Sound Pocomoke River (South of the Rt. 13 Bridge) Chesapeake Bay	Janes Island State Park Somers Cove Marina	Cedar Island WMA Fairmount WMA Deal Island WMA Wellington WMA Maryland Marine Properties WMA Pocomoke Sound WMA South Marsh Island WMA Wellington WMA Various Chesapeake Forest Lands
Area 2	District 6	Dorchester	Big Choptank River Fishing Bay Honga River Little Choptank River Chesapeake Bay	Bill Burton Fishing Pier State Park Harriet Tubman State Park	Fishing Bay WMA Linkwood WMA LeCompte WMA Tar Bay WMA Taylor's Island WMA Various Chesapeake Forest Lands
	District 7	Talbot Caroline	Big Choptank River Miles River Tred Avon River Wye River Chesapeake Bay	Bill Burton Fishing Pier State Park J.S. Ayton Tree Nursery (State Forest) Martinak State Park Seth Demonstration State Forest	Idylwild WMA Blackwalnut Point NRMA Bridgetown Ponds NRMA Various Chesapeake Forest Lands (CO Co.)
	District 8	Queen Anne's	Chester River Eastern Bay Kent Narrows Chesapeake Bay	Love Point State Park Tuckahoe State Park Wye Oak State Park	Kent Island Research Center WMA Wye Island NRMA
	District 9	Kent	Chesapeake Bay Chester River Sassafras River		Millington WMA Sassafras NRMA

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NRP-495 (Req Copy of Police Report 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
RECORDS SECTION
1072 EAST COLLEGE PARKWAY
ANNAPOLIS, MD 21409
(410) 295-4646**

REQUEST FOR COPY OF POLICE REPORT

Please print all entries. To receive a copy of a police report, please fill out the following information and mail your request along with payment to the above address. There is a \$5.00 reproduction charge for each report requested. Payment must be in the form of a check or money order (cash will not be accepted) made payable to Maryland Natural Resources Police. Please include as much information as possible. **REPORTS CANNOT BE PICKED UP WHILE YOU WAIT, NOR CAN THEY BE FAXED.** Once the Records Section receives your request and payment, the report will be mailed within 30 days. Unsigned requests for police reports will not be processed and will be returned to the requestor.

If you have any questions about this procedure, please contact the Records Section at 410-295-4646.

Type of Police Report & Purpose/Reason for Request		
<input type="checkbox"/> Motor Vehicle Accident	<input type="checkbox"/> Boating Accident	<input type="checkbox"/> Hunting Accident
<input type="checkbox"/> Drowning Investigation <input type="checkbox"/> Other Type of Report (<i>indicate type</i>): _____		
Purpose/Reason for Request (<i>be specific</i>): _____		

Incident & Requesting Person's Information	
Report Number: _____	Date & Time Reported: _____
Type of Incident: _____	Investigating Officer: _____
Location & County of Incident: _____	
Requesting Person's Name: _____	
Requesting Person's Address: _____	
Requesting Person's Phone Numbers: _____	Home #: _____ Work #: _____

Requesting Person's Qualification for Police Report (check one box ONLY)	
<input type="checkbox"/>	* Person involved in incident (<i>indicate whether driver, passenger, property owner, pedestrian, owner, victim, or defendant</i>): _____
<input type="checkbox"/>	* Legal representative of person involved (<i>indicate whether attorney, parent/guardian, conservator</i>): _____
<input type="checkbox"/>	* Employee/Agent of insurance company of person involved in motor vehicle accident (<i>indicate policy/claim #</i>): _____
<input type="checkbox"/>	* State Attorney's or other prosecutor (<i>indicate county/state</i>): _____
<input type="checkbox"/>	* Representative from victim's services program (<i>indicate organization's name</i>): _____
<input type="checkbox"/>	* Employee or radio/television station licensed by the FCC (<i>indicate station's call letters & channel</i>): _____
<input type="checkbox"/>	* Employee of newspaper (<i>indicate name of newspaper</i>): _____
<input type="checkbox"/>	* Unit of local/state/federal government that is authorized access to report (<i>indicate unit's name</i>): _____
<input type="checkbox"/>	Beneficiary of deceased person involved (<i>indicate relationship</i>): _____
<input type="checkbox"/>	Other (<i>indicate specific relationship, capacity, or authority</i>): _____

Additional Requirements for Motor Vehicle Accident Reports (check & complete)	
Under the Annotated Code of Maryland, Transportation Article, §20-110, for 60 days following the date a motor vehicle accident report is filed, only a qualified person as designated by one of the asterisks (*) listed above may access the report. In addition they must:	
<input type="checkbox"/>	Provide a valid driver's license or other state issued identification card (<i>attach copy</i>).
<input type="checkbox"/>	Provide proof that the requesting person is a qualified person authorized to receive the report (<i>attach proof</i>).
<input type="checkbox"/>	Sign the statement below:
From the time a person is granted access to the report until 60 days after the date the report is filed, the report will not be used for any commercial solicitation of an individual listed in the report, and that the person will not knowingly disclose any information contained in the report to a third party for commercial solicitation of an individual listed in the report.	
_____ Signature of Requestor	_____ Date Signed

Acknowledgement (read & sign)	
Under the Annotated Code of Maryland, Transportation Article, §20-110, a person who obtains a motor vehicle accident report in violation of the statute is guilty of felony and on conviction is subject to a fine not exceeding \$10,000.00 or imprisonment not exceeding fifteen (15) years, or both. AND / OR	
Under the Annotated Code of Maryland, Government Article, §10-627, a person who obtains a government record in violation of the statute or fraudulently obtains a government record is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000.00.	
_____ Signature of Requestor	_____ Date Signed

OFFICIAL USE ONLY			
VERIFYING OFFICIAL: (PRINTED NAME)	I.D. NO.	VERIFYING OFFICIAL: (SIGNATURE)	DATE
DATE REPORT FILED:	HAS 60 DAYS ELAPSED SINCE REPORT FILED:	REQUESTOR INFORMATION VERIFIED:	REQUEST APPROVED?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**NRP-453 (Sample Expense
Account Voucher 2005-04).pdf**

STATE OF MARYLAND EXPENSE ACCOUNT

(Print or Type)

For Agency Use Only	
Program and Item Number	AMOUNT

Department _____

Unit or Division _____

Agency Code _____ Employee Social Security Number _____

Employee Name _____

and _____

Address _____

Assigned Office Location (City) _____ One Way Commute Miles _____

For Period Beginning _____ And Ending _____

Date	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		TOTALS
Day															
Hotel Room															
Breakfast															
Lunch															
Dinner															
Telephone															
Fare (indicate below)															
Taxi															
Bridge or Road Tolls															
Mileage * (See Below)															
Parking															
Registration Fee															
Totals															

Method of Travel: Plane Railroad Bus Other _____ (SPECIFY)

Purpose of Travel: _____

Date	Time		TERRITORY COVERED INCURRING ABOVE EXPENSES	Total Miles	Total Commute Miles	Reimb. Miles *
	Start	End				
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

* Compute equal to total miles less total commute miles if applicable.

Date: _____

Certified just and correct and payment not received _____

Signature of employee

Approved by _____

Immediate Supervisor

Approved by _____

Authorized Signature

Title _____

NRP-405 (Non-Invest MV Acc 4-2022).pdf

Maryland Natural Resources
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NRP-454 (NC Secondary Employ Request 2005-04).pdf

**MARYLAND DEPARTMENT OF NATURAL RESOURCES
NATURAL RESOURCES POLICE / STATE FOREST & PARK SERVICE**

SECONDARY EMPLOYMENT REQUEST FORM

1. Type of Request: New: Annual Renewal: Termination:

2. Type of Secondary Employment: Off-Duty Extra-Duty

3. Employee's Name:	4. Rank:	5. Present Assignment:
6. Business Name or Prospective Employer:	7. Prospective Employer's Address:	
8. Prospective Immediate Supervisor's Name:	9. Type of Business	10. Business Phone
11. Job Title of Secondary Employment:	14. Duties of Secondary Employment:	
12. Total Weekly Hours Anticipated:		
13. Anticipated Starting Date:		

15. Is a condition of your prospective secondary employment to possess vested law enforcement powers, or to provide real or implied law enforcement service to the secondary employer?
 Yes No

I am fully aware that the Agency will not assume any liability, including Workers' Compensation, for any injury, damages or civil action incurred by personnel while they are performing secondary employment activities, unless there is a legal obligation to do so. Thus, unless there is a legal obligation placed upon the Agency, any injury or illness arising from secondary employment (not a State occupation) is not compensable by the State, and employees have only personal or job insurance and State sick and vacation leave on which to rely for income while ill or injured. Serious illness or injury may result in the employee being disqualified to resume State employment.

Additionally, I understand that the Agency will not provide a legal defense for legal claims arising from secondary employment activities of a law enforcement officer, unless there is a legal obligation to do so.

I am also aware that if my secondary employment is situated outside the jurisdictional limits of the State of Maryland, I will not represent myself as a law enforcement officer for the Maryland Department of Natural Resources Police during the performance of my duties. In addition, I accept the condition that I am not to use any Agency issued equipment without prior authorization, nor utilize any Agency records, documents, files, or computer systems for my secondary employment.

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MOU_US_Customs.pdf

United States Customs Agreement

1. Natural Resources Police and the US Customs have entered into an agreement that allows the NRP to designate certain officers, without added compensations, at times to perform the duties of a US Customs Service Officer.
 - a. NRP is to advise the Customs Service of each situation in which NRP proposes to use Customs authority.
 - b. Advance approval of Customs designation and duration of authority should be gained from US Customs Service.
 - c. Written reporting of the success of the situations and the court outcomes if any will be submitted to the proper Customs Officer.
 - d. Officer using Customs authority will be bound by Customs Service directives, laws regulations, and instructions applicable to Customs Officers.

2. US Customs Service agrees to;
 - a. To provide the designated officers appropriate training in Customs laws, policies and procedures.
 - b. To issue to designated and trained officers forms that identifies them as having Customs authority.

**NRP-461 (Property Transfer-
Disposal Request 2014-04-15).pdf**

**MARYLAND NATURAL RESOURCES POLICE
PROPERTY TRANSFER / DISPOSAL REQUEST**

This form is utilized to make a request to have seized property transferred to NRP or have it disposed of.

NOTE: Before any seized property may be transferred or disposed of, all applicable statutes must be complied with, including but not limited to the following:

 Annotated Code of Maryland, Natural Resources Article, §1-2A-01, §8-721, and §8-722.

 Annotated Code of Maryland, Transportation Article, §25-201 thru 25-210, §26-301, and §25-306.

 Annotated Code of Maryland, Criminal Procedure Article, §13-201 thru 13-206

SEIZURE INFORMATION			
Date of Seizure:	Seizing Officer:	Officer=s ID #:	Report #:

PROPERTY INFORMATION				
Type of Property:				
Year:	Make:	Model:	Serial Number:	Color:
Narrative Description of Property:				
Name of Last Known Owner:		Last Known Owner's Address:		Owner's Phone #(s):

NOTIFICATIONS	
Has this property been forfeited to the State by order of a court?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date of court order:
Has last known owner been notified of intent to seek forfeiture?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, date of notice:
(For Non-Vessel/Vehicle Property) Has notice been sent to last known owner by certified mail, return receipt requested, notifying them that they must reclaim the property within 30 days of receiving the notice or the Agency will take steps to dispose of property. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, date of notice:	
(For Vessels & Vehicles) Has notice been sent to the last known owner and secured parties, by certified mail, return receipt requested, notifying them that they must reclaim the property within 3 weeks of receiving the notice or the Agency will take steps to dispose of vessel or vehicle. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If yes, date of notice:	

TRANSFER / DISPOSAL AUTHORIZING SIGNATURES		
_____	_____	_____
Seizing Officer's Signature	Printed Name	Date
_____	_____	_____
Property Custodian's Signature	Printed Name	Date
_____	_____	_____
Commander's Signature	Printed Name	Date

DISPOSAL INFORMATION	
Method of Property Disposal:	<input type="checkbox"/> Sold (specify sales price): <input type="checkbox"/> Traded <input type="checkbox"/> Donated <input type="checkbox"/> Destroyed <input type="checkbox"/> Transferred to NRP (specify area/unit): <input type="checkbox"/> Transferred to Other State Agency (specify):
Date of Disposal:	If sold/traded/donated to a private party list their name, address, and phone number below:

NRP-901_(Continuation_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
 Non-Commissioned Officer's Performance Appraisal System

CONTINUATION FORM

1. Type of Report:	<input type="checkbox"/> Observation Report	<input type="checkbox"/> Appraisal Report	
2. Type of Comments:	<input type="checkbox"/> Supervisor's	<input type="checkbox"/> Employee's	<input type="checkbox"/> Reviewer's
3. Employee's Name:		4. I.D. #:	5. Rank:

5. Comments:

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.	Date
Employee's Printed Name:	Employee's Signature:	I.D. No.	Date
Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.	Date

USE A SEPARATE PAGE FOR ADDITIONAL COMMENTS - SIGNATURE REQUIRED

Distribution: Original - Supervisor Copy - Regional/ Installation File Copy - Officer

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NRP-446 (Second Offender Addendum 2014-04-15).pdf

STATE OF MARYLAND

DISTRICT COURT OF MARYLAND

v.

FOR

DEFENDANT

CASE NUMBER:

ADDENDUM

Pursuant to Maryland Rule 4-245, this is to give notice and warn the Defendant,

_____ that the said Defendant was formerly convicted of an
Defendant's Name

offense under the Natural Resources Article of the Annotated Code of Maryland, in that on the

_____ day of _____, 20_____, before the _____ Court for
Day Month Year District or Circuit

_____ County, Maryland, was convicted of violating Natural Resources Article,
Name of Maryland County

Section _____, and that the State intends to prosecute the said Defendant as a subsequent
Specific Section

offender for which the Defendant can receive a sentence of _____ (_____) _____
Spell-out length of sentence Number Days or Year(s)

imprisonment and/or a fine of _____ Dollars (_____) _____
Spell-out Amount of Fine Numerical Amount

if the Defendant is convicted of the offense charged in Citation Number _____.
Citation Number

The Defendant is also hereby given that he/she has the right to elect whether or not he/she desires to have the issue as to subsequent offender tried concurrently with the trial for the current offenses in Citation Number _____. In the absence of an election by the Defendant, both the current offense and the issue of whether or not the Defendant is a subsequent offender shall be tried concurrently.

 ASSISTANT STATES ATTORNEY

 DATE

NRP-447 (Acc. Rept. - 1st Rept of Inj 2005-04).pdf

MARYLAND NATURAL RESOURCES POLICE

ACORD™ WORKERS COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS				
1. EMPLOYER (NAME & ADDRESS INCL. ZIP) Maryland Natural Resources Police 580 Taylor Avenue, E-3 Annapolis, MD 21401		2. CARRIER / ADMINISTRATOR CLAIM NUMBER		3. REPORT PURPOSE CODE
7. SIC CODE		4. JURISDICTION		5. JURISDICTION CLAIM NUMBER
8. EMPLOYER FEIN		6. INSURED REPORT NUMBER		
9. EMPLOYER=S LOCATION ADDRESS (IF DIFFERENT)			10. LOCATION #	
			11. PHONE #	

CARRIER/CLAMS ADMINISTRATOR

12. CARRIER (NAME, ADDRESS & PHONE NO) Injured Worker=s Insurance Fund 8722 Loch Raven Boulevard Towson, MD 21204 888-410-1400		13. POLICY PERIOD TO	14. CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO)	
16. CARRIER FEIN		15. CHECK IF APPROPRIATE <input checked="" type="checkbox"/> SELF INSURANCE		18. ADMINISTRATOR FEIN
		17. POLICY / SELF-INSURED NUMBER 9-0906-8		
19. AGENT NAME & CODE NUMBER				

EMPLOYEE/WAGE

20. EMPLOYEE (LAST, FIRST MIDDLE)		21. DATE OF BIRTH	22. SOCIAL SECURITY #	23. DATE HIRED	24. STATE OF HIRE
25. ADDRESS (INCL. ZIP)		26. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> UNKNOWN		27. MARTIAL STATUS <input type="checkbox"/> UNMARRIED SINGLE/DIVORCED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNKNOWN	
31. PHONE		32. # OF DEPENDENTS		28. OCCUPATION TITLE	
33. RATE: PER <input type="checkbox"/> DAY <input type="checkbox"/> MONTH <input type="checkbox"/> WEEK <input type="checkbox"/> OTHER:		34. AVERAGE WEEKLY WAGES		35. # DAYS WORKED/WEEK	
				36. FULL PAY FOR DAY OF INJURY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				37. DID SALARY CONTINUE? <input type="checkbox"/> YES <input type="checkbox"/> NO	

OCCURRENCE/TREATMENT

38. TIME EMPLOYEE BEGAN WORK <input type="checkbox"/> AM <input type="checkbox"/> PM	39. DATE OF INJURY/ILLNESS	40. TIME OF OCCURRENCE <input type="checkbox"/> AM <input type="checkbox"/> PM	41. LAST WORK DATE	42. DATE EMPLOYER NOTIFIED	43. DATE DISABILITY BEGAN
44. CONTACT NAME/PHONE NUMBER		45. TYPE OF INJURY/ILLNESS		46. PART OF BODY AFFECTED	
47. DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO		48. TYPE OF INJURY/ILLNESS CODE		49. PART OF BODY AFFECTED CODE	
50. DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED			51. ALL EQUIPMENT, MATERIALS OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED		
52. SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			53. WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED		
54. HOW INJURY OR ILLNESS / ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL					55. CAUSE OF INJURY CODE
56. DATE RETURN(ED) TO WORK		57. IF FATAL, GIVE DATE OF DEATH		58. WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				59. WERE THEY USED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
60. PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)			61. HOSPITAL (NAME & ADDRESS)		
63. WITNESS (NAME & PHONE #)			62. INITIAL TREATMENT <input type="checkbox"/> NO MEDICAL TREATMENT <input type="checkbox"/> MINOR: BY EMPLOYER <input type="checkbox"/> MINOR CLINIC/HOSPITAL <input type="checkbox"/> EMERGENCY CARE <input type="checkbox"/> HOSPITALIZED > 24 HRS. <input type="checkbox"/> FUTURE MAJOR MEDICAL LOST TIME ANTICIPATED		
64. DATE ADMINISTRATOR NOTIFIED		65. DATE PREPARED		66. PREPARER=S NAME & TITLE	
				67. PHONE NUMBER	

ACORD 4 (2000/01)

SEE BACK FOR IMPORTANT INFORMATION/OSHA REQUIREMENTS

MARYLAND NATURAL RESOURCES POLICE

NOTICE

This form is NOT a claim for compensation. Failure to file a claim within 2 years of the date of accidental injury may bar an employee's claim for compensation. Employees may obtain claim forms from the Worker's Compensation Commission.

EMPLOYER:

COMPLETE BOTH SIDES OF THIS FORM AND SEND IT IMMEDIATELY TO -

**WORKERS' COMPENSATION COMMISSION
6 NORTH LIBERTY STREET, BALTIMORE, MARYLAND 21201-3785**

A copy of this form must be mailed to the DIVISION OF LABOR AND INDUSTRY, 1000 N. EUTAW STREET, SUITE 611, BALTIMORE, MARYLAND 21201 and an additional copy should be sent by the employer to his or her workers compensation insurance carrier. The weekly earnings schedule below of the employee whose injury is being reported on the front side of this form should be completed at the time the report is submitted if at all possible, but in any event the wage information must be supplied no later than ten (10) days following the employer's receipt of a Notice of Claim from the Commission. An employer's failure to submit the wage information as required will result in the Commission's use of information supplied by the Claimant to the possible detriment of the employer.

REPORT OF WAGE INFORMATION

Injured Employee Name				Social Security Number	
Week No.	Week Ending			GROSS Days Worked	Amount Paid Including all Overtime
	Month	Day	Year		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Was this employee given free rent, lodging, board, tips or other allowances to the above earnings? If yes, state weekly value thereof. \$ _____

Signed _____

(MD Supp Rev 12/97)

Maryland Natural Resources
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NRP-829 (IAU Case Management Log 2011-05-01).pdf

Maryland Natural Resources
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Oath of Office.pdf

OATH OF OFFICE

NATURAL RESOURCES POLICE OFFICER

I, _____, do swear that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of Maryland Natural Resources Police Officer, according to the Constitution and laws of this State.

Maryland Natural Resources
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**NRP-601 (NC After Action
Report Summary 2004-11).pdf**

MARYLAND NATURAL RESOURCES POLICE
AFTER ACTION REPORT SUMMARY
OF
EMERGENCY OPERATION

1. Type of Incident:	2. Date of Incident:	3. Time of Incident:	4. Incident Number:
----------------------	----------------------	----------------------	---------------------

5. Incident Location:	6. Location Code:	7. GPS Coordinates:	8. Region / Area:
			9. County:

10. On Scene Commander:	11. Incident Commander:
12. Incident Base Location:	13. Command Post Location:

14. Field Personnel	Unit #	Officer	Assignment	Date & Time Notified	Date & Time Arrived	

15. Support Personnel	Description	Unit #	Officer	Date & Time Requested	Date & Time Arrived	
	NRP Investigation Section					
	NRP Aviation Section					
	NRP Underwater Operations Unit					
	NRP K-9 Team					
	NRP Technical Services					
	NRP Hydrographic Operations					
	DNR Public Communications					

16. Assisting Agencies	Agency Name	Name Of Personnel / Unit #	Case #	

**NRP-422-DE (Digital Evidence
Consent Form 2017-02-10).pdf**

**MARYLAND NATURAL RESOURCES POLICE
 CONSENT TO SEARCH & SEIZE DIGITAL EVIDENCE**

I, _____, hereby authorize _____ who has been identified as a law enforcement official of the Maryland Natural Resources Police, and any other person(s), including but not limited to a digital forensic examiner he/she may designate to assist him/her, to remove, take possession of, copy (image), and/or conduct a complete search of the following computer systems, electronic data storage devices, computer storage data diskettes, cellular phones, or any other electronic equipment capable of storing, retrieving, and/or accessing data or necessary to assist in the accessing of said data belonging to me. I understand that a complete search may include the recovery of deleted files, and the bypassing or cracking of passwords or encryption. **I also understand that the forensic image or copy of my property will remain in control of law enforcement.**

(List all property taken for examination, including external storage equipment.)

BRAND	MODEL	SERIAL # OR ID #	DESCRIPTION

PASSWORDS, PINS, OR PATTERNS

This consent has been given by me to the above named officer knowingly and voluntarily, and absent of threats, promises or inducements of any kind, with the full knowledge that I have waived my constitutional right to refuse this consent.

I understand that the digital equipment may be removed and taken to other law enforcement facilities as may be necessary to complete the search. I also understand that I may revoke this consent at any time by calling:

(800) 628-9944 or (_____) _____ - _____ to contact the officer.

Signature of Person Giving Consent

Date

Time

Officer's Signature

Date

Time

Report Number

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NRP-520S (SUMMARY Project Status Rpt 2006-06).pdf

Maryland Natural Resources
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NRP-732 (Notice of Failure to Qualify 2011-05-01).pdf

MARYLAND NATURAL RESOURCES POLICE

NOTIFICATION OF FAILURE TO QUALIFY

1. Issued To: (Officer's Rank & Name)	2. Officer's ID #:	3. Date Issued:	4. Time Issued:
---------------------------------------	--------------------	-----------------	-----------------

This notification action is to officially inform you that you have failed to qualify with the below listed weapon, or you failed to attend all training sessions during the calendar year. To qualify you must obtain a minimum score of 70%. Based upon your failure to qualify, you will be scheduled for remedial training and/or retesting. As outlined in the NRP Manual of Policies, Procedures, and Regulations, Chapter 8, Firearms Policy Section, if you still fail to qualify within thirty (30) days of a non-qualifying score, you will be subject to dismissal. Please review the policy. Although the Agency will schedule this additional training and /or retesting, it will be each effected officer's responsibility to maintain the mandated firearms standards. Copies of this document will be forwarded to the commander of training and your commanding officer/supervisor.

5. Type of Weapon Failed to Qualify With: Primary Handgun Shotgun Rifle

6. Date of Approved Firearm Qualification Course: _____

7. Approved Firearm Qualification Course Score: _____ %

8. **Failure to Qualify With Primary Handgun During Approved Firearm Qualification Course:**

- Failed to achieve a minimum score of 70%.
- Remedial Training / Retesting is required.
- Officer scheduled for remedial training within five (5) days.
- Handgun temporarily transferred to firearm instructor. Officer will be permitted to use the firearm for remedial training, but only while under the supervision of a firearms instructor.
- Officer's authorization to operate a marked vehicle is suspended.
- Officer immediately reassigned to non-law enforcement duty in civilian attire.

9. **Failure to Qualify With Shotgun or Rifle During Approved Firearm Qualification Course:**

- Failed to achieve a minimum score of 70%.
- Remedial Training / Retesting is required.
- Officer scheduled for remedial training within five (5) days.
- Firearm temporarily transferred to firearm instructor. Officer will be permitted to use the firearm for remedial training, but only while under the supervision of a firearms instructor.

10. **Failure to Attend All Firearms Training Sessions During the Calendar Year.**

- Failed to attend all firearms training sessions during the calendar year.
- Remedial Training / Retesting is required.
- Officer scheduled for make-up firearms training as soon as possible.
- Handgun temporarily transferred to firearm instructor. Officer will be permitted to use the firearm for remedial training, but only while under the supervision of a firearms instructor.
- Officer's authorization to operate a state vehicle is suspended.
- Officer immediately reassigned to non-law enforcement duty in civilian attire.

10. COMPLETED BY: (PRINTED NAME OF INSTRUCTOR)		ID NO.	11. COMPLETED BY: (SIGNATURE OF INSTRUCTOR)		DATE
		_ _ _ _			
12. PRINTED NAME OF INVOLVED OFFICER:		ID NO.	13. SIGNATURE OF INVOLVED OFFICER:		DATE
		_ _ _ _			
14. TRAINING COMMANDER: (SIGNATURE)	ID NO.	DATE	15. INVOLVED OFFICER'S COMMANDER/ SUPERVISOR: (SIGNATURE)	ID NO.	DATE
	_ _ _ _			_ _ _ _	

I-NRP-466-T_(Resume_Template_Instructions).pdf

NRP FORM INSTRUCTIONS

Resume Template	
NRP 466-T	
Use:	Completed when submitting requests for reassignment.
Due:	Attached upon submission of an NRP-466-R or an NRP-466-C (Request for Reassignment Consideration).
To:	NRP Personnel Section
Note:	Revised 01/16

Instructions:

Each entry should display as shown on the template. All entries should show your information, but all submissions must utilize the format as set forth on the template.

Reassignment requests submitted without a resume will not be considered.

1. Enter your name.
2. Enter your current home address.
3. Enter your NRP work experience and knowledge. Entries must demonstrate total years of service and the date of your last promotion. Include the area or unit as well as the dates you worked that job. Summarize the type of work performed as well as significant achievements while in the position.
4. List special skills and extra duty assignments held that are relevant to the position you seek. Examples of special skills and extra duty assignments include certifications, training, languages, instruction, participation in specialized units and committee memberships, etc.
5. List awards and accomplishments. Include year of award/accomplishment and a brief description.
6. Enter any additional information you think is relevant to the position you seek. Examples include education, experience outside of NRP, etc.

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NRP-805 (Notification of Compl 2011-05-01).pdf

Maryland Natural Resources
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NRP-709 (OFC Perf Evaluation 2019-10-25).pdf

**MARYLAND NATURAL RESOURCES POLICE
OFFICER FIRST CLASS PERFORMANCE EVALUATION CHECK LIST**

Requesting Officer: _____ ID# _____
Rank & Name (First, Middle Initial, Last)

Supervisor/Reviewer: _____ ID# _____
Rank & Name (First, Middle Initial, Last)

Performance Tasks:		
Pre-patrol check of unit.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Able to advise what activities and any special conditions (i.e. conditional rainfall closures, restricted harvesting areas, restricted hunting areas) are in patrol area.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Operated patrol unit in accordance to navigational rules and agency policies and procedures.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Inspected safety equipment on vessel and identified violations.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Inspected license applicable to engaged activity and identified violations.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Inspected activity related equipment and identified violation.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Identified and inspected activity related harvest/creel/ bag limits and identified violations.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Correctly completed citations and warnings	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Demonstrated appropriate use of communication system.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Comments:		
Promotion to Officer First Class: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended		

REVIEWED WITH: (OFFICER'S PRINTED NAME)	ID NO.	REVIEWED WITH: (OFFICER'S SIGNATURE)	DATE		
	_ _ _ _				
COMPLETED BY: (REVIEWER'S PRINTED NAME)	ID NO.	COMPLETED BY: (REVIEWER'S SIGNATURE)	DATE		
	_ _ _ _				
MONITORED BY: (LT'S SIGNATURE)	ID NO.	DATE	APPROVED BY: (CAPTAIN'S SIGNATURE)	ID NO.	DATE
	_ _ _ _			_ _ _ _	
MAJOR'S SIGNATURE:	ID NO.	DATE	COLONEL'S SIGNATURE	ID NO.	DATE
	_ _ _ _			_ _ _ _	

Maryland Natural Resources
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Disciplinary Matrix.pdf

DISCIPLINARY MATRIX

ALLEGATION	CATEGORY				
	A	B	C	D	E
UNBECOMING CONDUCT					
Inappropriate comments/gestures/discourtesies	X				
Rude or discourteous actions		X			
Use of profane/obscene language or gestures			X		
Actions bringing Officer/Agency into disrepute or discredit to Officer			X		
Unreasonable, unjust, arbitrary or tyrannical actions by Supervisor/Commander			X		
Criticism		X			
Violations of Social Media Policy			X		
INTEGRITY VIOLATIONS					
Intentional submission of inaccurate reports					X
Intentional deception, dishonesty, untruthfulness, and other related types of behavior					X
Immoral conduct					X
Seeking/Accepting gifts				X	
Engaging in political/labor activities when prohibited			X		
Abuse of process/withholding evidence				X	
Improper dissemination of investigative information/NRP business				X	
Cheating on tests, homework or other assignments					X
SECONDARY EMPLOYMENT VIOLATIONS					
Engaged in secondary employment without authorization			X		
Engaged in secondary employment while on sick leave				X	
Using Agency equipment while working secondary employment				X	
Prohibition/restriction violations (location, hours, type of employment)				X	
Working secondary employment on agency time					X
OFF DUTY VIOLATIONS					
Failure to take required action off duty		X			
Association with persons of questionable character/places suspected of violations of law		X			
Inappropriate comments/language/profanity off duty		X			
Failure to report off duty involvement in incident requiring Department notification			X		
CUSTODY/ARREST RELATED VIOLATIONS					
Violations during arrest			X		
Failing to search person incident to arrest				X	
Failure to utilize prisoner restraining device				X	
Allowing person in custody to escape				X	

ALLEGATION	CATEGORY				
	A	B	C	D	E
Failing to arrange medical treatment for a person in custody				X	
Mistreatment of person in custody				X	
VEHICLES/VESSELS and PROPERTY					
Damaging Agency vehicle/vessel/property or other equipment (unintentional)	X				
Lost Agency equipment			X		
Damage to vehicle/vessel/property or other equipment (negligence)			X		
Damage to vehicle/vessel through reckless operation				X	
Failure to report vehicle/vessel accident					X
Converting Agency equipment/property to personal use				X	
Misappropriating Agency equipment/property				X	
Violations of off duty use of state vehicle			X		
Unauthorized ride-along		X			
CRIMINAL/TRAFFIC LAW VIOLATIONS					
Criminal misdemeanors, to include serious traffic violations					X
Driving while intoxicated or under the influence of alcohol and or drugs					X
Traffic violations, on or off-duty			X		
Natural Resources violations, on or off duty				X	
USE OF FORCE VIOLATIONS					
Unreasonable Force – Force that is outside what an ordinary or prudent Law Enforcement Officer would use.			X		
Excessive Force – Force that is excessive in scope, duration, or severity in light of the circumstances				X	
NEGLECT OF DUTY					
Failure to take necessary Police action			X		
Failure of Supervisor to take necessary supervisory action				X	
Lateness for duty assignment	X				
Absent from work assignment without Supervisor approval			X		
Failure to notify Supervisor of absence at least one hour before start of scheduled shift.		X			
Failure to report for scheduled duty shift/assignment without pre-approved leave				X	
Late for court/Failure to report for court after being notified or made aware of court date			X		
Failure to obey a lawful order/Insubordination					X
Sleeping on duty			X		
Improper processing of a citizen complaint		X			
Submitting late reports		X			
Unintentional submission of inaccurate reports	X				
Failure to submit required report/form			X		
Failure to make notification to Superior Officer regarding known/suspected misconduct				X	
Engaging in activity causing Officer to neglect or be inattentive to duty			X		

ALLEGATION	CATEGORY				
	A	B	C	D	E
VIOLATIONS RELATING TO INVESTIGATIONS					
Violations of procedures for preliminary and follow-up investigations			X		
Improper searches, seizures or entries			X		
Interference with performance of duty/investigation of another Law Enforcement Officer				X	
ABUSE OF POLICE POWER/POSITION					
Wearing uniform when relieved of Police powers					X
Using position for personal or financial gain or obtaining privileges				X	
Unauthorized use of Agency name/title/affiliation with Agency to promote for personal gain or to promote a commercial enterprise.				X	
Signing petition when identified as an employee of the Agency		X			
Addressing public/TV/radio in official capacity without authorization		X			
Retaliation for exercising rights under Constitution/State/or Federal laws					X
Retaliation for disclosing evidence of mismanagement of Agency/danger to public or violation of law committed by another LEO					X
Using official position for any reason other than Law Enforcement purposes				X	
EVIDENCE AND FOUND PROPERTY					
Failure to secure and process evidence at crime scene			X		
Failure to properly store/release evidence			X		
Processing/testing of evidence		X			
Failure to secure found property/safekeeping		X			
Failure to properly store/release found property/safekeeping		X			
Fabrication of or tampering with evidence					X
Converting evidence or property to personal use					X
Misappropriating evidence or property					X
HARRASSMENT AND DISCRIMINATION					
Sexual harassment/discrimination/retaliation					X
Racial harassment/discrimination/retaliation					X
Religious harassment/discrimination/retaliation					X
Ethnic harassment/discrimination/retaliation					X
Other forms of prohibited harassment/discrimination/retaliation					X
FIREARMS VIOLATIONS					
Discharge of weapon contrary to Agency policy				X	
Carrying unauthorized weapon – on/off duty			X		
Carrying unauthorized ammunition – on/off duty			X		
Failure to secure weapon – on/off duty				X	
Failure to properly maintain weapon			X		
Failure to report weapon discharge					X

ALLEGATION	CATEGORY				
	A	B	C	D	E
Negligent handling of firearm resulting in discharge				X	
Handling weapon under the influence of or impaired by alcohol and/or drugs				X	
MISCELLANEOUS VIOLATIONS					
Military courtesy	X				
Personal appearance	X				
Unsatisfactory performance		X			
Incompetence				X	
Failure to furnish name, ID, and assignment		X			
Failure to properly ID oneself as a Police Officer; badge display etc.			X		
Failure to comply with interrogations, polygraph, urine sample, line-ups and other tests					X
Consuming alcoholic beverages on duty					X
Unauthorized use of LInX, METERS, NCIC, CJIS or any other systems that access municipal, state or federal criminal justice information, or any system whose access is dependent on employment as a Law Enforcement Officer				X	
Sexual behavior on duty					X
Use of controlled dangerous substance					X
Failure to report use of prescription medication	X				

**I-NRP-448E (Rept of Injury Employees
Volunteers Rept 2006-03).pdf**

Maryland Natural Resources
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NRP-909_(Major_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT FOR THE RANK OF MAJOR

Overview of Rank Responsibilities: Major
The NRP Major is responsible for supervising, managing, and administering an effective Natural Resources Police enforcement or support program in their assigned Bureau of responsibility.

Name:	I.D. #:	Rank:	Major
Assignment:	Appraisal Period:		To
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed

Problem Solving

(The ability to identify important pieces of information, to inter-relate pieces of information, ability to identify strengths and weaknesses)

1.	Analyzes situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Gathers information for use in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Quickly identifies the problems or violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies alternative courses of action when solving a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Foresees the consequences of the alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Observes personnel to insure understanding and attitudes are consistent with appropriate procedures to be followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organizing

(The ability to establish work schedules, to conduct effective oral presentations and establish work priorities; to anticipate future demands that may impact on current activities.)

1.	Identifies work priorities and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes time to organize response to situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the main points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Moves through responses logically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is able to give attention to several activities and personnel simultaneously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Assigns personnel to appropriate duties or task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Perceives the effect of isolated events on overall Agency objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Prioritizes activities consistent with overall Agency goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Follows the status of ongoing activities to insure effective coordination of tasks and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Divides tasks into sub-tasks to effectively organize work and allocate to subordinates those tasks which are commensurate with their abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:	I.D. #:	Rank:	Major
Assignment:	Appraisal Period:		To
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
11.	Organizes own work and plans for future events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Effectively uses chain of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Summarizes plan of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Consistently demonstrates initiative to undertake task/assignments within their area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Decision Making

(The ability to perceive the consequences of actions or decisions)

1.	Gathers information from all available sources before making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses this information to make sound decisions promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Defends and stand behind decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Decides on an effective plan even when facts are incomplete or disputed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains objectivity in stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Gain consensus where people or ideas conflict or compete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates fairness and consideration for staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leadership

(The ability to perceive the consequences of actions or decisions)

1.	Guides subordinates, fellow officers and the public to achieve tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes control of operations which are assigned to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assigns tasks and assignments equitably to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Counsels others regarding personal or work-related problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Motivates others to accomplish tasks and meets Department, Agency, or unit goals or objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Manages conflict between subordinates or fellow workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Conducts effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Elicits subordinate or other officer's participation in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Integrates internal & external resources to address community problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provides information to others to clarify or anticipate outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Maintains discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leads by example.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Uses available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:	I.D. #:	Rank:	Major
Assignment:	Appraisal Period:		To
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties

Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
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Accountability

(The ability to adjust approaches to a task according to changing situational demands; to generate alternative solutions to problems; to effectively maintain several activities simultaneously)

1.	Supports Department and Agency policy even when it may not be popular.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Keeps superiors informed on activities within the area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies control and discipline when warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has knowledge of activity or work that is taking place within area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has established procedures to monitor and regulate the processes, tasks, and activities in area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Interprets and explains Agency policies to subordinates, fellow officers, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Establishes procedures which support the Department's and Agency's objective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Participates with staff in setting specific objectives in a definitive time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Wears uniform that is consistent with Agency standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Completes and submits all required forms, reports, and documents in an accurate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Keeps assigned equipment in good and working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Interpersonal Skills

The ability to effectively counsel others regarding personal or work-related problems, to maintain a rapport with others and to effectively coordinate with others.)

1.	Integrate and evaluate a variety of data in assessing performance objectives of yourself and/or subordinates; i.e., written documentation, personal observation, written or verbal comments of others, analytical data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes employee problems and performance deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Guides rather than intimidate subordinates, fellow officers, or public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintains rapport with staff, officers, and public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responds appropriately to irate individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Expresses empathy and sympathy toward others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Listens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communication

(The ability to effectively communicate in writing and verbally).

1.	Express ideas clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name:		I.D. #:	Rank:	Major							
Assignment:		Appraisal Period:		To							
Type of Appraisal:		<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal								
Essential Job Functions and Other Duties						Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Listens attentively.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses proper grammar.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Displays self-assurance and appears non-flustered.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appears to be well organized.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is enthusiastic.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Uses gestures effectively (i.e., eye contact, hand movement).					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Maintains good body posture.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Refrains from talking in jargon.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Submits reports and documents that are grammatically correct.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Needs Improvement" require a written comment.

Supervisor's Comments & Signature:

Large empty rectangular area for supervisor comments.

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.				Date

Employee's Comments & Signature:

Large empty rectangular area for employee comments.

Employee's Printed Name:	Employee's Signature:	I.D. No.				Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.				Date

Maryland Natural Resources
Police Policy Manual
Policy Manual

As of 9-27-22.pdf

**NRP-466-S_(Reassignment
Scoring-Template_2016-10-14).pdf**

Maryland Natural Resources Police Reassignment & Acting Capacity Scoring Form & Instructions

Reassignment, Acting Capacity, Extra Duty Assignment Scoring Chart

Rating Criteria	(Name)	(Name)	(Name)	(Name)
Experience & Knowledge				
Personnel File				
Special skills & Extra Duties				
Seniority in Rank				
Geographic Needs				
Current Supervisor Comments & Recommendations				
Total				

- Insert the name of those being considered or interested (reassignments, acting capacity, and extra-duty assignments) in the above top row.
- Use the number of people interested or being considered for reassignment or acting capacity to rate the individuals - with the highest number going to the top selection.
- Total all the scores, and sign & date the bottom of the form.
- Maintain this form for a period of one-year. Forms will be filed with NRP Personnel Support.
- Attach any notes or other supporting documents as needed.

Point values will be scaled for the items listed below and will be based on the number of participants (e.g., 4 participants, point scale will range from 4-1 in each of the below listed criteria. One numerical value will be assessed to each participant in descending order 4,3,2,1. The highest point value will aid in determining the participant selected).

Criteria

Experience & Knowledge - Officer's written resume which summarizes their qualifications, training, and education which are pertinent to the job they are seeking.

Officer's Personnel File - Any positive or negative material for the past five years, excluding appraisal reports.

Special Skills & Extra Duties - On the job extra duties which may include training, committee membership, etc.

Seniority in Rank

Geographic Needs

Current Supervisor's Comments & Recommendations - The point values listed below are the point values that are utilized when assessing the participant's criteria related to the *Current Supervisor's Comments and Recommendations* category. The same point values can be applied to multiple participants in this category.

Superior (Point Value – 4): The candidate possesses skills found in the top percentage of employees who now do the same type and level of work for which the board is selecting.

Above Satisfactory (Point Value – 3): The candidate is more than acceptable.

Satisfactory (Point Value – 2): The candidate possesses just enough knowledge, skills, and abilities to do an acceptable job.

**Maryland Natural Resources Police
Reassignment & Acting Capacity
Scoring Form & Instructions**

Not Fully Satisfactory (Point Value – 1): The candidate does not have enough of the skill, knowledge, and ability to do an acceptable job.

Unsatisfactory (Point Value – 0): The candidate is so deficient in the skills, knowledge, and abilities that he could not do the job.

Oral interviews or a fitness test may be used for positions within the Agency as needed and will be included in the announcement in advance.

Lead Rater By: Signature

Date

NRP-419N_(Abandoned_Boat_Notice_2016-11-04).pdf



NOTICE

THIS VESSEL HAS BEEN FLAGGED FOR REMOVAL BY THE MARYLAND NATURAL RESOURCES POLICE

TO THE OWNER AND ALL INTERESTED, THIS VESSEL

LOCATED AT: _____

GPS COORDINATES: West _____ . _____
 North _____ . _____

IS UNLAWFULLY UPON PUBLIC PROPERTY AND AT PRESENT IS CONSIDERED
ABANDONED OR DERELICT.

THIS VESSEL MUST BE REMOVED WITHIN 30 DAYS OF THE DATE BELOW:
OTHERWISE, IT WILL BE REMOVED AND DISPOSED OF PURSUANT TO NATURAL
RESOURCES ARTICLE §8-721 ANNOTATED CODE OF MARYLAND. THE OWNER WILL
BE LIABLE FOR ALL COSTS INVOLVED WITH REMOVAL.

INCIDENT NUMBER: _____

OFFICER'S NAME & ID NUMBER

DATE OF NOTICE: _____

TELEPHONE NUMBER: 800-628-9944

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-490N (Empl Sep Notice 2018-04-17).pdf



Date:

To: Colonel
Superintendent
Maryland Natural Resources Police

Thru: Chain of Command

From:

Subject: Notice of Employment Separation

This letter is to officially notify you that I will soon be leaving the employment of the Maryland Natural Resources Police. My last working day will be on _____; however, my official retirement date is _____.

Sincerely,



Maryland Natural Resources
Police Policy Manual
Policy Manual

316_(LEO_Bill_of_Rights_Waiver_and_Accept_of_Punishment)2013-03-2

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-830R (Review of
Emergency Susp 2011-05-01).pdf**

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-468 (Notice of Forfeiture Intent 2014-04-15).pdf



, Maryland

Ref: Citation/Tracking Number:

NOTICE OF FORFEITURE INTENT

Notice is hereby given this day of , that the Maryland Natural Resources Police have seized a from of . Said seizure was made as a result of the use of the aforementioned device, equipment, conveyance, or property to violate the provisions of Natural Resource Article, Title 10 or the regulations adopted pursuant to the title, to wit: , on the day of , at . The aforementioned device, equipment, conveyance, or property was also used on the following dates: N/A.

The aforementioned device, equipment, conveyance, or property is being seized pursuant to Natural Resources Article Title 10, Section 1106, Annotated Code of Maryland, which provides that:

(a) In general.- A Natural Resources police officer or any law enforcement officer, upon arresting any person for violating any provision of this title or any regulation adopted pursuant to this title, may seize any device, equipment, conveyance, or property unlawfully used. If the owner or person in charge of the seized device, equipment, conveyance, or property is convicted, the court may declare the device, equipment, conveyance, or property forfeited, in addition to any other penalty provided in this title. Any forfeiture becomes the property of the Department for disposition at the Department's discretion. If the owner is not known, the court may proceed ex parte to hear and determine any question of forfeiture. If the owner or person charged with the violation is not convicted, the device, equipment, conveyance, or property seized shall be released and returned to the owner or person.

(b) Exceptions.- The device, conveyance, or property may not be forfeited if the owner was not a consenting party or privy to a violation.

Notice is hereby given that, the Maryland Natural Resources Police will ask the State's Attorney for to file a petition in the District Court for , Maryland, requesting forfeiture of this device, equipment, conveyance or property. If ordered forfeited by the Court, the device, equipment, conveyance or property may be retained for official use or disposed of at the Department's discretion.



If you have questions about anything that has been stated in this letter, please contact either the State's Attorney for _____, or the Area Commander, _____, at the following address and phone number: Maryland Natural Resources Police, _____, (_____).

Sincerely,

Maryland Natural Resources Police

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-428 (Towing and Storage Report 2014-04).pdf

**MARYLAND NATURAL RESOURCES POLICE
TOWING & STORAGE REPORT**

Date of Seizure:	Investigating Officer:	Officer=s ID #:	Report #:
TYPE OF PROPERTY TOWED & STORED			
<input type="checkbox"/> Car		<input type="checkbox"/> Passenger Truck <input type="checkbox"/> Commercial Truck <input type="checkbox"/> Motorcycle	
<input type="checkbox"/> Motor Vessel		<input type="checkbox"/> PWC <input type="checkbox"/> Sail Boat <input type="checkbox"/> Canoe/Kayak <input type="checkbox"/> Other (specify):	
PROPERTY DESCRIPTION & INFORMATION			
Year:	Make:	Model:	Serial Number:
Last Known Owner:		Last Known Owner's Address:	Owner's Phone #(s):
Describe Any Observable "Prior Damage" to the Property:			
TOWING & STORAGE INFORMATION			
DESCRIPTION			COST
Towing Company (Name, Address & Phone):			
Storage Facility (Name, Address & Phone):			
TOTAL TOWING & STORAGE FEES =====>			

PROPERTY RELEASE

Received from the Maryland Natural Resources Police the item(s) shown on this property record, I hereby certify that I am authorized to take possession and that I release the Maryland Natural Resources Police from any and all responsibility.

Signature of Person Receiving Property

Date

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-416-
RMS_(Chian_of_Custody_Rept_2014-05-12).pdf**

**MARYLAND NATURAL RESOURCES POLICE
CHAIN OF CUSTODY REPORT**

Report #:	Seizure/Recovery Officer's Name:	ID #:
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I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE EVIDENCE SUBMITTED IN THIS CASE, AND LISTED BELOW, WHILE IN MY CUSTODY, REMAINED AND WAS DELIVERED IN ESSENTIALLY THE SAME CONDITION AS WHEN I RECEIVED IT, EXCEPT THAT MATERIAL OR PORTION THEREOF CONSUMED IN THE ANALYTICAL PROCESS AT THE CRIME LABORATORY, AND THAT I RECEIVED AND DELIVERED IT TO THE PERSON INDICATED ON THE DATE AND TIME STATED.

List System Evidence ID Numbers							

Chain of Custody						
Print & Sign Name or Location	Date	Time	Print & Sign Name or Location	Date	Time	
# 1 Original Source: Location or person from which evidence was obtained.			11.			
1.			12.			
2.			13.			
3.			14.			
4.			15.			
5.			16.			
6.			17.			
7.			18.			
8.			19.			
9.			20.			
10.			21.			

Final Disposition Of Property:

NCIC Check (Must be made before items are returned).		
Date of Check:	Time of Check:	Results:

Received from the Maryland Natural Resources Police the item(s) shown on this property record, I hereby certify that I am authorized to take possession and that I release the Maryland Natural Resources Police from any and all responsibility.

Released By: (Officer's Rank & Name)	Date:	Received By: (Name of Person Receiving the Property)
Witness:		Date:

NRP-480 (Discrimin-Harass Rept 2016-01-13).pdf

**MARYLAND NATURAL RESOURCES POLICE
DISCRIMINATION & HARASSMENT REPORT**

INCIDENT INFORMATION

Date of Incident:	Report Number (If any):
-------------------	-------------------------

TYPE OF DISCRIMINATION / HARASSMENT INCIDENT:

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Political Opinion/Affiliation	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Gender	<input type="checkbox"/> Age	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Religious Opinion/Affiliation	<input type="checkbox"/> Disability
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Creed		

If a complaint is not based on any of the above discrimination factors do not use this form. For such instances direct your concern to a supervisor or the Office of Fair Practice. Report concerns of a criminal nature to the Internal Affairs Unit. Any question may be directed to the Office of Fair Practice.

VICTIM INFORMATION

Name:	ID #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank/Classification:	Home Phone:	
Assignment:	Work Phone:	
Immediate Supervisor:	Commander:	
Is Victim of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Victim's Race: (Multiracial respondents may select all applicable racial categories)		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		

ACCUSED INFORMATION

Name:	ID #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank/Classification:	Home Phone:	
Assignment:	Work Phone:	
Immediate Supervisor:	Commander:	
Is Accused of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accused's Race: (Multiracial respondents may select all applicable racial categories)		
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		

WITNESS(ES) INFORMATION
(List additional witness information on NRP-510, Memorandum)

Name:	ID #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank/Classification:	Home Phone:	
Assignment:	Work Phone:	
Immediate Supervisor:	Commander:	
Name:	ID #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank/Classification:	Home Phone:	
Assignment:	Work Phone:	
Immediate Supervisor:	Commander:	
Name:	ID #:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Rank/Classification:	Home Phone:	
Assignment:	Work Phone:	
Immediate Supervisor:	Commander:	

NRP-490C (Empl Sep Rept 2019-10-25).pdf

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION				
1. Officer:		2. Rank:		3. Employment Separation Date:
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:	8. District #:
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:				

**PART I
ASSIGNED OFFICE / UNIT CLEARANCE INFORMATION**

In addition to any other Office or Unit equipment that the above named officer has been assigned, the following items need to be turned-in and accounted for, and/or completed, before the officer can be cleared from their assigned Office or Unit.

Instructions: Place a check mark inside the box for items that have been returned and are accounted for.

Write "N/A" next to the equipment description for any equipment that was not issued to the officer.

Leave the box blank for any equipment that was not returned.

A. WEAPON(S), VEHICLE, & SERIALIZED EQUIPMENT				
<input type="checkbox"/> Handgun & Ammo Handgun Serial #: Handgun was verified as the officer's assigned weapon. <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Shotgun & Ammo - Serial Shotgun Serial #: Shotgun was verified as the officer's assigned weapon. <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Rifle & Ammo Rifle Serial #: Rifle was verified as the officer's assigned weapon. <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 2 Handgun Magazines & Ammo	<input type="checkbox"/> Vehicle & Associated Equipment	<input type="checkbox"/> Cellular Telephone	<input type="checkbox"/> Other (Specify):	
<input type="checkbox"/> Lap Top Computer	<input type="checkbox"/> Portable Radio	<input type="checkbox"/> Lock Box Key	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Other (Specify):
B. MISCELLANEOUS CARDS, CERTIFICATIONS & BADGES				
<input type="checkbox"/> Corporate Credit Card (Visa)		<input type="checkbox"/> NRP Active Officer I.D. Cards (2 Cards)		<input type="checkbox"/> Breast Badges (2 Curved)
<input type="checkbox"/> U.S. Fish & Wildlife Service, Deputy Commission Card		<input type="checkbox"/> Task Force I.D. Card(s)		<input type="checkbox"/> Wallet Badge (1 Flat)
<input type="checkbox"/> Covert Operations I.D. Cards(s) & Badge(s)		<input type="checkbox"/> (MPCTC) Police Training Commission Card		<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> JEA National Marine Fisheries Service Deputy ID Card		<input type="checkbox"/> DNR State I.D.(issued by DGS):		<input type="checkbox"/> Other (Specify):
C. LAW ENFORCEMENT DOCUMENTS				
<input type="checkbox"/> DNR Citation Book(s)		<input type="checkbox"/> DNR Warning Book(s)		<input type="checkbox"/> Criminal Citation Book(s) (DC/CR 45)
<input type="checkbox"/> Motor Vehicle Citation Book(s)		<input type="checkbox"/> Juvenile / Civil Citation Book(s) (DC 31)		<input type="checkbox"/> Uniform Municipal Civil Citation Book(s) (DC 28)
<input type="checkbox"/> Officer's Certification & Order Of Driver Suspension Book. (DR15A)		<input type="checkbox"/> Other (Specify):		
D. CASES & PROPERTY				
1. <input type="checkbox"/> A review has been made of all open cases currently assigned to the above named officer, and where feasible, arrangements have been made to either close the case(s) or transfer the open case(s) to another officer for further investigation or action.				
2. <input type="checkbox"/> The court systems and state and federal attorneys' offices where the officer may have cases pending have been notified of the officer's effective employment separation date.				
3. <input type="checkbox"/> A review has been made of all seized property and drugs currently assigned to the named officer, and where feasible, arrangements have been made to dispose of the property and/or drugs in a proper manner, or to have the property and/or drugs assigned to another officer pending final case adjudication and disposition.				
4. <input type="checkbox"/> Final Time Sheet to Payroll.				
E. STATE CREDIT CARD				
1. <input type="checkbox"/> Fiscal Services has been contacted and advised of the officer's effective employment separation date. Arrangements have been made with Fiscal Services to close the State Credit Card account effective on: _____				
2. <input type="checkbox"/> If there are any outstanding credit card statements that are received after the officer terminates their employment, the officer's immediate supervisor has been instructed to submit the outstanding credit card statements and credit card logs to Fiscal Services.				
F. EXIT INTERVIEW				
(Officer's commander will conduct the exit interview and they shall attach and forward an exit interview memo along with the NRP-490C) (Exit interviews are only for voluntary separations. No Exit Interviews are required for involuntary separations)				
<input type="checkbox"/> The above named officer has been scheduled for an exit interview with: _____ The exit interview will be conducted on _____ at _____ hours. The location of the exit interview will be at: _____				
The above named has declined to have an exit interview. <input type="checkbox"/> Yes <input type="checkbox"/> No				

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION				
1. Officer:		2. Rank:		3. Employment Separation Date:
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:	8. District #:
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:				

**PART I (continued)
ASSIGNED OFFICE / UNIT CLEARANCE INFORMATION**

G. Retiree's Issued Handgun Purchase Form	
Has the officer submitted an NRP-490H (Retiree's Issued Handgun Purchase Form)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, then enter the date submitted: _____

H. Communications Center Systems Access Removal Request	
Has the Communications Center Systems Access Change Request been submitted to remove the officer's access to the various Communications Center systems by no later than the officer's retirement or resignation date? (This form can be accessed from the LETechSupport website).	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, then enter the effective date of access removal: _____

I. COMMENTS:	

By affixing my signature below, I am certifying that the above named officer has successfully cleared my office, area, unit, or section

10. OFFICER'S SUPERVISOR: (PRINTED NAME)	ID NO.	11. OFFICER'S SUPERVISOR: (SIGNATURE)	DATE
12. OFFICER'S COMMANDING OFFICER: (PRINTED NAME)	ID NO.	13. OFFICER'S COMMANDING OFFICER: (SIGNATURE)	DATE

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION			
1. Officer:		2. Rank:	3. Employment Separation Date:
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:
8. District #:			
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:			

**PART II
SUPPLY SERVICES SECTION CLEARANCE INFORMATION**

The following items need to be turned-in and accounted for before the above named officer can be cleared from the Supply Services Section.

Instructions: Place a check mark inside the box for all items that have been returned and are accounted for.

Write "N/A" next to the equipment description for any equipment that was not issued to the officer.

Leave the box blank for any equipment that was not returned.

NOTE: All useable clothing should be cleaned and pressed.

A. UNIFORM CLOTHING & EQUIPMENT			
<input type="checkbox"/> Winter Coat & Hood	<input type="checkbox"/> Hat Cover – Stetson	<input type="checkbox"/> Trousers – Windstopper Pants	<input type="checkbox"/> Pins - Firearms Badge
<input type="checkbox"/> Lightweight Jacket w/Liner	<input type="checkbox"/> Baseball Cap	<input type="checkbox"/> Trousers – Winter	<input type="checkbox"/> Pins - Collar Devices
<input type="checkbox"/> Fleece Jacket	<input type="checkbox"/> Baseball Cap: Orange	<input type="checkbox"/> Trousers – Summer	<input type="checkbox"/> Pins - MD/U.S. Flag
<input type="checkbox"/> Float Coat	<input type="checkbox"/> Shirts – Utility	<input type="checkbox"/> Trousers – Utility	<input type="checkbox"/> Pins – FTO
<input type="checkbox"/> Rain Jacket & Pants	<input type="checkbox"/> Shirts – Long Sleeve	<input type="checkbox"/> Class A Blouse & Accouterments	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Hat – Stetson: Winter	<input type="checkbox"/> Shirts – Short Sleeve	<input type="checkbox"/> Hip Boots	<input type="checkbox"/> Other (Specify):
<input type="checkbox"/> Hat – Stetson: Summer	<input type="checkbox"/> Shirts – Mock Turtle Neck	<input type="checkbox"/> Pins - Tie Tack	<input type="checkbox"/> Other (Specify):
B. LEATHER & MISCELLANEOUS EQUIPMENT			
<input type="checkbox"/> Handcuff Case	<input type="checkbox"/> Handcuffs & Key	<input type="checkbox"/> Trouser Belt	<input type="checkbox"/> Belt Keepers
<input type="checkbox"/> ASP Baton	<input type="checkbox"/> ASP Baton Holster	<input type="checkbox"/> OC Spray	<input type="checkbox"/> OC Spray Case
<input type="checkbox"/> Weapons Belt	<input type="checkbox"/> Pistol Holsters (2)	<input type="checkbox"/> Magazine Case	<input type="checkbox"/> Portable Radio Holder
<input type="checkbox"/> Roadway Navigation GPS Unit	<input type="checkbox"/> Handheld GPS Unit	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Other (Specify):
C. SAFETY EQUIPMENT			
<input type="checkbox"/> Type III P.F.D.	<input type="checkbox"/> Inflatable P.F.D. (SOSpenders)	<input type="checkbox"/> Survival Suit	<input type="checkbox"/> Catch Pole:
<input type="checkbox"/> Respirator	<input type="checkbox"/> Pocket Face Mask	<input type="checkbox"/> Goggles	<input type="checkbox"/> Heavy Rubber Gloves
<input type="checkbox"/> Body Armor	<input type="checkbox"/> Body Armor Carriers	<input type="checkbox"/> Other (Specify):	<input type="checkbox"/> Other (Specify):
D. CULLING GEAR			
<input type="checkbox"/> 5% Cup	<input type="checkbox"/> Oyster Gauge	<input type="checkbox"/> Soft Shell Clam Gauge	<input type="checkbox"/> Hard Clam Gauge
<input type="checkbox"/> Crab Gauge (5" & 5¼ ")	<input type="checkbox"/> Fish Measure Small (14" or 18")	<input type="checkbox"/> Fish Measure Large (32" or 38")	<input type="checkbox"/> Other (Specify):
E. LAW ENFORCEMENT DOCUMENTS			
<input type="checkbox"/> Citation Book Holder	<input type="checkbox"/> Citation Books	<input type="checkbox"/> NRP Law Book	<input type="checkbox"/> NRP Regulation Book
<input type="checkbox"/> Other (Specify):		<input type="checkbox"/> Other (Specify):	

F. COMMENTS:

By affixing my signature below, I am certifying that the above named officer has successfully cleared my office, area, unit, or section.

10. COMMANDER - SUPPLY SERVICES: (PRINTED NAME)	ID NO.	11. COMMANDER - SUPPLY SERVICES: (SIGNATURE)	DATE

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION				
1. Officer:		2. Rank:		3. Employment Separation Date:
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:	8. District #:
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:				

**PART III
OTHER UNIT CLEARANCE INFORMATION**

A. SPECIAL OPERATIONS DIVISION:

A review has been made of the Special Operations Division's loaned and temporarily assigned equipment, and the records indicate:

- The above named officer has no Special Operations Division's loaned or temporarily assigned equipment currently assigned to them.
- All Special Operations Division loaned or temporarily assigned equipment that was assigned to the officer has been returned and has been accounted for.
- The Special Operations Division's loaned or temporarily assigned equipment that was assigned to the officer has not been returned and has not been accounted for. The equipment must be returned before the officer can be cleared for employment separation.

A review by the NRP Security Clearance Officer's records reveal that the above named officer:

- Does Not have a Security Clearance.
- Does have a Security Clearance.

(If the officer does have a Security Clearance then the NRP Security Clearance Officer must receive a completed Federal Form SF-312 (Classified Information Nondisclosure Agreement) from the employee:

- Completed & received; and
- Sent to MCAC (Maryland Coordination and Analysis Center).

B. COMMENTS:

10. SECURITY CLEARANCE OFFICER: (PRINTED NAME)	ID NO.	11. SECURITY CLEARANCE OFFICER: (SIGNATURE)	DATE
12. COMMANDER - SOD: (PRINTED NAME)	ID NO.	13. COMMANDER - SOD: (SIGNATURE)	DATE

C. IAU STATUS

A status check with IAU revealed the following about the officer:

The officer Is Is Not facing disciplinary charges or a Hearing Board.

The officer Is Is Not under IAU investigation.

The officer Is Is Not facing criminal charges.

The officer Is Is Not under criminal investigation.

D. COMMENTS:

10. COMMANDER - IAU: (PRINTED NAME)	ID NO.	11. COMMANDER - IAU: (SIGNATURE)	DATE

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION				
1. Officer:		2. Rank:		3. Employment Separation Date:
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:	8. District #:
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:				

**PART IV
PERSONNEL SUPPORT CLEARANCE INFORMATION**

The following items need to be completed before the above named officer can be cleared from the Personnel Support Section.

A. TYPE OF EMPLOYMENT SEPARATION
<p>Based upon information obtained from the officer and Agency resources, the officer's employment separation is hereby classified as:</p> <p><input type="checkbox"/> Voluntary Separation</p> <p style="margin-left: 20px;"><input type="checkbox"/> Retirement</p> <p style="margin-left: 40px;"><input type="checkbox"/> Service Retirement</p> <p style="margin-left: 40px;"><input type="checkbox"/> Ordinary Disability Retirement</p> <p style="margin-left: 40px;"><input type="checkbox"/> Accidental Disability Retirement</p> <p style="margin-left: 20px;"><input type="checkbox"/> Resignation</p> <p style="margin-left: 40px;"><input type="checkbox"/> General Resignation</p> <p style="margin-left: 40px;"><input type="checkbox"/> Leave of Absence</p> <p style="margin-left: 60px;"><input type="checkbox"/> 30 day leave of absence</p> <p style="margin-left: 60px;"><input type="checkbox"/> 6 month leave of absence</p> <p style="margin-left: 60px;"><input type="checkbox"/> 2 year leave of absence</p> <p style="margin-left: 60px;"><input type="checkbox"/> Other (specify): _____</p> <p><input type="checkbox"/> Involuntary Separation (officer terminated by Agency action)</p> <p><input type="checkbox"/> Deceased</p>

B. SEPARATION REVIEW
<p>Staff from the Personnel Support Section have met with or referred the above named officer to the appropriate resource for a review of the employment separation process and information concerning the following:</p> <p>(Check all that apply)</p> <p><input type="checkbox"/> Retirement Process & Benefits</p> <p><input type="checkbox"/> Medical Insurance Plans</p> <p><input type="checkbox"/> Prescription Drug Plans</p> <p><input type="checkbox"/> Dental Insurance Plans</p> <p><input type="checkbox"/> Life Insurance Plans</p> <p><input type="checkbox"/> COBRA Coverage & Continuation of Benefits</p> <p><input type="checkbox"/> HIPAA and Certificate of Coverage</p> <p><input type="checkbox"/> Final Timesheet submitted</p>

C. COMMENTS:

By affixing my signature below, I am certifying that the above named officer has successfully cleared my unit.

10. PERSONNEL SUPPORT STAFF: (PRINTED NAME)	ID NO.	11. PERSONNEL SUPPORT STAFF: (SIGNATURE)	DATE

**MARYLAND NATURAL RESOURCES POLICE
EMPLOYMENT SEPARATION CLEARANCE REPORT**

OFFICER INFORMATION				
1. Officer:	2. Rank:	3. Employment Separation Date:		
4. Badge #:	5. Officer ID #:	6. Region:	7. Area #:	8. District #:
9. For voluntary separations, give the date the officer notified NRP of their employment separation date:				

**PART V
CHIEF OF SUPPORT SERVICES
SEPARATION STATUS CERTIFICATION
ELIGIBILITY FOR RETIREMENT CREDENTIALS
&
ELIGIBILITY TO PURCHASE AGENCY ISSUED HANDGUN**

1. Based upon information contained in the attached clearance forms the above named officer's employment separation shall be classified as:

- Resignation OR Retirement
 - General, without prejudice. (If employment separation is by retirement, then officer is eligible for retirement credentials and purchase of issued handgun).
 - While under administrative charge or investigation.
 - While under criminal charge or investigation.
- Involuntarily terminated from employment. (Ineligible for retirement credentials)
- Deceased.

2. I have reviewed the information in the attached clearance forms and hereby certify that the above named officer:

- A. Is Is Not eligible to receive their retirement credentials
- B. Is Is Not eligible to purchase their Agency issued handgun. *(To be eligible officer must retire in good standing).*

COMMENTS:

10. CHIEF OF SUPPORT SERVICES: (PRINTED NAME)	ID NO.	11. CHIEF OF SUPPORT SERVICES: (SIGNATURE)	DATE

This form has been reviewed for accuracy and completeness.

10. SUPERINTENDENT / DESIGNEE (PRINTED NAME)	ID NO.	11. SUPERINTENDENT / DESIGNEE (SIGNATURE)	DATE

NRP-496 Physicians Cert rev 2021-12-20.pdf

Maryland Natural Resources Police
Attending Physician's Certificate

Type of Report==>	<input type="checkbox"/> First Report	<input type="checkbox"/> Progress Report	<input type="checkbox"/> Final Report
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Employee's Name (Printed): _____

Date of Office Visit: _____ Date of Next Scheduled Office Visit: _____

* Diagnosis : _____

*Diagnosis Code: _____

* For Pregnancy, EDD: _____

*** Must be completed if employee is applying for medical leave benefits available through the State of Maryland. (i.e., FMLA (5 or more consecutive sick days), Donated Leave, Worker's Compensation, Administrative/Accident Leave, restricted duty, etc.)**

Prognosis: _____

Regimen of treatment, if any: _____

Section A: To be completed if absence is due to the employee's illness/injury. (Please complete all that apply)

Dates employee is/was unable to work in any capacity _____ to _____ (inclusive)

My current clinical impression is that employee will be able to return to **Restricted Duty** or **Full Duty** on _____ . (Note: **Restricted duty is defined as administrative desk duties**)

Employee can return to work on restricted duty from: _____ to _____ (inclusive)

Restrictions: _____

Can employee safely operate an unmarked police vehicle? Yes No

Employee can return to full-duty with no restrictions on: _____

Was the employee's condition directly caused by their employment with the Maryland Natural Resources Police? Yes No

If yes, date of on-duty injury/illness: _____

Section B: To be completed if absence is due to the illness/injury of a member of the employee's immediate family.

Immediate Family Member's Name (Printed): _____ Relationship: _____

* Diagnosis : _____

*Diagnosis Code: _____

Prognosis: _____

Regimen of treatment, if any: _____

Is employee needed to provide assistance for basic medical or personal needs, safety, or transportation for an immediate family member with a serious health condition? Yes No

If yes, beginning and ending dates: _____ to _____ (inclusive)

I hereby certify I am a licensed medical practitioner and have satisfied and maintained the licensing requirements prescribed for my specialty. I further certify I have reviewed this patient's condition in a manner consistent with the prohibitions contained in regulations adopted by the State Board of Quality Assurance or its equivalent. My opinions are based on my personal review of the patient's examination and the conclusions reached are based on a reasonable degree of medical certainty. I understand the State of Maryland Medical Director may contact me regarding the information certified herein.

Physician's Printed Name: _____	Office Phone: _____
Physician's Original Signature: _____	Office Fax: _____
Address: _____	

**Maryland Natural Resources Police
Attending Physician's Certificate
TASK ANALYSIS FOR NATURAL RESOURCES POLICE OFFICERS**

Maryland Natural Resources Police officers patrol utilizing vehicles, vessels, ATVs, and on foot. Officers must have the physical ability when necessary to perform the duties listed below.

The physician must review the below essential duties and determine whether the officer is able to perform these duties.

<input type="checkbox"/> Yes <input type="checkbox"/> No	React quickly in emergency situations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use physical force to effect and maintain an arrest.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Operate a motor vehicle or vessel at high speeds and in all types of weather conditions.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Run, climb, and lift objects.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Use a firearm.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Lift to the chest objects weighing a minimum of 50 pounds.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pull themselves up and/or climb into a vessel by using upper body.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Maintain body equilibrium to prevent falling when walking, standing, crouching, or running on surfaces which are slippery and/or moving erratically.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Walk and run on uneven terrain for such as to chase suspects, perform foot patrol, check for violations, and conduct investigations and general stakeouts.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Maintain a normal cardiovascular ability when responding to emergency situations, such as: boating accidents, rescue operations, personal injuries, fatalities, fires, calls of officer in need of assistance, self – defense, and similar emergency situations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Work for long periods in various uncontrolled environmental conditions, such as extreme heat (more than 100 degrees), extreme cold (subfreezing temperatures), exposed to direct sunlight, and untreated water in bays, streams, rivers, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Work for long periods of time in both tick and mosquito infested habitats.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Work alone in isolated areas on surveillance and emergency situations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Perceive the nature and approximate location of sounds by the ear.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Endure the effects of physical pounding or stress to the back, knees, feet, and ankles because of operating boats or ATVs.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Ability to wear Agency issued Body Armor as mandated
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Employment Only - Have 20/25 eyesight and possess binocular far and near visual acuity, with or without correction and successfully pass the saturated-color-challenge test.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Employment Only – Hearing Acuity: Passed the Word Recognition Test (WRT) unassisted.

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any accommodations which would allow the employee to perform all the essential functions of this position as detailed above? If so, please explain on a separate sheet of paper and attach to this form.
--	---

Employees classified as police officers, regardless of present job assignment, must be able to perform all of these duties listed above to be considered Full Duty.

Physician's Printed Name: _____	Office Phone: _____
Physician's Original Signature: _____	Office Fax: _____
Address: _____	

Departmental Notification (To Be Completed By Employee's Supervisor)	
Supervisor's Signature: _____	Date: _____
<input type="checkbox"/> Scanned to NRP Personnel Section? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Sent: _____	

**I-NRP-425 (Voluntary Statement
Advisement Of Rights 2004-11).pdf**

Maryland Natural Resources
Police Policy Manual
Policy Manual

I-NRP-605 (Area Office Status Rept 2004-11).pdf

CHAPTER 12 SECTION II

FORMS

AREA OFFICE STATUS REPORT	
NRP 605	
Use:	Report is completed in preparation for an impending emergency or incident.
Due:	Report is prepared when any Region/Area or portion of any Region/Area is placed on Phase 1 Alert as defined in the Emergency Operations Section (Chapter 10) of the Manual of Policies, Procedures and Regulations. Report is held at the Region/Area Office until needed.
To:	Through chain of command, to the DNR Communications Center.
Note:	Revised 11/04

Instructions:

The Area Commander or his or her designee is responsible for completion of this report.

Report is to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the Region/Area the status report represents.
2. Enter the numeric date; month, day and year.
3. List of resources - no entry required in this column.
4. Enter the status of the resources listed in number 3.
5. List of office personnel - no entry required in this column.
6. Enter the status of those personnel referred to in number 5.
7. In the event an alternate site (other than the Region/Area Office) would be necessary, describe the location and function it would serve; sleeping quarters, etc.
8. Enter the information of a second alternate

site as in number 7 above.

9. Enter the printed name and I.D. number of the individual completing report.
10. Enter the signature of the individual in 9 above and the date the report was prepared.
11. The supervisor or administrator reviewing the report will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
12. Signature of administrator, approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates conformity with all Agency policies and procedures.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

Maryland Natural Resources
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**NRP-861 (Complainant - Notice
of Admin Closure 2011-05-01).pdf**

,

RE: IAU Case Number:

Dear

Your complaint, regarding an incident that occurred on , has been Administratively closed by the Maryland Natural Resources Police. The Administrative closure is based on your desire not to pursue this matter. In light of this information, I have determined to take no further administrative action.

If there are any questions concerning this matter, please do not hesitate to call my office at

.

Sincerely,

NRP-595_(Bilingual_Verificatio_2017-09-27).pdf

NRP-449 (Liability-Loss Notice 2006-03).pdf

**MARYLAND NATURAL RESOURCES POLICE
GENERAL LIABILITY LOSS NOTICE
(Non-State Injury or Damage)**

1. Agency Budget Code: K00 – Unit _____ PCA Code: _____ - 1302	2. Date of Report:
---	--------------------

3 Reported By:			4. Phone #:	
5. Date of Loss:	6. Time of Loss	7. Fatality: <input type="checkbox"/> Yes <input type="checkbox"/> No	8. Estimate Amount of Damage or Loss:	

9. Location of Accident / Loss:	10. County:
---------------------------------	-------------

11. Description of Property Damaged, if applicable: (give registration number if appropriate)

12. Name of Injured / Owner:	13. Street Address:	14. City:		
15. State:	16. Zip:	17. County:	18. Home #:	19. Work #:

20. Describe Specific Injury / Damage:
--

21. Witness Information	
A. Witness Name:	Phone #:
B. Witness Name:	Phone #:
C. Witness Name:	Phone #:

22. DESCRIPTION OF ACCIDENT / LOSS:

23. COMPLETED BY: (PRINTED NAME)	ID NO.	24. COMPLETED BY: (SIGNATURE)	DATE
	_ _ _ _		
25. SUPERVISOR'S SIGNATURE:	ID NO.	26. APPROVED BY: (SIGNATURE)	DATE
	_ _ _ _		

Maryland Natural Resources
Police Policy Manual
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I-NRP-489_(ID_Theft Rept_2012-02-02).pdf

CHAPTER 12 SECTION II

FORMS

IDENTITY THEFT REPORT	
NRP-489	
Use:	To document identity theft incidents and investigative actions taken.
Due:	Within seven (7) days of being notified of the incident.
To:	Supervisor, who will forward through the chain of command to the DNR Law Enforcement Records Center.
Note:	Revised 02/12

Instructions:

The report is to be completed by the officer taking the report.

Report to be printed in black ink or typed. Any required signatures will be in black ink.

Law Enforcement Agency Identifiers / Administrative Information

1. For Installation, enter the NRP Region and Area where the report is taken.

If using the Microsoft Word version of the report, click on the drop-down menu and select the appropriate Region & Area.

2. The Reporting ORI has already been completed for the Agency.
3. Enter the assigned Incident Number.
4. Enter the Date the report was taken, in the mm/dd/yy format.

Victim Information

5. Enter the Victim's legal name at the time of the report.
6. Enter the Victim's Date of Birth, in the mm/dd/yy format.
7. Enter the Victim's Home Address.

8. Enter the Telephone numbers where the Victim can be contacted.
9. Enter the Victim's E-Mail address(es).
10. Enter the Victim's Driver's License information.
11. Enter the Victim's legal name at the time of the theft or the discovery of the theft, if different than Line 5.

Personal Information / Identity Theft / Compromise Summary

12. Enter the determination as to whether the document / information was stolen, lost, or unauthorized disclosure.
13. Enter the Date the identity theft was first noticed or discovered, in the mm/dd/yy format.

Enter the amount of money spent to date, to resolve the theft.

Enter the amount of time spent to date, to resolve the theft.

14. In the spaces provided, enter information on the location the identity theft was believed to have occurred.
15. Check-off all of the appropriate blocks as to how the identity theft was discovered.
16. Check-off all of the appropriate blocks as to the type of identity information that was compromised.
17. Determine from victim if information / identity was used to establish a New Account or Existing Account, and check-off all of the appropriate blocks.

* **Note:** Use separate pages if multiple additional accounts are involved.

CHAPTER 12 SECTION II FORMS

Victim Account / Narrative of How Theft Occurred or Discovered, and Action Taken

18. Obtain a detailed narrative from the Victim to include as much of the information contained in Block 18 as possible, and enter or check-off all information requested. Use additional page(s) if necessary.

Potential Suspect Information

19. Determine from victim the names/identities of any "potential" suspect(s), and enter or check-off all information requested.

Officer Contact Information

20. Reporting Officer:

Enter the Reporting Officer's name. Enter last name, first name, and middle initial.

Enter the Reporting Officer's Rank. If utilizing the Microsoft Word version of the report, then click on the drop-down menu and select the appropriate rank.

Enter the Reporting Officer's Region and Area. If using the Microsoft Word version of the report, click on the drop-down menu and select the appropriate Region & Area.

Enter the Reporting Officer's Agency assigned ID number.

Enter the Reporting Officer's Office Telephone number.

If appropriate, enter the Reporting Officer's Agency assigned E-Mail address.

21. Supervisor Review:

Enter the Supervisor's name. Enter last name, first name, and middle initial.

Enter the Supervisor's Rank. If utilizing the Microsoft Word version of the report, then

click on the drop-down menu and select the appropriate rank.

Enter the Supervisor's Region and Area. If using the Microsoft Word version of the report, click on the drop-down menu and select the appropriate Region & Area.

Enter the Supervisor's Agency assigned ID number.

Enter the Supervisor's Office Telephone number.

If appropriate, enter the Supervisor's Agency assigned E-Mail address.

Victim Assistance Information / Checklist

22. Check-off all recommended actions that the Victim should take.

A copy of this page is to be given to the victim as a ready reference and resource guide.

* **Note:** The Reporting Officer should explain options / recommended actions to the Victim as necessary.

Reprint of relevant portions of statute:

ANNOTATED CODE OF MARYLAND.

CR § 8-304. REPORT.

a) *Contact local law' enforcement agency.* — A person who knows or reasonably suspects that the person is a victim of identity fraud, as prohibited under this subtitle, may contact a local law enforcement agency that has jurisdiction over:

1) any part of the county in which the person lives; or

CHAPTER 12 SECTION II

FORMS

2) any part of the county in which the crime occurred.

b) Preparation of report. — After being contacted by a person in accordance with subsection (a) of this section, a local law enforcement agency shall promptly:

- 1) prepare and file a report of the alleged identity fraud; and
- 2) PROVIDE A COPY OF THE REPORT TO THE VICTIM.

**CHAPTER 12 SECTION II
FORMS**

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Maryland Natural Resources
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NRP-450A (Vol-Empl Acc Claim Form 2010-10).pdf

**MARYLAND NATURAL RESOURCES POLICE
VOLUNTEER-EMPLOYEE'S PROOF OF CLAIM – ACCIDENT MEDICAL EXPENSE**

This form is utilized to document injuries to Maryland Natural Resources Police Volunteers. This form, along with the "Statement of the Attending Physician" (if applicable), must be sent through the chain-of-command to the NRP Personnel Section.

1. Name of Claimant:		2. Telephone:		
3. Address:			4. Age:	
5. Name of Attending Physician:				
6. Address of Attending Physician:				
INFORMATION REQUESTED DUE TO ACCIDENT	7. Date of Accident:	8. Place of Accident:		
	9. Nature of Injury:			
	10. What caused the Accident:			
	11. Describe activity engaged in at time of Accident:			
	12. Did the Accident occur while participating in, or traveling directly to or from, activities sponsored and supervised by Policyholder (Maryland Natural Resources Police)?			
	13. Witnesses to Accident (Name & Address):			
	A.	Name:	Address:	
	B.	Name:	Address:	
	C.	Name:	Address:	
	14. Name of Supervisor of Activity & State Agency Involved:			
	Supervisor's Name:		Name of State Agency: Maryland Natural Resources Police	
	Signature of Activity Supervisor		Telephone	Date
INCLUDE ITEMIZED BILLS FOR MEDICAL TREATMENT Federal I.D. Number or Social Security Number must be Included.				
15. AUTHORIZATION: I hereby authorize any hospital, physician, or other person who has attended or examined, or has in their possession records pertaining to _____ to furnish the State of Maryland, or its representatives, any or all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment, and copies of all hospital or medical records, and all other information as requested. A photocopy of this authorization shall be considered as effective and valid as the original.				
Date:		Signature of Claimant		
If claim is for minor, then parents' or guardians' signature is required.				
Address:				

To be completed by Claims Manager:

Policy Number:	State Agency:
Expiration Date:	Effective Date:

16. COMPLETED BY: (PRINTED NAME)	ID NO.		17. COMPLETED BY: (SIGNATURE)	DATE	
18. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	19. APPROVED BY: (SIGNATURE)	ID NO.	DATE

Maryland Natural Resources
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I-NRP-437 (Juvenile Release Form 2011-05-01).pdf

CHAPTER 12 SECTION II FORMS

JUVENILE RELEASE FORM	
NRP 437	
Use:	Report is completed whenever an officer arrests or charges a juvenile, who is released to a parent, guardian, or custodian.
Due:	Within 7 days of arrest or charges
To:	Through the Chain of Command to DNR Law Enforcement Records Section.
Note:	Revised 05/11

Instructions:

Arresting or charging officer is responsible for the accuracy and completion of the report.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the Incident Number that is assigned to the incident. This will be the same incident number that appears on the Investigative Report and/or Supplemental Report.
2. Enter the single letter Area Code where the violation occurred. The Area codes and their meanings are as follows:

CODE	DESCRIPTION
A	Parks, Eastern
B	Parks, Southern
C	Parks, Northern
D	Parks, Western
L	NRP, Area 1
U	NRP, Area 2
T	NRP, Area 3
S	NRP, Area 4
N	NRP, Areas 5 & 6
W	NRP, Areas 7 & 8
H	NRP, Headquarters

3. Enter the 2 digit Violator # for the specific incident noted in Block 1. If an incident has more than one violator, then each violator will have their individual violator number (i.e., Violator # 01, Violator # 02, Violator # 03, etc.).

Note: Violator numbers from the NRP-445

(Notification of Federal / Criminal Charges & Disposition) and the NRP-437 (Juvenile Release Form) must match violator numbers utilized in any investigative report such as the NRP-409 (Investigative Report) or the NRP-410 (Supplemental Investigative Report).

4. Enter the requested information in the appropriate blocks.
5. **Juvenile Information:**
 - a. Enter the subject's name in the following format: First Name, Middle Name, Last Name, and Suffix
 - b. Enter the subject's Driver's License Number & State. For example, A-123-456-789-012 (MD).
 - c. Enter the appropriate single character Race Code.

CODE	DESCRIPTION
A	Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
B	Black - A person having origins in any of the black racial groups of Africa.
I	American Indian or Alaskan Native - A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
W	White - A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
U	Unknown
Note	Records for Hispanics should be entered with the race code most closely representing the individual.

CHAPTER 12 SECTION II FORMS

- d. Enter the appropriate single character Sex Code:

CODE	DESCRIPTION
M	Male
F	Female
U	Unknown

- e. Enter the subject's Date of Birth in MM/DD/YYYY format.
- f. Enter the subject's Street Address where they reside.
- g. Enter the subject's City where they reside.
- h. Enter the subject's two (2) character State where they reside.
- i. Enter the subject's five (5) digit Zip Code where they reside.
- j. Enter the subject's two (2) digit County Code where they reside.

CODE	DESCRIPTION
AL	Allegany
AA	Anne Arundel
BA	Baltimore
BC	Baltimore City
CA	Calvert
CO	Caroline
CL	Carroll
CE	Cecil
CH	Charles
DO	Dorchester
FR	Frederick
GA	Garrett
HA	Harford
HO	Howard
KE	Kent
MO	Montgomery
PG	Prince George's
QA	Queen Anne's
SM	St. Mary's
SO	Somerset
TA	Talbot
WA	Washington
WI	Wicomico
WO	Worcester
OS	Out of State

- k. Enter the subject's Home & Work Phone Numbers in the appropriate blocks.

6. Parent/Guardian/Custodian Information:

To complete this section, follow the instructions for Section 5 above.

7. Victim Information:

To complete this section, follow the instructions for Section 5 above.

8. Violation Information:

- a. Enter a brief description for each of the Charge(s).
- b. For each charge, enter the appropriate Violation Code.
- c. For each charge, enter the appropriate Location Code.
- d. Enter the Date and Time of Offense.

Enter the Date in the MM/DD/YYYY format.

Enter the Time utilizing the four (4) digit military time format.

Signature Blocks

9. Investigating officer's Rank, First Name, MI, Last Name, and four (4) digit ID#.
10. Investigating officer's Signature and the Date the report is completed.
11. Supervisor's Signature, four (4) digit ID#, and Date.
12. Approving Officer's Signature, four (4) digit ID#, and Date.

**NRP-496R (Request for Change
of Duty Status 2020-12-21).pdf**



MARYLAND NATURAL RESOURCES POLICE

REQUEST FOR CHANGE IN DUTY STATUS

Date: _____

To: Natural Resources Police Disability Review Board

From: _____

Subject: Request for change in duty status

The purpose of this letter is to officially request a change in my duty status, as indicated below:

I am requesting to be placed on Temporary-Modified Duty

I am requesting to return to full duty.

By signing this request, I acknowledge my understanding of the following:

1. This request must be accompanied by a completed NRP-496 signed by a medical professional.
2. The Disability Review Board will make final determination of any change in status.

Requesting Officer's Signature

ID

=====

TO BE COMPLETED BY THE NRP DISABILITY REVIEW BOARD:

The above request is:

APPROVED, and becomes effective _____ / _____ / _____

The type of modified duty approved is:

Type 1:
Assignment: _____
Supervisor: _____

Type 2:
Assignment: _____
Supervisor: _____

DENIED.
State reason: _____

By authority of: _____

Date: _____

Maryland Natural Resources
Police Policy Manual
Policy Manual

LEO_MFOMS18(NRP-306E).pdf

MFOMS-18
CERTIFICATION OF EXEMPTION
STATE MOTOR VEHICLE COMMUTE CHARGE
(Revised 8/2019)

Agency Name: Maryland Dept of Natural Resources	Agency Appropriation Code: 30.01.07
---	---

State Vehicle License Plate #:	State Vehicle VIN#:
--------------------------------	---------------------

State Vehicle Type (Sedan, Van, Pickup, SUV, etc...):

Assigned Driver:

Last name	First name	Middle initial
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Assigned Driver's Social Security #: **N/A**

Assigned Driver's Title and Office/Unit Name: Maryland Natural Resources Police Officer

Briefly Describe the duties & responsibilities of this position:

The Natural Resources Police is the enforcement arm of the Department
with statewide police authority. They enforce conservation and boating laws as well as
Maryland's Criminal Law & Transportation articles.

Driver's Home Address:

Street	Unit/Apt. #	
City	State	Zip Code

Driver's State Office Address:

Street	Room/Suite #	
City	State	Zip Code

Address at which the vehicle will be parked overnight:

Street	Unit/Apt. #	
City	State	Zip Code

Exemption Requested: - Please check accordingly 1 2 3 4
Note that only one exemption may be requested

EXEMPTION 1: Assigned vehicle is not used to commute but remains parked overnight at the authorized driver's assigned office. Vehicles that are driven from the driver's assigned office to a regional office, branch or any other sub-unit of the State and parked overnight do not qualify under this exemption.

NRP-810 (Order of Interrog 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
ORDER OF INTERROGATION – WAIVER OF RIGHTS**

Date: _____

Reference IAU #: _____

Time
Commenced: _____

Time Completed: _____

To: _____
Officer's Rank / Name / ID #

You are hereby notified that an investigation is being conducted concerning your actions of _____, 20_____, at _____
Month and Day Year Time

Specifically, on or about the aforementioned date, you are alleged to have:

DETAILS

in violation of this Agency's Policies, Procedures, and Regulations.

In light of the aforementioned, you are hereby ordered to submit to an interrogation and answer all questions that relate specifically, directly, and narrowly to your performance and conduct of fitness for office. The statement and your answers cannot be used against you in a later criminal proceeding but may be used against you in administrative hearings.

You are advised that _____ by virtue of delegated staff supervision,
Officer's Rank & Name
is the Officer in Charge of the investigation.

You are further advised that _____ will be the Interrogating Officer
Interrogating Officer's Rank & Name
ordering this statement.

You are hereby advised that the following individuals will be present during this interrogation:

NAMES (Include Rank & Name)

The known complainant (s) / witness (s), at this time, to the allegations set forth herein are:

COMPLAINANT (S)	WITNESS (S)

The statement that follows will be one of duress and is considered to have been made under a direct order given by me. However, you are afforded certain rights pertaining to interrogations under the Law Enforcement Officers’ Bill of Rights, including, but not limited to the following:

AFFORDED RIGHTS	INITIALS
A. A law enforcement officer has the same rights to engage in political activity as a State employee. This right to engage in political activity does not apply when the law enforcement officer is on duty or acting in an official capacity.	
B. A law enforcement officer may not be required or requested to disclose an item of the law enforcement officer's property, income, assets, source of income, debts, or personal or domestic expenditures, including those of a member of the law enforcement officer's family or household, unless: the information is necessary to investigate a possible conflict of interest with respect to the performance of the law enforcement officer's official duties; or the disclosure is required by federal or State law.	
C. A law enforcement officer may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to the law enforcement officer's employment or be threatened with that treatment because the law enforcement officer: has exercised or demanded the rights granted by the Law Enforcement Officer’s Bill of Rights; or has lawfully exercised constitutional rights.	
D. A law enforcement officer may waive in writing any or all rights granted by the Law Enforcement Officer’s Bill of Rights.	

AFFORDED RIGHTS	INITIALS
E. The investigation or interrogation by a law enforcement agency of a law enforcement officer for a reason that may lead to disciplinary action, demotion, or dismissal shall be conducted in accordance with the Law Enforcement Officer's Bill of Rights.	
F. The investigating officer or interrogating officer shall be: a sworn law enforcement officer; or if requested by the Governor, the Attorney General or the Attorney General's designee.	
G. A complaint against a law enforcement officer that alleges brutality in the execution of the law enforcement officer's duties may not be investigated unless the complaint is sworn to, before an official authorized to administer oaths and the complaint is filed within 90 days after the alleged brutality.	
H. The law enforcement officer under investigation shall be informed of the name, rank, and command of: the law enforcement officer in charge of the investigation; the interrogating officer; and each individual present during an interrogation.	
I. Before an interrogation, the law enforcement officer under investigation shall be informed in writing of the nature of the investigation.	
J. If the law enforcement officer under interrogation is under arrest, or is likely to be placed under arrest as a result of the interrogation, the law enforcement officer shall be informed completely of all of the law enforcement officer's rights before the interrogation begins.	
K. Unless the seriousness of the investigation is of a degree that an immediate interrogation is required, the interrogation shall be conducted at a reasonable hour, preferably when the law enforcement officer is on duty.	
L. The interrogation shall take place: (a) at the office of the command of the investigating officer or at the office of the local precinct or police unit in which the incident allegedly occurred, as designated by the investigating officer; or (b) at another reasonable and appropriate place. The law enforcement officer under investigation may waive the right described under section (a).	
M. All questions directed to the law enforcement officer under interrogation shall be asked by and through one interrogating officer during any one session of interrogation consistent with the following: Each session of interrogation shall: be for a reasonable period; and allow for personal necessities and rest periods as reasonably necessary.	
N. The law enforcement officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action.	
O. On request, the law enforcement officer under interrogation has the right to be represented by counsel or another responsible representative of the law enforcement officer's choice who shall be present and available for consultation at all times during the interrogation. The law enforcement officer may waive this right.	
P. If the law enforcement officer requests representation, then the interrogation shall be suspended for a period not exceeding 10 days until representation is obtained. Within that 10-day period, the chief for good cause shown may extend the period for obtaining representation.	
Q. A complete record shall be kept of the entire interrogation, including all recess periods, of the law enforcement officer. The record may be written, taped, or transcribed. On completion of the investigation, and on request of the law enforcement officer under investigation or the law enforcement officer's counsel or representative, a copy of the record of the interrogation shall be made available at least 10 days before a hearing.	

AFFORDED RIGHTS	INITIALS
R. The law enforcement agency may order the law enforcement officer under investigation to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation. If the law enforcement agency orders the law enforcement officer to submit to a test, examination, or interrogation described above and the law enforcement officer refuses to do so, the law enforcement agency may commence an action that may lead to a punitive measure as a result of the refusal. The results of any such test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the law enforcement officer.	
S. If the law enforcement agency orders the law enforcement officer to submit to a polygraph examination, the results of the polygraph examination may not be used as evidence in an administrative hearing unless the law enforcement agency and the law enforcement officer agree to the admission of the results.	

Upon your request, a copy of the Law Enforcement Officers' Bill of Rights will be provided for your review prior to commencement of this interrogation.

ACKNOWLEDGEMENT & WAIVER	INITIALS
A. I have read or have had read to me this explanation of my rights. <input type="checkbox"/> Yes <input type="checkbox"/> No	
B. I fully understand each of these rights and I freely and voluntarily waive these rights, and I am willing to answer questions without consulting a lawyer or responsible representative or having a lawyer or responsible representative present at this time. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Signed & Received by Officer:

Accused Officer's Signature (Rank / Name / ID #)
Time Signed
Date Signed

Officer's Attorney or Representative:

Printed Name of Attorney or Representative

Signature of Attorney or Representative
Date Signed

Witness (s):

Printed Name
Signature
Date Signed

Printed Name
Signature
Date Signed

- Distribution:
1. Original – File in original case file
 2. Copy – Employee

NRP-855 (Veh Pursuit Rept 2017-12-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
VEHICLE / VESSEL PURSUIT REPORT**

1. Incident Number: _____

GENERAL PURSUIT INFORMATION

2. Pursuit Type: <input type="checkbox"/> Vehicle <input type="checkbox"/> Vessel		3. Date of Pursuit:	4. Day of Week:	5. Time Began:	6. Time Ended:	7. County Began:	8. County Ended:
9. Initiating Region & Area:		10. Initiating NRP Pursuit Officer (Rank, Name):			11. Officer's ID #	12. Years of Service	13. Age
14. NRP Pursuit Supervisor (Rank & Name):			15. Supervisor's ID #:	16. Date Notified of Pursuit:		17. Time Notified of Pursuit:	
18. Specific Location Pursuit Began: (Give closest cross-street/waterway)						19. GPS Coordinates (if available):	
20. Specific Location Pursuit Ended: (Give closest cross-street/waterway)						21. GPS Coordinates (if available):	
22. Reason for Pursuit: (check only one)				23. Reason for Terminating Pursuit: (check only one)			
1. <input type="checkbox"/> Intended to make a stop for a witnessed Natural Resources code violation. 2. <input type="checkbox"/> Intended to make a stop for a witnessed vehicle code violation. 3. <input type="checkbox"/> Intended to make a stop for a suspected intoxicated driver. 4. <input type="checkbox"/> Intended to make a stop to apprehend a driver suspected of possible criminal activity. 5. <input type="checkbox"/> Intended to make a stop to apprehend a known wanted person or felon. 6. <input type="checkbox"/> Another agency had initiated pursuit and was assisted by our Agency. 7. <input type="checkbox"/> Other (explain in narrative).				1. <input type="checkbox"/> Violator stopped voluntarily. 2. <input type="checkbox"/> Violator involved in accident. 3. <input type="checkbox"/> Violator's vehicle disabled. 4. <input type="checkbox"/> Violator bailed out. 5. <input type="checkbox"/> Violator eluded police. 6. <input type="checkbox"/> Police involved in accident. 7. <input type="checkbox"/> Police vehicle disabled. 8. <input type="checkbox"/> Officer terminated. 9. <input type="checkbox"/> Supervisor terminated. 10. <input type="checkbox"/> Forcible stop technique utilized. 11. <input type="checkbox"/> Lost sight of violator. 12. <input type="checkbox"/> Pursuit continued by other agency. 13. <input type="checkbox"/> Other (explain in narrative).			
24. Forcible Stop Technique Utilized (check all that apply)							
<input type="checkbox"/> None Utilized <input type="checkbox"/> Stationary Roadblock <input type="checkbox"/> Rolling Roadblock <input type="checkbox"/> Heading Off <input type="checkbox"/> Tire Spikes <input type="checkbox"/> Intentional Vehicle Contact (vehicle interception / ramming) <input type="checkbox"/> Firearms <input type="checkbox"/> Other (specify in narrative)							
25. Highest Speed of Police Vehicle/Vessel: _____ <input type="checkbox"/> MPH <input type="checkbox"/> Knots				26. Distance of Pursuit: _____ Miles _____ Tenths			
27. NRP Unit(s) & Officer(s) Involved:				28. Total Number of Other Unit(s) Involved:			
Total NRP Units:				Other State Agencies		Other Jurisdictions	
				MSP	MdTA	Other	County

VEHICLE / VESSEL INFORMATION (check all that apply)

29. Police Vehicle/Vessel Emergency Equipment:		Emer. Lights Equipped: <input type="checkbox"/> Yes <input type="checkbox"/> No	Emer. Lights Used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Siren Equipped: <input type="checkbox"/> Yes <input type="checkbox"/> No	Siren Used: <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Radio Equipped: <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Radio Used: <input type="checkbox"/> Yes <input type="checkbox"/> No
30. Police Pursuit Vehicle:		<input type="checkbox"/> Marked <input type="checkbox"/> Sedan <input type="checkbox"/> SUV <input type="checkbox"/> Pickup Truck. <input type="checkbox"/> Motorcycle <input type="checkbox"/> ATV <input type="checkbox"/> Snowmobile <input type="checkbox"/> Unmarked Was pursuit vehicle pulling a trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative) Were passengers onboard? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)					
31. Police Vessel:		<input type="checkbox"/> Marked <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Inboard <input type="checkbox"/> PWC <input type="checkbox"/> Sail <input type="checkbox"/> Vessel Length: <input type="checkbox"/> Unmarked Total Engine Horsepower: _____ Were passengers onboard? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)					
32. Violator's Vehicle:		<input type="checkbox"/> Passenger Car <input type="checkbox"/> Van <input type="checkbox"/> SUV <input type="checkbox"/> Pickup Truck. <input type="checkbox"/> Commercial Vehicle <input type="checkbox"/> Motorcycle <input type="checkbox"/> ATV <input type="checkbox"/> Snowmobile Was violator's vehicle a high-performance vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)					
33. Violator's Vessel:		<input type="checkbox"/> Outboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Inboard <input type="checkbox"/> PWC <input type="checkbox"/> Sail <input type="checkbox"/> Vessel Length: _____ Was violator's vessel a high-performance vessel? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in narrative)					

ENVIRONMENTAL, ROAD & WATER CONDITIONS (check & complete all that apply)

34. Weather Conditions: <input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Fog <input type="checkbox"/> Rain <input type="checkbox"/> Sleet <input type="checkbox"/> Snow <input type="checkbox"/> Other (specify): _____			
35. Wind Conditions		36. Wind Direction	37. Air Temperature
<input type="checkbox"/> Light (0-6 MPH) <input type="checkbox"/> Strong (15-25 MPH) <input type="checkbox"/> Moderate (7-14 MPH) <input type="checkbox"/> Storm (over 25 MPH)		_____	_____°F
38. Illumination: <input type="checkbox"/> Dawn <input type="checkbox"/> Day <input type="checkbox"/> Dusk <input type="checkbox"/> Dark <input type="checkbox"/> Moon <input type="checkbox"/> Artificial <input type="checkbox"/> Other (specify): _____			
39. Roadway Surface Conditions: <input type="checkbox"/> Dry <input type="checkbox"/> Loose (material) <input type="checkbox"/> Wet <input type="checkbox"/> Mud <input type="checkbox"/> Snow <input type="checkbox"/> Ice <input type="checkbox"/> Other (specify): _____			
40. Types of Roadways Traveled Through During Pursuit: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Inter-State <input type="checkbox"/> Private <input type="checkbox"/> State <input type="checkbox"/> Off-Road <input type="checkbox"/> Other (specify): _____			
41. Types of Roadway Localities Traveled Through During Pursuit: <input type="checkbox"/> Business <input type="checkbox"/> Residential <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Off Road		42. Traffic Conditions: (Vehicular or Vessel) <input type="checkbox"/> None <input type="checkbox"/> Light <input type="checkbox"/> Medium <input type="checkbox"/> Heavy <input type="checkbox"/> Congested	
43. Types of Waterway Localities Traveled Through During Pursuit: <input type="checkbox"/> Open Waterway <input type="checkbox"/> Narrow Channel <input type="checkbox"/> Mooring/Dockage Area <input type="checkbox"/> Swimming Area <input type="checkbox"/> Restricted USCG Safety/Security Zone			
44. Water Conditions: <input type="checkbox"/> Calm (waves less than 6") <input type="checkbox"/> Choppy (waves 6" - 2') <input type="checkbox"/> Rough (waves 2' - 6') <input type="checkbox"/> Very Rough (waves over 6') <input type="checkbox"/> Strong Current <input type="checkbox"/> Flood <input type="checkbox"/> Ebb			

VIOLATOR INFORMATION (check all that apply)						
45. Violator Driver Apprehended? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete all blocks)	46. Violator Driver's Name:		47. Race:	48. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	49. DOB:	50. Valid License <input type="checkbox"/> Yes <input type="checkbox"/> No
51. Violator's Address:			52. Driver's License Number & State:		53. Phone Number:	
54. Was violator armed? <input type="checkbox"/> Yes <input type="checkbox"/> No		55. Was violator under the influence of ==> Alcohol <input type="checkbox"/> Yes <input type="checkbox"/> No / Drugs <input type="checkbox"/> Yes <input type="checkbox"/> No				
56. Violator Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No		57. Charges: <input type="checkbox"/> Natural Resources <input type="checkbox"/> Traffic <input type="checkbox"/> Criminal – Misdemeanor <input type="checkbox"/> Criminal - Felony				
ACCIDENT INFORMATION						
58. Did an accident occur? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete all blocks)	59. Property Damage <input type="checkbox"/> Private <input type="checkbox"/> Public	60. Vehicle Damage <input type="checkbox"/> Agency <input type="checkbox"/> Violator <input type="checkbox"/> Citizen		61. Personal Injury <input type="checkbox"/> Officer <input type="checkbox"/> Violator <input type="checkbox"/> Citizen <input type="checkbox"/> Passenger		62. Fatality <input type="checkbox"/> Officer <input type="checkbox"/> Violator <input type="checkbox"/> Citizen <input type="checkbox"/> Passenger
63. Number of Vehicle/Vessel Accidents by Type: (Include Separate Incident/Report # (s) for all Accidents)						
_____ Number involving violator vehicle/vessel and police vehicle/vessel. Incident/Report #:(s):			_____ Number involving police vehicle/vessel and fixed property. Incident/Report #:(s):			
_____ Number involving violator vehicle/vessel and fixed property. Incident/Report #:(s):			_____ Number involving police vehicle/vessel and citizen vehicle/vessel. Incident/Report #:(s):			
_____ Number involving violator vehicle/vessel and citizen vehicle/vessel. Incident/Report #:(s):						

64. NARRATIVE

The Pursuit Officer shall give a detailed narrative account of the pursuit utilizing an RMS Report.

65. COMPLETED BY: (PRINTED NAME)		ID NO.		66. COMPLETED BY: (SIGNATURE)		DATE	
67. SUPERVISOR'S SIGNATURE:		ID NO.		DATE		68. APPROVED BY: (SIGNATURE)	

Maryland Natural Resources
Police Policy Manual
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NRP-870 (Civilian Admin Leave 2011-05-01).pdf

TO:

SUBJECT: Administrative Leave

You are being notified that you have been placed on Administrative Leave effective .
This action has been taken pending an investigation being conducted about .

This action is taken in accordance with which states:

Pending the investigation, you are directed to surrender your identification card(s) and any other State issued equipment, for which this letter will serve as a receipt.

Authorizing Officer

Received By: _____
Signature of Civilian Employee

Date: _____ Time: _____

Witnessed By: _____
Printed Name of Witness

Cc: Superintendent

Commander: Field Operations Bureau, Region 1

Commander: Field Operations Bureau Region 2

Commander: Support Services Bureau

Commander, Internal Affairs Unit (IAU)

IAU Case Number:



NRP-411_(Pelt_Tagging_Rept_2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
PELT TAGGING REPORT**

1. Officer Conducting Pelt Inspection:	2. Date of Inspection:	3. County:	4. Report Number:
5. Trapper's Name:	6. Trapper's Address:		7. Trapper's Phone #:
8. Name of fur dealer or other person having pelt(s) tagged:	9. Type of trap used:		10. Tagging Date:

11. OTTER						
Seal/Tag #	Sex	Total Length (In Inches)	Pelt Condition (Excellent / Good / Poor)	Date Caught	County Caught	Location(s) Where Caught (Stream, River, etc.)
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			

12. BEAVER						
Seal/Tag #	Sex	Total Length (In Inches)	Pelt Condition (Excellent / Good / Poor)	Date Caught	County Caught	Location(s) Where Caught (Stream, River, etc.)
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			
			<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> P			

13. COMMENTS (accidental catch, new location for species *, etc.)

*Especially Important for Otter

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-851-S (Supv Rept - Use of Force
Data and Officer Assault 2011-05-01).pdf**

**MARYLAND NATURAL RESOURCES POLICE
USE OF FORCE & OFFICER ASSAULT
SUPERVISOR'S REPORT**

1. Reporting Region & Area:	2. Date of Report:	3. Original Incident Number:	4. IAU Case Number:
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5. SUPERVISOR'S REVIEW

<input type="checkbox"/> Concurs with Officer's Report <input type="checkbox"/> Does not Concur with Officer's Report (see comments)	<input type="checkbox"/> Officer's Use of Force Was Appropriate <input type="checkbox"/> Officer's Use of Force Was Not Appropriate (see comments) <input type="checkbox"/> No Use of Force was Utilized
---	--

6. SUPERVISOR'S COMMENTS

7. COMPLETED BY: (PRINTED NAME)	ID NO.	8. COMPLETED BY: (SIGNATURE)	DATE
9. COMMANDER'S SIGNATURE:	ID NO.	DATE	10. APPROVED BY: (SIGNATURE)
			ID NO.
			DATE

Maryland Natural Resources
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NRP-833 (Order - Ofc-Wit Ans 2011-05-01).pdf

MOU_USCG_Maritime_Safety-Security.pdf

Memorandum of Agreement Between the United States Coast Guard and the State of Maryland Regarding the Enforcement of Maritime Safety And Security Zones

1. **PARTIES.** The parties to this Agreement are the United State Coast Guard (USCG), and the State of Maryland, through the Department of Natural Resources, Maryland Natural Resource Police (MNRP).

2. **AUTHORITY.** This Agreement is authorized under the provision

- a. 14 U.S.C. § 141(b) (2003),
- b. 50 U.S.C. § 191 (2003),
- c. 33 U.S.C. § 1221, et seq. (2003),
- d. 46 U.S.C. § 70119 (2004),
- e. 33 C.F.R. Part 6 (2003),
- f. Department of Homeland Security Delegation No. 170.1,
- g. Natural Resource Article §§ 1-204, 1-206, 8-702, 8-703 and 8-727 (Annotated Code of Maryland)

3. **PURPOSE.** The purpose of this Agreement is to set forth the framework and procedures by which the United States Coast Guard (USCG), through, among others and Captain of the Port (COTP) Baltimore and the Maryland Natural Resource Police (MNRP) will work together to enhance the safety and security of the waters in the COTP Baltimore Area of Responsibility (AOR) through the cooperative enforcement of maritime safety and security zones that are created by the Coast Guard under the authority of the Magnuson Act, as codified at 50 U.S.C. § 191, and implemented at 33 C.F.R. Part 6, and the Port and Waterways Act, as codified at 33 U.S.C. § 1221, et seq.

4. **DEFINITIONS.** The parties understand that there is a spectrum of activities that promote the effective enforcement of security and safety zones. Throughout this agreement, an effort has been made to distinguish the terms "ENFORCEMENT ACTION" and "ENFORCEMENT ASSISTANCE," as described below.

- a. **Enforcement Action.** For the purposes of this agreement, "ENFORCEMENT ACTION" is any law enforcement activity that implicates any legal privilege or constitutional right of a person, including, but not limited to: arrest, seizure, interrogation, or application of force.
- b. **Enforcement Assistance.** For the purposes of this agreement, "ENFORCEMENT ASSISTANCE" is any law enforcement activity that does not amount to enforcement action, but which is helpful to the Coast Guard in furthering the purpose of an established safety or security zone. When authorized by COTP Baltimore, this agreement, or relevant OPORDER, MNRP officers may be present within a designated safety or security zone created by the Coast Guard. While present, such officers are authorized to monitor activities within the zone, detect and report potential violation of federal law to the Coast Guard and reasonably detain individuals, when necessary. While patrolling, MNRP officers are authorized to approach, intercept and hail other vessels within the zone, so long as such activities are lawful under State law.

5. **LEGAL AUTHORITIES.**

- a. **United States Coast Guard.** COTP Baltimore, the Fifth District Commander, and the Atlantic Area Commander are authorized to create and enforce limited access zones for the security and protection of maritime assets, both afloat and ashore, within the COTP Baltimore Zone.

(1) A safety zone, according to 33 C.F.R. 165.20, is "a water area, shore area, or water and shore area to which, for safety or environmental purposes, access is limited to authorized person, vehicles, or vessels. It may be stationary and described by fixed limits or it may be described

as a zone around a vessel in motion.” The Coast Guard's authority to issue a regulation creating a safety zone arises under Title of The Ports and Waterways Safety Act (PWSA). See 33 U.S.C. § 1231. These zones are established when necessary for the protection of any vessel, structure, water, or shore area from a safety or environmental hazard.

- (2) A security zone, according to 33 C.F.R. 6.01-5, is “*all areas of land, water, or land and water, which are so designed by the Captain of the Port for such time as he deems necessary to prevent damage or injury to any vessel or waterfront facility, to safeguard the observance of the rights and obligations of the United States.*” The Coast Guard's authority to issue a regulation creating a security zone arises under the Magnuson Act and also arise under Title I of The Ports and Waterways Safety Act (PWSA). See 50 U.S.C. § 191 and 33 U.S.C. § 1231 respectively. Security zones are used for national security interests rather than strictly for safety considerations.
- (3) The parties agree that the existence of a safety or security zone does not in any way foreclose other legitimate, STATE law enforcement activities or actions within or in the vicinity of such safety or security zone.
- (4) On August 9, 2004, the President signed into law the "Coast Guard Maritime Transportation Security Act of 2004," which, among other things, empowers any state or local government law enforcement officer who has authority to enforce State criminal laws to make an arrest for violation of a Magnuson Act security zone PWSA safety or security zone (or section 10(d) of the Deepwater Port Act of 1974 (33 U.S.C. 1509(d)) if such violation is a felony; and the officer has reasonable grounds to believe that the person to be arrested has committed or is committing such violation.
- (5) Other Coast Guard Powers Not Delegated. This agreement does not constitute a delegation of Coast Guard authority to take any law enforcement action pursuant to 14 U.S.C. 89(a) or to direct the movement of vessels under the authority of the Captain of the Port pursuant to federal law or regulation.

b. Maryland Natural Resources Police (MNRP)

- (1) The MNRP possess general law enforcement authority throughout the State of Maryland, including, but not limited to, the authority to "stop and board a vessel in the waters of the State to determine whether the vessel complies with State and federal boating safety laws, and the authority to cooperate with the federal government in connection with assistance in enforcement of laws and regulations relating to recreational boating safety. The Maryland General Assembly has delegated authority to the Department of Natural Resources to adopt regulations governing cooperation with the federal government for special events and to meet emergency situations relating to boating. NR §§ 1-204, 1-206, 8-702, 8-703, 8-704 and 8-727.
- (2) The parties intend that this Memorandum of Agreement establish the protocol for the enforcement activities undertaken pursuant to this Memorandum of Agreement pursuant to the grants of authority cited in Article 5.

6. RESPONSIBILITIES.

a. United States Coast Guard agrees to:

- (1) COTP Baltimore shall develop and promulgate a plan of operations (OPORDER) for the

voluntary employment of MNRP personnel and assets to assist in the enforcement of Coast Guard safety and security zones before any MNRP unit may engage in any enforcement activities or operation under the agreement.

- (2) Mission planning, coordination and execution between the USCG and MNRP will be managed primarily by the COTP Baltimore. MNRP personnel shall only be authorized to engage in ENFORCEMENT ASSISTANCE and ENFORCEMENT ACTION relative to a Coast Guard created safety or security zone to the extent its operations are pursuant to an approved OORDER.
- (3) As determined by the USCG, MNRP and USCG units will maintain a communications schedule during all joint or cooperative enforcement operations. MNRP will ensure that MNRP officers and assets operating pursuant to this agreement possess communications equipment compatible with that of the local USCG units, and the COTP Baltimore Command Center.
- (4) COTP Baltimore, or his or her designee, reserves the right to assume responsibility for any or all enforcement activities relating to any safety or security zone, at any time, when such action is deemed, in the opinion of COTP Baltimore, most appropriate and in the public interest.
- (5) Operations permitting, the Coast Guard agrees to report any violations of state boating laws observed by its officers to the MNRP. To extent permitted by law, the Coast Guard agrees to provide witness support for any ensuing prosecution or other action.

b. MNRP agrees to:

- (1) When MNRP personnel are on patrol, but are not operating pursuant to a Coast Guard approved OORDER, MNRP officers are not authorized to engage in enforcement activities without first obtaining permission from the COTP Baltimore. In such a case, MNRP officers may, in their discretion, report all relevant facts and circumstances to the COTP Baltimore Command Center and request, as appropriate, USCG authorization to engage in ENFORCEMENT ACTION or ENFORCEMENT ASSISTANCE, as necessary and appropriate.
- (2) Under exigent circumstance, where in the experience of the MNRP officers immediate intervention is necessary to avoid a serious violation of a safety or security zone in which the MNRP officers has a reasonable belief that there is an imminent threat of death or serious physical injury to any person, MNRP officer may take necessary action and report their actions to the COTP Baltimore Command Center as soon thereafter as is practicable under the circumstances.
- (3) When it reasonably appears that violation of a safety or security zone is also accompanied by a state law violation, MNRP officers are not required to obtain advance permission from the Coast Guard, provided all enforcement action is taken pursuant to State law. However, in all cases in which MNRP officers possess evidence that a violation of federal law, in fact, occur, such MNRP officers are encouraged to share all relevant evidence with the Coast Guard
- (4) When operating independently, the MNRP agrees to notify the COTP Baltimore, or his or her designee, of any suspicious activity or safety or security zone violations as soon as practicable.

(5) When, upon the Coast Guard's request, the MNRP arrests or detains an individual, or seizes an individual's assets in connection with a safety or security zone violation, the USCG agrees to receive such individual and assets within a reasonable time, and further agrees to make necessary arrangements for disposition in connection with the case. When MNRP arrests or detains an individual, or seizes an individual's assets in connection with a state law violation, MNRP shall be responsible for any further actions or arrangements.

c. Use of Force.

(1) Nothing in this agreement impairs the inherent right of self-defense by law enforcement personnel of either the USCG or the MNRP.

(2) No intermediate Coast Guard Field Commander is authorized to delegate the use of warning shots or disabling fire to any MNRP officer, as such authority is hereby reserved to the Fifth District Commander. Any request for such authority shall be directed to the Fifth District Commander, via the Chief of Response.

(3) All USCG personnel shall, at all times, follow the USCG use of force policy as most recently specified through applicable Commandant instruction and manuals, and as may be further defined by District or higher authority.

(4) In joint operations between the USCG and MNRP for the enforcement of safety or security zones where MNRP officers are onboard USCG platforms, USCG use of force policy shall apply at all times. USCG law enforcement shall comply with the USCG use of force policy while deployed onboard MNRP platforms,

(5) While MNRP officers are engaged in ENFORCEMENT ACTION relative to a safety or security zone, but are operating without the supervision of USCG personnel or independently from their own MNRP platforms, MNRP officers will follow their own use of force policies. To that end, MNRP may require its officers to use a more restrictive use of force policy than that which is used by the USCG. MNRP shall not utilize a less restrictive use of force policy than the policy employed by the USCG. Before each joint operation, USCG and MNRP personnel shall meet to clarify and agree upon the use of force policy under which each agency is operating. Except as described above, when using force for any reason other than ENFORCEMENT ACTION in support of a safety or security zone, the MNRP use of force policies shall apply.

7. POST ENFORCEMENT ACTION.

a. MNRP officers exercising authority under the agreement shall submit written documentation of any action taken pursuant to this agreement to the COTP Baltimore. Such documentation shall include, but shall not be limited to, case investigation reports, a copy of any written warning or documentation of violation, and any supporting exhibits, affidavits, photographs or other evidence gathered. Additionally, MNRP shall immediately notify COTP Baltimore, or his/her designee, of any ENFORCEMENT ACTION taken in connection with safety or security zone violation and any ENFORCEMENT ASSISTANCE provide with a safety or security zone. Before forwarding any written reports, MNRP shall review all such reports for accuracy and completeness and shall determine the cause and circumstances surrounding each reportable incident. All reports will be submitted on a timely basis.

b. MNRP officers will be made available, upon request by the USCG or a representative from the Department of Justice, to appear as witnesses as needed. MNRP officers who appear in cases

related to this Agreement may request official travel orders to be reimbursed for travel expenses and per diem (at rates authorized under the Federal Travel Regulations), for travel incurred while providing direct services to the Federal Government as a witness, in accordance with applicable Federal law.

8. REIMBURSEMENT. The parties understand that the Coast Guard will not pay or reimburse MNRP for any activities undertaken by the MNRP pursuant to the agreement, if any, unless such payment or reimbursement is approved in advance in accordance with applicable federal procurement regulations, Absent such prior approval, the MNRP shall bear its own costs incurred while providing ENFORCEMENT ASSISTANCE or ENFORCEMENT ACTION, including, but not limited to, costs related to fuel, vessel maintenance, personnel costs, or post-enforcement actions. Nothing herein, however, shall be construed as limiting the State's ability to seek or receive grants or other funding from the federal government.

9. TRAINING. No operation may be undertaken pursuant to this agreement until MNRP officers have received training to the satisfaction of COTP Baltimore. The USCG will provide and document such training to individual MNRP officers, as needed to support the purpose of the agreement. Such training shall include instruction on USCG use of force policy and the USCG use of force continuum, as well as the legal regime applicable to safety and security zone enforcement strategies. Similarly, the State of Maryland may, at its option, provide instruction and facilities for the training of Coast Guard personnel.

10. CIVIL LIABILITY AND AGENCY.

- a. No agency relationship is created. MNRP officers shall not be deemed federal officers, agents, or employees of the federal government, as defined and provided for in Title 5, United States Code, for any purposes. No employee of MNRP shall be deemed to be a federal employee for the purposes of any law or regulation administered by the office of personnel management, nor shall any such MNRP officers be entitled to any pay, allowance, or inducement from the federal government. Nothing in this provision creates any employment status or requires the United States to provide any employment or disability benefits to any State of Maryland employee.
- b. The MNRP understands that a USCG request for assistance does not confer any privileges or immunities to the MNRP or its officers under federal law. The MNRP is viewed as assisting the USCG pursuant to its own organic statutory authority as listed in Article 5, Section B. above and other, applicable state law. As such, county law shall govern any cause of action, immunities, or remedies based upon the actions of MNRP officers, unless, at the election of the United States, such action is removed to federal court upon proper motion. However, at its option, the United States may elect to seek representation for MNRP officers when necessary or when, in the judgment of the Coast Guard, such representation is in the best interests of the federal government. The U.S. Department of Justice is the final authority for making such determinations on behalf of the United States. During the pendency of the federal representation determination, MNRP and its officers may be afforded representation by the Maryland Office of the Attorney General. Such representation by the Maryland Office of the Attorney General shall not prejudice the government's determination as to whether federal representation is appropriate.
- c. The Coast Guard does not agree to indemnify any MNRP officer or the State of Maryland for any matter arising out of activities related to this agreement; as such a promise would violate federal law. See 31 U.S.C. § 1331.
- d. MNRP vessels, when operating pursuant to this agreement and an approved OPORDER, and when actually engaged in ENFORCEMENT ACTION or ENFORCEMENT ASSISTANCE activities pursuant thereto, are deemed public vessels of the United States pursuant to 14 U.S.C.

§ 827, and deemed vessels of the Coast Guard pursuant to 14 U.S.C. § 646 only.

11. POINTS OF CONTACT

- a. *LTC. Daniel B. Hughes*
Chief – Office of Field Operations Maryland Natural Resources Police Tawes State Office Building
Annapolis, MD 21401
410-260-8885
- b. *Taz L. Sears*
Lieutenant, USCG
Response, Law Enforcement
2401 Hawkins Point Road
Baltimore, MD 212264791
410-576-2664

12. CONFLICT OF LAW. Nothing in this Agreement is intended to conflict with current law or regulation or the directives of the USCG or the department in which the Coast Guard is operating, or State of Maryland or the MNRP. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force by all parties.

13. EFFECTIVE DATE. The terms of this Agreement shall become effective when all parties identified below have signed this Agreement.

14. MODIFICATION. This Agreement may be modified upon the mutual written consent of the parties.

15. TERMINATION. The terms of this Agreement will remain in effect for five years after the effective date. The parties will review the agreement every five years and may extend or alter the agreement in five-year increments by written mutual agreement. All alterations will be documented in a letter, signed by cognizant representatives of both parties, and appended to each party's copy of the original agreement. The parties will determine at each review whether the alterations require the agreement to be rewritten. Either party may terminate the agreement upon thirty days written notice to the other party.

APPROVED THIS 20 DAY OF APRIL 2007 BY:

UNITED STATES COAST GUARD

By: *Brian D. Kelley*

Captain, U.S. Coast Guard

Commander, Sector Baltimore

U.S. Department of Homeland Security

STATE OF MARYLAND

By: *George F. Johnson IV*

Superintendent

Natural Resources Police

Maryland Natural Resources
Police Policy Manual
Policy Manual

MSP 89A.pdf

MARYLAND STATE POLICE
Uniform Identity Fraud / Theft Reporting Form
Per: Public Safety Article, Section 3-207 Annotated Code of Maryland
Effective October 1, 2011

Law Enforcement Agency identifiers/ Administrative Information

1. Installation: _____ 2. Reporting ORI # _____
3. Complaint / Incident / Report _____ 4. Date Report taken: _____

Victim Information

5. Legal Name of Victim at Time of Report:
Last: _____ First: _____ Middle: _____
6. Date of Birth: _____
7. Victim Current Home Address: _____ Apt # _____
City: _____ State: _____ Zip Code: _____
8. Telephone Numbers: Home: _____ Work: _____ Cell (optional): _____
9. E-Mail address (recommended not required): _____
10. Driver License No: _____ State of Issuance _____
11. Victim's Full Legal Name at Time of Theft / Discovery of Theft if Different From Above:
Last: _____ First: _____ Middle: _____

Personal Information / Identity Theft / Compromise Summary

12. Document / Instrument / Information: Lost Stolen Unauthorized disclosure of personal information from other records
Type of Records: _____
13. Date identity theft First Noticed / Discovered: _____
Amount of Money Spent to Date to Resolve Theft (Estimate if not sure): \$ _____
Amount of Time Spent to Date to Resolve Theft (Estimate if not sure): _____ Hours
14. Location / Address Identity Theft / Loss Believed to Have Occurred:
Street: _____
City: _____ County _____ State: _____ Zip Code _____
If commercial Establishment: Name: _____
15. Identity Theft-Compromise Discovered How (Check Applicable):
____ Self-Initiated Credit Report Check
____ Fraudulent / Unauthorized account: _____ Opened _____ Used
____ Overdrawn Account
____ Credit Report Finding by Financial / Other Institution
____ Notified by:
____ Bank / Credit Union / Other Type of Financial Institution
____ Credit Card Company / Other Creditor
____ Bill Collection Agency / Representative
____ Insurance Company
____ Utility / Telephone Company
____ Denied Loan/Credit
____ Arrested / Had Warrant Issued / Complaint Filed for Crime Did Not Commit
____ Driver's License Suspended for Acts Not Committed
____ Sued for Debt Not Incurred
____ Denied Employment for Financial Reasons
____ Theft of Mail / Diversion of Mail from Address
____ Garbage / Recyclables Gone Through
____ Other (describe): _____

16. Type of Identity Information / Item Compromised (Check Applicable Types)

<input type="checkbox"/> Social Security Number <input type="checkbox"/> Driver's License <input type="checkbox"/> Birth Certificate / Other <input type="checkbox"/> Resident Alien Card <input type="checkbox"/> Passport <input type="checkbox"/> Educational Records <input type="checkbox"/> Medical Records <input type="checkbox"/> Professional Records / License <input type="checkbox"/> Insurance Records: <input type="checkbox"/> Medical <input type="checkbox"/> Other (Identify _____)	<input type="checkbox"/> Utilities / Telephone Records <input type="checkbox"/> ATM / Bank Card <input type="checkbox"/> Savings Account <input type="checkbox"/> Credit Card <input type="checkbox"/> Checking Account <input type="checkbox"/> Brokerage / Stock Account <input type="checkbox"/> Personal Computer <input type="checkbox"/> Internet Purchase <input type="checkbox"/> Files Hacked <input type="checkbox"/> Other (Provide Information) _____
--	--

17. How Information / Identity was Used (Check Applicable):

New Account:

Fraudulently Attempted to Open New Account (Fill in Applicable Information)

Fraudulently Opened New Account (Fill in Applicable Information)

- Date Opened: _____
- Type of Account: _____
- Company Name: _____
 - Account #: _____

Amount Obtained / Credit Limit: \$ _____

- Company Address: _____
- Company Phone #: _____
- Company E-Mail Address: _____

▪ Type of Fraud / Theft:

Cash Obtained: \$ _____

Merchandise Obtained: \$ _____

Services Obtained:
 Government benefits;
 Medical Services;
 Other: _____

Existing Account:
 Fraudulently Attempted to Use Existing Account (Fill in Applicable Information)
 Fraudulently Used Existing Account (Fill in Applicable Information)

- Type of Account: _____
- Company Name: _____
 - Account #: _____
 - Amount Obtained / Credit Limit: \$ _____
- Company Address: _____
- Company Phone #: _____
- Company E-Mail Address: _____
- Account #: _____
- Date(s) Account was Used: _____

Type of Fraud / Theft:

Cash Obtained \$ _____

Merchandise Obtained \$ _____

Services Obtained
 Government Benefits
 Medical Services
 Other: _____

[List Additional / Multiple Stolen / Compromised Accounts on Separate Pages]

Victim Account / Narrative of How Theft occurred or Discovered and Action Taken

18. Detailed Narrative from Victim – Include the Following Information if Applicable:

- Location Identity Theft / Loss Believed to Have Occurred
- Description of Personal Information Lost / Stolen / Compromised:
 - Other / Additional Identity Information Lost / Stolen Compromised

- Determine if Victim Authorized Anyone to Use Name / Personal Information:
 - Identify Authorized User

- Date Theft / Compromise Occurred / Discovered
- Explanation of How Theft / Loss / Compromise was Discovered
- Explanation of How Access was Gained to Identity Information (If Known)
- Was Identity Theft Result of Another Crime:

 ___ Burglary ___ Stolen Auto ___ Robbery ___ Other Type Theft

- Date / Time Other Crime Occurred:
 - Incident # (If Known)

- Description of How Personal Information was Used / For What Purpose
- Amount of Financial Loss (Known at Time of This Report)
- If Internet Purchase / Website Address / Company
- Name / Telephone # of Company Representative / Investigator Making Contact
- Date Theft / Loss Reported to Company / Institution
- Victim Identity Verified by Reporting Officer at Time of Report:
 - Method Used:

- Determine if Victim is Willing to Assist in the Investigation / Prosecution if Suspect is Identified / Arrested / Charged:
 ___ Yes ___ No ___ Not Sure at this time

- Determine if Victim has Filed a Report with Any Other Law Enforcement Agency:
 - If Yes, Name of Agency/ Report #:

- Determine if Victim has Additional Documentation to Support Theft / Fraud Claim that Might Assist in Investigation
 - If Yes, Identify Document:

Narrative:

"Potential" Suspect Information

19. "Potential" Suspect Identifiers:

Suspect Name / Alias:

Suspect Address:

Suspect Telephone #:

Suspect Relationship to Victim:

Method Used to Obtain Identity Item (If Known / Suspected):

Authorization by Victim to Suspect to Use Personal Identity Information: ___ Yes ___ No

If Yes, Transactions / Circumstances Authorized for (Explain):

Officer Contact Information

20. Reporting Officer: Name: _____ Rank: _____ Assignment: _____

ID # _____ Telephone _____ E-Mail: _____

21. Supervisor Review: Name _____ Rank: _____

ID # _____ Telephone _____ E-Mail: _____

Victim Assistance Information / Checklist

An Identity Theft Report entitles an identity crime victim to certain important protections that may help the victim eliminate fraudulent debt and restore their credit to pre-crime status. It is recommended that the victim of the identity theft be provided with the following information after the Identity Crime Report has been completed.

Briefly describe the agency investigative process that occurs after an Identity Theft Report is completed.

22. Recommended Action to be Taken by Victim (Check Applicable):

_____ Begin *Written* Log of Action Taken to Include:

- Dates / Times of Contacts
- Names / Telephone # of Contacts
- Summary of Action Needed / Taken
- Record Time Spent / Expenses Incurred for Contact
- Confirm in Writing all Conversations Regarding Theft / Fraud / Compromise
- Maintain Copies of all Correspondence / Documents Regarding Theft

_____ Obtain / Review Copy of Credit Report(s):

- Equifax (800-685-1111) www.equifax.com
- Experian (888-397-3742) www.experian.com
- Trans union (800-680-7289) www.transunion.com

_____ Identify all Open Fraudulent Accounts

- Identify Fraudulent Account Numbers
- Identify Fraudulent Addresses / Other Information

_____ Notify all Creditors About Identity Fraud

- Authorize Access to Fraudulent Account Information for Law Enforcement Fraud Investigators
- Dispute Stolen Accounts with Creditors
- Request Credit Reporting Agencies Block Fraudulent Information

_____ Place Fraud Alert

_____ Place Credit Freeze

_____ Obtain Replacement Credit Accounts with New Account # for Existing Compromised Accounts

_____ Notify Affected Credit Card Company / Bank / Financial Institution

_____ File Complaint with Federal Trade Commission (FTC):

- Complete ID Theft Affidavit (1-877-438-4338) www.ftc.gov/idtheft

_____ : Obtain Identity Theft Passport

- Office of Maryland Attorney General:
 - Identity Theft Unit (410-576-6491) www.idtheft@oag.state.md.us

_____ Monitor Credit Card Bills for Evidence of Fraudulent Activity:

- Report Activity Immediately to Credit Grantor

_____ Notify Social Security Administration if SS# has been Compromised:

- (1-800-269-0271)

_____ Notify Motor Vehicle Administration if Driver's License has been Lost / Stolen / Compromised:

- (1-800-950-1682)
- Apply for "V" Restriction on Driver's License from MVA;

_____ Contact Local Law Enforcement Agency if Identity has been Used to Commit Criminal Violations:

- File Appropriate Administrative Report for Misidentification:
 - Local State's Attorney's Office www.mdsaa.org
- Privacy Rights Clearinghouse:
 - (1-619-298-3396) www.privacyrights.org

USE THIS PAGE AS A VICTIM ASSISTANCE CHECKLIST

NRP-304 (Boat Utilization 2006-03).pdf

I-NRP-438 (Vehicle Vessel Accident Worksheet).pdf

Line of Duty Death Benefits List.pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-863 (Complainant - Notice
of Case Closure 2011-05-01).pdf**

,

RE: IAU Case Number:

Dear

Your complaint, regarding an incident that occurred on , has been thoroughly investigated and the investigation has now been concluded.

Since personnel files are highly confidential under Maryland law, neither the investigatory findings, nor the final disposition can be revealed to you. Nevertheless, if the investigation did reveal any misconduct on the part of one of our officers, I assure you that all appropriate corrective measures will be taken to eliminate this type of misconduct from occurring in the future.

If there are any questions concerning this matter, please do not hesitate to call my office at .

Sincerely,

Maryland Natural Resources
Police Policy Manual
Policy Manual

**I-NRP-902-905 (Non-Comm Officers
Appraisal Rept 2018-08-15).pdf**

CHAPTER 12 SECTION II FORMS

NON-COMMISSIONED OFFICER'S APPRAISAL REPORT	
NRP 902, 903, 904 & 905	
Use:	Report is completed to recognize and document job performance.
Due:	Appraisal Reports are due in January and July of each calendar year. When an officer is transferred their supervisor will complete an Appraisal and forward it to the new supervisor for inclusion in the 6-month Appraisal, unless the transfer is for less than 1-month in duration. Interim One Month Appraisals are due when an Officer First Class is promoted to Corporal and when a Corporal is promoted to the rank of Sergeant, every month beginning with the effective date of the promotion and continuing for a period of six months.
To:	Through chain of command, to the officer's Bureau Commander.
Note:	Revised 08/18

Instructions:

NRP officers the ranks of Sergeant and above are responsible for completion of these reports.

Report is to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the name of the employee for which the appraisal is being prepared.
2. Enter the employee's four digit identification number.
3. Enter the employee's rank.
4. Enter the employee's work assignment for the period governed by this appraisal period.
5. Enter the beginning and ending dates of the appraisal period.
6. Check-off the type of appraisal this report reflects.
7. Check-off the appropriate rating block for each of the essential job functions. The number of factors will vary according the rank of the employee receiving the appraisal.

NOTE: Any "Needs Improvement" rating will require a written explanation in number 10 below.

Second and subsequent pages:

8. Enter the employee's name at the top of the second or any subsequent pages.
9. Enter the page number of each page and the total number of pages contained in the appraisal package.
10. Comments of the officer's first-line supervisor in support of the rating factors are to be entered in the "Supervisor's Comments" block. Additional comments may be included on the Continuation Form, NRP 901, if necessary.

CHAPTER 12 SECTION II

FORMS

11. Enter the signature of the officer's first-line supervisor completing the report.
12. Enter the four digit identification number of the first-line supervisor in number 11 above.
13. Enter the date the appraisal report is completed by the first-line supervisor.
14. Comments of the employee receiving the appraisal are to be entered in the "Employee's Comments" block. Additional comments may be included on the Continuation Form, NRP 901, if necessary.
15. Enter the signature of the employee which indicates he or she has read and discussed the appraisal report. The employee's signature does not necessarily indicate agreement with the appraisal.
16. Enter the employee's four digit identification number.
17. Enter the date the employee received the appraisal report.
18. Signature of reviewing commander indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.

ROUTING:

1. The officer's first-line supervisor will prepare the Appraisal Report.
2. The officer's first-line supervisor will present the Appraisal Report to the officer for comments and signature.
3. After the review and discussion with the supervisor, should the officer disagree with the Appraisal Report, then they shall note their disagreement in the comments section of the report and sign the report. Their signature does not reflect agreement with the report; it only signifies that they have received the report. Failure to follow this requirement will result in loss of appeal rights to the NCOAS Appeals Board.
4. The completed Appraisal Report will then be given to the commander/chief who will review, sign, and forward the report to NRP Personnel.

NOTE: Form NRP-905 will be utilized for the appraisal of all specialized positions within NRP. Generally, within the Office of Field Operations, said form will be utilized for COPS Officers and Corporals and Area Investigators. It shall be the responsibility of an employee's Bureau Commander to ensure a Position Description Sheet (MS-22) and Form NRP-905 are specifically tailored for each specialized position under their respective command.

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-475 (Speedometer Cert. Rec. 2005-04).pdf

**MARYLAND NATURAL RESOURCES POLICE
VEHICLE SPEEDOMETER CERTIFICATION RECORD**

Unit #	VIN #:	Make:	Model:	Year:
--------	--------	-------	--------	-------

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

Date Speedometer Certified:	Rank & Name of Certified Radar /Lidar Operator:			Operator's ID #:
Speedometer Indicated Speed====>	35	55	75	Other (specify):
Radar / Lidar Certified Speed====>				

NRP-107 (Sample Citation 2017).pdf

MARYLAND NATURAL RESOURCES COMPLAINT AND CITATION

WITNESS

RELATED CITATION →

4Y661373
XXXXXXXXXX

DRIVER'S LICENSE / SOUNDINDEX NUMBER

CLASS STATE

DEFENDANT'S (FIRST) NAME (MIDDLE) (LAST) (SUFFIX)

CURRENT ADDRESS IN FULL

CITY COUNTY STATE ZIP CODE

HEIGHT WEIGHT RACE ETHNICITY SEX BIRTH DATE TELEPHONE NUMBER

BOAT OR VEHICLE REGISTRATION STATE TYPE OF BOAT OR VEHICLE

VIOLATION DATE MONTH DAY YEAR TIME A.M. P.M.

LOCATION OF OFFENSE CITY/COUNTY

COUNTY CODE LOCATION CODE

MD

LICENSE TYPE DNR ID NUMBER CORPORATION NUMBER COMMERCIAL

DID UNLAWFULLY VIOLATE: CIRCLE VIOLATION BELOW: (ONE VIOLATION ONLY)

NR 4-809	Crabs		Fishing
08.02.03.14E(3)	Possession undersized hard crab Bu/Ba	4-745(a)(1) 4-745 /	Fish. w/o Ches. Bay S.F. Lic. Fish. w/o Ches. Bay S.F. Lic
08.02.03.10B(1)	Possession Female Crab (Recreational) Bu/Ba	08.02.01.07B(6)a 4-604(b)	in possession Non-tidal w/o license
08.02.03.01A(1)	Crabbing Gear Violation	4-610	Non-tidal w/o license in possession
08.02.03.03E(4)a	Fail to Mark Floats w/ DNR ID Number		
NR 8-704	Boating		Wildlife
08.18.04.02A	Insuff. #of appr. PFD's _____ #short	10-404(c)	Hunt/Poss. bird/mamm-closed season
08.18.02.05K	Operate PWC>6 knots w/in 100' shore, piling, etc.	10-410(c)(1)	Loaded weapon in vehicle
08.18.02.05L	Operate PWC>6 knots w/in 100' of a vessel	10-416(c)	Cast rays w/ implement
08.18.01.04A	Exceed (6 knot) Speed limit	10-410(e)	Cast rays, w/o implement
08.18.04.03	Violation USCG Nav Rules	10-418(b)	Failure to wear fluorescent orange
08.18.01.05B	Fail to Carry Req. USCG Equipment	10-301(b)	Hunting w/o license
	Negligent Operation	10-411(a)	Hunting on private lands w/o written permission
NR 8-712		NR 5-209a	State Parks
08.04.03.10A	Fail to Display Validation Sticker on Numbered Vessel	08.07.06.03A(7)	Hunting in violation of permit
8-712(d)	Fail to have Certificate of Number Available for Inspection	08.07.06.03A(1)	Hunt where/when not permitted
8-712.2(a)(1)	Fail to Obtain Certificate of Boating Safety Education	08.07.06.04B	Weapons violation
8-725(b)	Tow skier w/o observer or after dark	08.07.06.06C	(Entering, Remaining) in Area Closed to Public Use
		08.07.06.12A	Littering
		08.07.06.14D(1)	Drive in non-designated area
		08.07.06.19A	Possess Intox. Bev. Under 21y.o.a.
		08.07.06.19	Possess Intox. Bev.
		08.07.06.20	Disorderly Conduct

VIOLATION NOT LISTED ABOVE ART. TITLE SUB-TITLE PARAGRAPH CODE

CHARGE

PREPAYABLE FINE AMOUNT \$35 \$55 \$85 \$125 \$250 \$500 Other \$.....

NOTICE TO APPEAR

- You have the right to stand trial to contest your guilt **OR** pay the prepayable fine above and avoid trial.
- You must appear in court to stand trial for this offense. You may not prepay the fine.

Trial Information: _____ A.M. District
Date Time P.M. Court #: _____

Address: _____

I SOLEMNLY AFFIRM UNDER PENALTY OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

OFFICER'S SIGNATURE: _____

ISSUE DATE: _____

TRIAL: DISTRICT LOC. OFFICER: AGENCY SUB-AGENCY I.D. NO.

WARNING - FAILURE TO SIGN MAY LEAD TO YOUR ARREST.

I SIGN MY NAME AS A RECEIPT OF A COPY OF THIS CITATION AND NOT AS AN ADMISSION OF GUILT BUT MY FAILURE TO APPEAR MAY RESULT IN THE ISSUANCE OF A WARRANT FOR MY ARREST.

DEFENDANT'S SIGNATURE: _____

Note to Law Enforcement: Remove this first copy of citation before entering witness information. You may enter address of defendant as shown on driver's license if that address is different from current address.

TO THE DISTRICT COURT:
PLEASE SUMMONS THE FOLLOWING WITNESSES:

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

NAME

ADDRESS ROOM #
APT. #

CITY STATE ZIP

DAY PHONE
NIGHT PHONE
If Law Enforcement Agency Sub-Agency ID.

Email (optional):

Reverse Side of Copy #1
"Court Copy"
White

Reverse Side of Copy #2
Headquarters Copy
(Blank)

**CITATION
DEPARTMENT OF NATURAL RESOURCES
STATE OF MARYLAND**

Any reasonable accommodation for persons with disabilities should be requested by contacting the court prior to trial. Hearing/speech impaired callers only, call Maryland RELAY: 711

TO THE PERSON CHARGED:

1. This paper charges you with committing a crime.
2. If you have been arrested and remain in custody, you have the right to have a judicial officer decide whether you should be released from jail until your trial.
3. If you have been served with a citation or summons directing you to appear before a judicial officer for a preliminary inquiry at a date and time designated or within five days of service if no time is designated, a judicial officer will advise you of your rights, the charges against you, and penalties. The preliminary inquiry will be canceled if a lawyer has entered an appearance to represent you.
4. You have the right to have a lawyer.
5. A lawyer can be helpful to you by:
 - A. explaining the charges in this paper;
 - B. telling you the possible penalties;
 - C. explaining any potential collateral consequences of a conviction, including immigration consequences;
 - D. helping you at trial;
 - E. helping you protect your constitutional rights; and
 - F. helping you get a fair penalty if convicted.
6. Even if you plan to plead guilty, a lawyer can be helpful.
7. If you are eligible, the Public Defender or a court-appointed attorney will represent you at any initial appearance before a judicial officer and at any proceeding under Rule 4-216.2 to review an order of a District Court commissioner regarding pretrial release. If you want a lawyer for any further proceeding, including trial, but do not have the money to hire one, the Public Defender may provide a lawyer for you. To apply for Public Defender representation, contact a District Court commissioner.
8. If you want a lawyer but you cannot get one and the Public Defender will not provide one for you, contact the court clerk as soon as possible.
9. **DO NOT WAIT UNTIL THE DATE OF YOUR TRIAL TO GET A LAWYER.** If you do not have a lawyer before the trial date, you may have to go to trial without one.

Reverse Side of Copy #3
"Defendant's Copy"
White

Contact information for District Court Commissioner's Offices can be found at:
<http://www.mdcourts.gov/district/directories/commissionermap.html>
If you require further information about qualifying for a Public Defender, call 1-833-453-9799.

NOTICE TO DEFENDANT

If your citation/violation is marked "You must appear in court to stand trial", this is a summons to appear. You must appear as directed on the front of the citation, or when notified by the Court. If your name or address is not correct, you must notify the Court in writing of any changes. Include your citation number.

A warrant will be issued for the arrest of any defendant who has failed to appear for trial or who has failed to pay their fine on or before the date set for trial. In this case, there is an additional fine of \$100. You may post the original fine and the \$100 fine for failing to appear to request a new trial date. The Department of Natural Resources may immediately suspend your license and may deny any new license until you appear in court to answer the charge(s).

If you have been charged with an offense with a prepayable fine, you may stand trial to contest your guilt on the date shown on this citation or when notified by the Court; or, if you wish to plead guilty without a hearing by paying the fine:

1. Bring the citation to the District Court designated on the front of this citation and pay the prepayable fine amount; **or**
2. Sign the statement below and mail the statement with a check or money order for the prepayable fine to the District Court designated on the front of this citation.

Make checks payable to "District Court of Maryland". An additional \$10 service fee will be imposed for each dishonored check.

NOTE: Payment of the fine is considered an admission of guilt.

If your court date is not written on the front of this citation, you will receive official notice in the mail.

If you are deemed guilty of the offense charged on this citation, either by prepaying the fine or through a court judgment and/or fine, the Department of Natural Resources may take civil administrative enforcement action to suspend or revoke your fishing or hunting privileges or seek restitution through a separate proceeding before the Office of Administrative Hearings. Maryland is a member of the Interstate Wildlife Violator Compact, therefore, a suspension or revocation of your fishing or hunting privileges may also affect/impact your privileges in other member states.

APPEARANCE, PLEA OF GUILTY AND WAIVER

I, the Defendant, named above, do hereby enter my appearance on the complaint of the offense(s) charged. I am aware I have the right to a hearing by the Court; the right to stand trial; to have counsel of my choice (or have counsel appointed for me if I cannot afford counsel); that my signature to this plea of guilty will have the same force and effect as a judgment of Court; and that this record will be sent to the Department of Natural Resources of this State. I do hereby plead guilty to said offense(s) as charged and waive my right to counsel and to a hearing by the Court.

DATE _____ AMOUNT _____

SIGNATURE OF DEFENDANT _____

NRP-606 (Patrol Ops Plan 2004-11).pdf

MARYLAND NATURAL RESOURCES POLICE
Office of Field Operations
Patrol Operations Plan

1. Name of Target Area:		Region(s):	Area(s):
2. Description		3. Location	
		Address	
		Body of Water	
		County	
		G.P.S.	
4. Patrol Responsibilities	Patrol Methods	Current Restrictions	
Officers conducting security patrols of this area shall: 1.	<input type="checkbox"/> Foot Patrol – <input type="checkbox"/> Vehicle Patrol – <input type="checkbox"/> Vessel Patrol – <input type="checkbox"/> Aircraft Patrol -		
Signage, Warning Notices and Buoys	5. Notifications of Suspicious Activity	6. Communications	
	Suspicious activity or packages should be reported to: 1. DNR Communications Center (by radio) 2.		
7. Resource Allocation Needs (Attach copies of district schedules as appropriate)			
8 Hours per day / 7 days per week	12 hours per day / 7 days per week	24 hours per day / 7 days per week	
8. Additional Resources / Critical Locations			
			Boat Launching Ramps
Command Post Locations			
Police & Fire Staging Areas			
Helicopter Landing Sites			
Media Staging Area			

Maryland Natural Resources
Police Policy Manual
Policy Manual

MOU_MSP_Aviation.pdf

Memorandum of Understanding - Coordination of Aerial Search & Rescue Services and Airborne Law Enforcement Services - Between the Department of State Police and Department of Natural Resources / Natural Resources Police

1. WHEREAS, it is in the best interest of the citizens of Maryland that the Department of State Police and the Department of Natural Resources / Natural Resources Police, cooperate to the fullest extent possible within their statutory obligations and responsibilities for providing professional aerial search and rescue services and airborne law enforcement services to the citizens of Maryland; and
2. WHEREAS, the Department of State Police and the Department of Natural Resources / Natural Resources Police both realize and agree that it would be in the best interest of the citizens of Maryland and in the furtherance of each Department's respective goals for providing efficient and effective aerial search and rescue services and airborne law enforcement services to the citizens of Maryland for the Department of State Police and the Department of Natural Resources / Natural Resources Police to coordinate their respective aerial search and rescue activities and airborne law enforcement activities; and
3. WHEREAS, it is recognized that the Department of State Police and the Department of Natural Resources / Natural Resources Police strive to continue to enhance and foster the remarkable working relationship currently shared by the two Departments; and
4. WHEREAS, it is recognized that coordinated activity will have a significant effect on applying available resources in the most efficient and effective manner when providing aerial search and rescue services and airborne law enforcement services to the citizens of Maryland;
5. THEREFORE, we the undersigned, on behalf of the Department of State Police, and on behalf of the Department of Natural Resources / Natural Resources Police, do hereby agree to the stipulations of this Memorandum.

a. Department of State Police Aviation Command

The Department of State Police Aviation Command operates 11 state of the art twin engine helicopters, which are based strategically at eight locations across the State. The Aviation Command is positioned to quickly respond to emergencies located anywhere in Maryland ranging from the Atlantic Ocean to the Chesapeake Bay to the Baltimore and Washington, D.C. metropolitan areas to the Appalachian Mountains. The Aviation Command also operates two fixed wing aircraft in support of its multi-mission profile. The Aviation Command's multi-mission services include aeromedical, aerial search & rescue, airborne law enforcement, homeland security, and disaster assessment.

The Aviation Command provides 24-hour a day services throughout the year. An Aviation Command duty officer staffs the Maryland Institute for Emergency Medical Services Systems (MIEMSS) Statewide Communications System (SYSCOM) 24-hours a day throughout the year. By statute, MIEMSS is responsible for medevac helicopter communications. All medevac helicopters transporting patients to / from medical facilities within Maryland are required to communicate with SYSCOM. Ten helicopter communication sites are located across the State to ensure reliable radio coverage. SYSCOM is located at 653 West Pratt Street, Baltimore, Maryland 21201. The emergency telephone number at SYSCOM is 410-706-8080 and the non-emergency telephone number is 410-783-7525.

The Aviation Command is headquartered at Martin State Airport, 3023 Strawberry Point Road, Baltimore, Maryland 21220. The telephone number at Aviation Command Headquarters is 410-

238-5800. Aviation Command Headquarters is open Monday through Friday, excluding State holidays, during normal business hours (8:30 a.m. — 5:00 p.m.)

b. Department of Natural Resources / Natural Resources Police

The Natural Resources Police is a public safety agency with statewide authority to enforce conservation, boating, and criminal laws, as well as to provide primary law enforcement services for Maryland's State parks, State forests, and public lands owned and managed by the Maryland Department of Natural Resources. The Natural Resources Police is also designated as the State's lead agency for homeland security on Maryland waters.

The Natural Resources Police is headquartered at 580 Taylor Avenue, E-3, Annapolis, Maryland 21401. The telephone number at Natural Resources Police Headquarters is 410-260-8880. The Natural Resources Police 24-hour a day emergency telephone number is 410-260-8888.

c. Coordination of Aerial Search and Rescue Services and Airborne Law Enforcement Services.

The Department of State Police Aviation Command shall provide support in the form of aerial search and rescue services and airborne law enforcement services to the Department of Natural Resources / Natural Resources Police. These services will be provided to the fullest extent possible based on aircraft availability and weather conditions.

Requests for immediate emergency services will be made by contacting SYSCOM at emergency telephone number 410-706-8080.

Requests for pre-planned law enforcement missions will be made as far in advance as possible by contacting the Aviation Command's Flight Operations Division on weekdays during normal business hours at telephone number 410-238-5800; contact the SYSCOM duty officer on weekends or after normal business hours at non-emergency telephone number 410-783-7525.

The Department of Natural Resources / Natural Resources Police will coordinate pre-planned law enforcement missions as far in advance as possible with the Aviation Command's Flight Operations Division. The Department of Natural Resources / Natural Resources Police will arrange for a member of their department to fly on board Aviation Command aircraft on pre-planned law enforcement missions. The Department of Natural Resources / Natural Resources Police will coordinate all law enforcement activities and follow-up investigations pertaining to pre-planned law enforcement missions with ground based / water based enforcement units.

d. Consistent with the respective statutory responsibilities of the Department of State Police and the Department of Natural Resources / Natural Resources Police, it is agreed that both Departments will continue to work within the existing framework of mutual respect and cooperation to enhance public safety and improve the quality of life for the citizens of Maryland.

e. This Agreement shall become effective upon the date of its approval and execution by the parties hereto. Thirty (30) days' notice of termination may be exercised at any time during the term of this Agreement. If this Agreement is not terminated in accordance with the provisions of this Agreement, it shall be automatically renewed.

AS WITNESSETH our hands this 18th day of February, 2009.

Colonel Terrence Sheridan
Secretary
Department of State Police

John R. Griffin
Secretary
Department of Natural Resources

Colonel George Johnson
Superintendent
Natural Resources Police

NRP-801 (Compl of Brutality 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
COMPLAINT OF BRUTALITY**

Reference IAU #: _____

I _____, age _____, address _____
Complainant's Full Name Complainant's Age

_____, do hereby
Complainant's Address

swear or affirm under penalty of perjury that the information stated herein is true and correct to the best of my knowledge and belief.

Complainant's Signature Date

NOTE: Complainant must sign all copies.

The above-named applicant has made the following complaint against

_____ ID #(s) _____ of
Officer (s) Rank & Name Officer ID (s)

the Maryland Natural Resources Police. The complaint is based on the following factual information or observation.

Notary's Certification:

I hereby certify that on _____ day
this _____ of _____, before
Day Month Year

me, a Notary Public of the State of _____ in and for the County of _____
Name of State

_____, the said named _____
Name of County Complaint's Name

appeared before me and made oath in due form on the law that the foregoing information is true and correct.

Notary's Signature: _____

Date my Commission expires: _____

- Distribution:
1. Original – Remains with original case file
 2. Copy – Complainant

3. Copy - Forwarded to IAU

MSP-241 (Latent Prints 2011-05).pdf

MARYLAND DEPARTMENT OF STATE POLICE. Forensic Sciences Division Latent Print Casework Submittal Form				SUBMITTING AGENCY:	
<i>The below information is required to process the request. Shoeprint & tire track examinations require pre-approval. Phone 443-357-1503.</i>				AGENCY CASE #:	
INVESTIGATOR NAME:		INVESTIGATOR PHONE #:		INVESTIGATOR EMAIL:	
OFFENSE:		<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor		ESTIMATED LOSS VALUE:	
				<input type="checkbox"/> GREATER THAN \$1,000 <input type="checkbox"/> LESS THAN \$1,000 <input type="checkbox"/> N/A	
RE-SUBMISSION: Yes No		RELATED TO OTHER LP CASE: Yes No		TRIAL DATE PENDING: Yes No	
ORIGINAL SUBMITTAL DATE:		CASE #:		DATE:	
RECOVERY LOCATION W/GREATEST POSSIBLE PROBATIVE VALUE:					
COMMENTS:					
Following required for latent print comparison request only.					
RELATIONSHIP: Victim Suspect Other explain:					
NAME:					
D.O.B.:		GENDER: Male Female		RACE:	
SID #:		FBI #:		PRINTS SUBMITTED: Yes No	
OTHER:					
RELATIONSHIP: Victim Suspect Other explain:					
NAME:					
D.O.B.:		GENDER: Male Female		RACE:	
SID #:		FBI #:		PRINTS SUBMITTED: Yes No	
OTHER:					
RELATIONSHIP: Victim Suspect Other explain:					
NAME:					
D.O.B.:		GENDER: Male Female		RACE:	
SID #:		FBI #:		PRINTS SUBMITTED: Yes No	
OTHER:					
RELATIONSHIP: Victim Suspect Other explain:					
NAME:					
D.O.B.:		GENDER: Male Female		RACE:	
SID #:		FBI #:		PRINTS SUBMITTED: Yes No	
OTHER:					
CRIME LABORATORY FILE #:		LP #:		INITIALS:	DATE:

NRP-407 (Vehicle Inventory Inspm 2007-06).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-823 (Notif of Evid-Doc Recpt-
Confid Agree 2011-05-01).pdf**

MARYLAND NATURAL RESOURCES POLICE
Notification of Evidence / Document Receipt Form / Confidentiality Agreement

Date: _____

Reference IAU #: _____

Defendant Officer	Date of Hearing
Defense Counsel or Representative	Prosecutor
Address	Address
Office Telephone No.	Office Telephone No.

Both Prosecution and Defense must exchange the names of all witnesses and a copy of all documents and any other evidence during the Pre-hearing Conference. Complete the certification below and, if applicable, the Confidentiality Agreement on the back and send a signed copy of this form to the Hearing Board Chairperson. Failure to exchange the information and documents within the time specified or to submit the required forms to the chairperson without good and substantial reason may result in the evidence being excluded.

A. The following persons may be called on behalf of the: (check appropriate)

Prosecution Defense

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

B. The following documents and items will be offered as evidence on behalf of the: (check appropriate)

Prosecution Defense

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

I, _____, the (check appropriate) Prosecutor Defense in the above referenced case, do hereby certify that I have provided copies of all documents and evidence listed above to the Prosecutor / Defendant.

Note: See other side for Distribution Instructions, Confidentiality Agreement, and Signature Blocks.

Distribution: The Hearing Board Chairperson will send this Form (NRP-823) and NRP Form 820 (Notification of Hearing) to the Prosecutor and Defense. The parties will attach a completed copy of this Form to all documents and evidence exchanged, and each will return a completed copy to the Hearing Board Chairperson within the specified period.

Note: Use blank sheet if additional space is necessary.

Subpoenas for the witness named above will be issued by the Hearing Board Chairperson upon the request of a party. In the event of a postponement, continuance or because a settlement has been reached, the requesting party is responsible for notifying the witness subpoenaed by him and advising them of the new hearing date, if any.

A party may excuse the witnesses he has subpoenaed from attending a hearing for any reason. However, if a witness has been subpoenaed by both parties and/or the Hearing Board, the witness may not be excused without the agreement of all parties and/or the Hearing Board.

Because a party may excuse witnesses he has subpoenaed, do not rely on the adversary's subpoena if you intend to call that witness during the presentation of your case.

CONFIDENTIALITY AGREEMENT

Pursuant to the Public Safety Article, Section 3-104(n)(ii)(1), of the Annotated Code of Maryland, I hereby acknowledge and agree that any and all material contained in the record received from the report of internal investigation shall be strictly and narrowly used for the sole purpose of defending myself in any Maryland Natural Resources Police administrative hearing. The agreement herein shall likewise bind my representative, agent, or legal counsel. Use or disclosure of said confidential information for any purpose other than that herein stated, shall constitute a breach of this agreement and subject the party to administrative charges, which may result in my dismissal from the Maryland Natural Resources Police.

Officer:

_____	_____	_____
Officer's Signature (Rank / Name / ID #)	Time Signed	Date Signed

Officer's Defense Counsel or Representative:

_____	_____	_____
Defense Counsel's or Representative's Printed Name	Defense Counsel's or Representative's Signature	Date Signed

Agency Prosecutor:

_____	_____	_____
Prosecutor's Printed Name	Prosecutor's Signature	Date Signed

Witness:

_____	_____	_____
Witness's Printed Name	Witness's Signature (Rank / Name / ID #)	Date Signed

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-838 (Order-Return_to_Duty_2017-11-03).pdf

MARYLAND NATURAL RESOURCES POLICE
Return to Full Duty Order

To: _____
Rank, First, MI, Last Name, ID #

Assignment: _____

Effective (Date) _____, you are to return to full duty without restrictions. This order follows a letter of declination from the (County) _____ State's Attorney's Office dated _____ concluding the force used in this incident was "justified."
(Language may be modified based on circumstances).

Superintendent's Signature

Date

I hereby acknowledge receipt of and understanding of this order.

Officer's Signature

Date

Regional / Division Commander's Signature

Date

- Distribution:
- Copy to Employee
 - Copy to Employee's Commander
 - Original to NRP Human Resources file

NRP-490H (Handgun Purchase 2009-01).pdf

Maryland Natural Resources Police

Retiree's Issued Handgun Purchase Form

I _____ do hereby affirm that I have retired or I am retiring from
Retired/Retiring Officer's Rank & Name
 the Maryland Natural Police in good standing, and that I am not currently under administrative or criminal charges or investigation. Additionally, I affirm that I have not been convicted of a felony, a crime of violence, or a crime of domestic violence, and I am not the respondent in a final protective order.

I do hereby request to purchase my issued handgun which is described below:

Handgun Make: _____ Handgun Model: _____

Handgun Serial #: _____

I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.

 Printed Name of Retired or Retiring Officer

 Signature of Retired or Retiring Officer

 Date

HANDGUN CONDITION & VALUE (For Official Use Only)

The handgun's condition and replacement value shall be determined, and the replacement value monies must be received from the retiring officer, before forwarding to the Natural Resources Inventory Control Officer at the Matapeake Facility. The handgun's condition and replacement value shall be determined by the Agency Armorer or a Federal Firearms Licensed (FFL) dealer. Entered below is the condition, replacement value as determined by the Agency Armorer or an FFL dealer. If the determination was made by an FFL dealer, the dealer's information is listed below.

Condition: _____ Handgun Replacement Value: \$ _____

Name of Agency Armorer Making Determinations: _____

Name of FFL Dealer Making Determinations: _____

FFL License #: _____

FFL Dealer's Address: _____

Name of Person Making Determinations: _____ Phone #: _____

Replacement Value Costs Received from the Retired/Retiring Officer: \$ _____

AUTHORIZING SIGNATURES & TRANSFER OF HANDGUN

Signature - NRP Inventory Control Officer	ID #	Date
---	------	------

Signature - Chief of Support Services	ID #	Date
---------------------------------------	------	------

Signature - Superintendant	ID #	Date
----------------------------	------	------

Signature of NRP Official Transferring Handgun	ID #	Date of Weapon Transfer
--	------	-------------------------

Signature of Retired or Retiring Officer Accepting Possession of Handgun	ID #	Date
--	------	------

Distribution:	Original - Agency Armorer	Copy - Agency Inventory Control Officer	Copy - Area/Unit Files
---------------	---------------------------	---	------------------------

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-512 (Receipt Acknowledgement
Form 2004-11).pdf**

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-930_(Cadet_Monthly_Report_2013-06-14).pdf

MARYLAND NATURAL RESOURCES POLICE

Cadet Monthly Evaluation System

MONTHLY REPORT

Overview of Responsibilities: Cadet

The main purpose of the NRP Cadet is to actively participate in the developmental program designed to provide the Cadet with a working knowledge and hands on exposure to the duties of law enforcement and civilian personnel of the Maryland Natural Resources Police.

Name:		I.D. #:	Position:	Cadet			
Assignment:		Evaluation Period:		To			
Essential Job Functions and Other Duties			Outstanding	Satisfactory	Unsatisfactory	Not Observed	
1.	Effectively participates in the Agency developmental program to acquire a working knowledge of various internal Natural Resources Police Areas / Units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Effectively participates in the Agency developmental program to acquire a working knowledge of various external DNR units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Ensures with minimum errors that required forms, reports, and documentation are completed in a timely and accurate manner according to Agency policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Completes and submits all required forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Operates, maintains, and secures all assigned equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Maintains and wears uniform according to Agency policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Maintains a professional appearance and conducts all activities in a professional manner at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	Participates in all required training and meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Follows orders and direction from supervisors within assigned area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Participates in Natural Resources public relations events and recruiting assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Establishes and maintains professional relationships with various governmental agencies and organizations, private sector groups, the media, and the general public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Works on a rotating shift at an assignment anywhere in Maryland.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.	Assists with search and rescue activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Uses a computer terminal to enter and retrieve data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15.	Adheres to chain of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	Adheres to Cadet Program policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	Adheres to Agency policy and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Maintains good attendance (The use of FMLA-qualifying leave should not be considered).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19.	Follows call-in / leave policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Name:		I.D. #:	Position:	Cadet						
Assignment:			Evaluation Period:	To						
Essential Job Functions and Other Duties							Outstanding	Satisfactory	Unsatisfactory	Not Observed
20.	Reports to work area on time and does not leave until designated time.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Works cooperatively with others to implement the Agency's goals.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Speaks effectively.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Writes effectively (clear, organized, appropriate grammar, and punctuation).						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Interacts positively with co-workers.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Strives to meet customer requirements.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Is courteous to customers and co-workers.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Provides timely, accurate, and appropriate information to internal and external customers.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Keeps commitments and follows through on customer requests.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Solves problems without being asked.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Works to continuously improve the processes.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Engages in opportunities for self-improvement.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Appropriately prioritizes work.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Maintains confidentiality.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Exercises appropriate judgment.						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Needs Improvement" require a written comment.

Evaluator's Comments & Signature:

Evaluator's Signature:

I.D. No.

Date

Employee's Comments & Signature:

Employee's Signature:

I.D. No.

Date

Reviewer's Signature

Reviewer's Signature:

I.D. No.

Date

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NRP-423 (Confiscated Weapon Log 2007-08).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-499SO-COVID-19.pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-478 (Equip Loan Agree
- Num Sample 2004-11).pdf**

I-NRP-606 (Patrol Ops Plan 2004-11).pdf

CHAPTER 12 SECTION II

FORMS

PATROL OPERATIONS PLAN	
NRP 606	
Use:	Utilized to identify and develop patrol plans for potential terrorist targets.
Due:	Developed and updated as targets are identified and conditions dictate.
To:	Through chain of command to the Field Force Bureau Commander
Note:	Revised 11/04

Instructions:

During times of increased readiness, it is incumbent upon the Maryland Natural Resources Police to identify, plan for, and execute strategic patrols of potential targets in relation to terrorist activity. To do this effectively, regional commanders must have knowledge of the geographic area for which they are responsible and knowledge of its characteristics so they can relate the effects of hazards to operational requirements. To this end a Patrol Operations Plan will be developed for all significant, potential targets within the region of responsibility to guide the efforts of Office of Field Operations personnel when conducting proactive patrols of pre-identified target locations.

Regional commanders will utilize the outline below to develop Patrol Operations Plans for each target identified within the region of responsibility and finalize that Plan in the table format attached.

1. **Name of Target Area**
 - a. Give a brief description of the target area.
 - b. List the Region(s) involved, or potentially involved, in the target patrol plan.
 - c. List the Area(s) involved, or potentially involved, in the target patrol plan.
2. **Description of target**
 - a. Brief narrative of what the target is.
 - b. Include any unique features.

3. **Location of the target**
 - a. List the region(s) and area(s) where the target is located – may be more than one.
 - b. Complete mailing address.
 - c. Body of water where situated.
 - d. County or counties.
 - e. Longitude and latitude coordinates.
4. **Patrol Responsibilities**
 - a. Detailed description of exactly what is expected of the field officer.
 - b. Identify if patrol requires foot, vehicle, vessel, or aircraft patrols.
 - c. Include current restrictions; legislative, regulatory or independent (private).
 - d. Include any signage, notices, or buoys to be checked for proper display/on-station.
5. **Notification of Suspicious Circumstances**
 - a. Enumerate who to contact, including telephone numbers.
 - b. List in order of priority.
6. **Communications**
 - a. List radio channels and frequencies for intra-agency communication.
 - b. Consider a common frequency in the event NRP units from more than one region or area respond.
 - c. Select common frequency for inter-agency communications; VHF, mutual aid, etc..
7. **Resource Allocation Needs**
 - a. List personnel and equipment resources need for:
 - i. 8 hour/ 7day operation
 - ii.12 hour/ 7 day operation
 - iii.24 hour/ 7 day operation
 - b. Consider resources from region/ area other than your own.
8. **Additional Resources/Critical Locations**
 - a. List any other resources needed for extended operations.
 - b. List pre-determined locations with addresses and telephone numbers for:

CHAPTER 12 SECTION II FORMS

- i. Command Post.
- ii. Staging areas (police, fire, media).
- iii. Helicopter landing sites.
- iv. Boat launching facilities.

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**NRP-731 (Firearms Qual Range
Test Scores 2013-09-25).pdf**

NRP-604 (Status Rept 2011-08-25).pdf

NRP-434 (Boat Excise Tax Rept 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
BOAT EXCISE TAX INVESTIGATION REPORT**

1. Vessel Registration Number or Name:	2. Date of Report:	3. Status: <input type="checkbox"/> Open <input type="checkbox"/> Closed <input type="checkbox"/> Suspended	4. Report Number:
5. Report Type: <input type="checkbox"/> Initial Investigation <input type="checkbox"/> Follow-Up Investigation			

**6. VESSEL DESCRIPTION
(complete for all known information)**

Make:		Model:		Type:	Color:
Year:	Length:	Width:	Hull Material:	Hull Identification Number:	
Hailing Port:					

7. VESSEL'S LOCATION ON FIRST SIGHTING

NRP Area Office:	County:	Marina & Slip Information	GPS Coordinates (in latitude & longitude) Latitude: _____ Longitude: _____
Other Location Information			

**8. OTHER CASE SIGHTING
(attempt to make sighting once a month to establish principal use)**

Sighting # 2	Sighting # 3	Sighting # 4
Sighting # 5	Sighting # 6	Sighting # 7

9. VESSEL OWNER INFORMATION

Owner's Name:	Driver License Number & State:	Race / Sex:	D.O.B.:
Street Address:	City:	State:	Zip: Home #: Work #:
Co-Owner's Name:	Driver License Number & State:	Race / Sex:	D.O.B.:
Street Address:	City:	State:	Zip: Home #: Work #:

10. INVESTIGATIVE ACTION TAKEN

--

IMPORTANT: Attach Out of State registration printout from the DNR Communications Center to this report.

**I-NRP-447 (Workers Comp - First
Report Of Injury or Illness 2006-03).pdf**

CHAPTER 12 SECTION II

FORMS

WORKERS COMPENSATION - FIRST REPORT OF INJURY OR ILLNESS	
NRP 447	
Use:	To document a work related injury or illness to paid employee.
Due:	Verbal Confirmation - Supervisor must call Injured Worker's Insurance Fund at 1-888-410-1400, as soon as practical, to file a report for injury of permanent employees only and; immediately following above call, supervisor will call NRP Personnel Section with initial information and initial leave status. Fax Copy - A.S.A.P. after verbal confirmation. Fax Original - Within 48 hour.
To:	Supervisor, who will forward through chain of command to NRP Personnel Section, E-3.
Note:	Revised 03/06

Instructions:

Completed by the injured employee's supervisor.

Report to be printed in black ink or typed. All signatures will be in black ink.

Report must be completed on the pre-printed Workers Compensation Commission Form 1A (5/93). Do not use the computer generated version that is provided only as a guide.

1. Enter the employer name and address. This will as be as indicated on the sample, instruction form.
- 2 - 5. Leave Blank.
6. Enter the assigned NRP incident number.
- 7 - 8. Leave blank.
9. Enter the address of the injured employee's

region or area office.

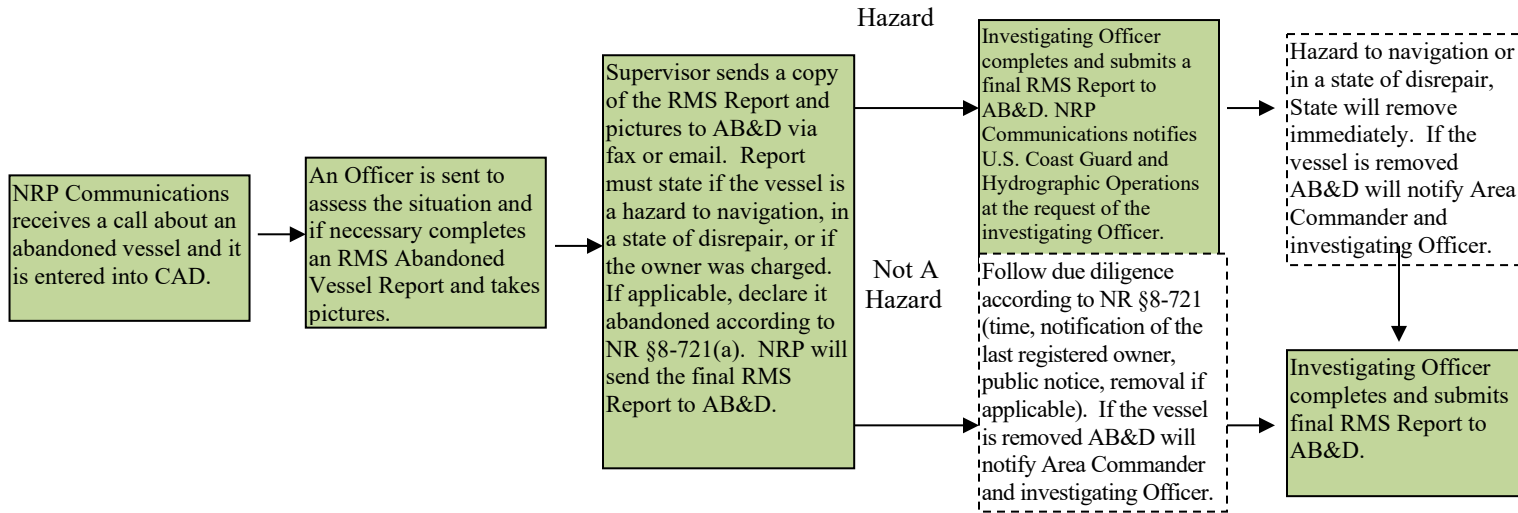
10. Leave blank.
11. Enter the telephone number of the injured employee's region/area office.
12. Enter the address of the Injured Workers Insurance Fund as indicated on the same form.
- 13 - 14. Leave blank.
15. Check the self insurance block on all reports.
16. Leave blank.
17. Enter the policy/self insured number:
9-0906-8
- 18 - 19. Leave blank.
- 20 - 28. Self explanatory employee information.
29. Enter "Permanent" or "Contractual" as appropriate.
30. Leave blank.
- 31 - 32. Self explanatory employee information.
33. Enter the employees normal pay rate. Indicate if this figure represents per day, week, month, or other in the check-off areas.
34. Enter the employee's average weekly wages.
35. Enter the normal number of days the employee works per week; normally five for permanent employees.
36. - 37: Check-off as appropriate.
38. Enter the time injured employee began work on the day of the injury/illness.

CHAPTER 12 SECTION II FORMS

39. Enter the date of injury/illness.
40. Enter the time of injury/illness. Check-off AM or PM.
41. Enter the date of the last work date prior to day of injury/illness.
42. Enter the date the supervisor was notified of this employee's injury/illness.
43. Enter the date that the disability began, normally the same day of the injury/illness.
44. Enter the name and telephone number of the injured employee's supervisor.
45. Brief description of the type of injury/illness.
46. Describe the part of the body affected.
47. Indicates if injury/illness occurred employer's premises, check-off Yes or No.
- 48 – 49: Leave blank.
50. Enter the exact location including address if applicable, where injury or illness exposure occurred.
51. List equipment and/or chemicals employee was using at the time of injury/illness.
52. Describe the specific type of activity employee was performing at the time of injury/ illness.
53. Describe the work process employee engaged at the time of injury/illness.
54. Describe how injury/illness occurred. Be specific and describe any events leading up to the injury/illness.
55. Leave blank.
56. Enter the date employee returned to work. If employee has not returned to work indicate, "Not Returned."
57. Self explanatory.
58. -59: Indicate if safeguards, safety equipment or protective gear such as body armor, that is applicable to the injury/illness, was provided and if it was used.
60. Enter the name and address of the physician or health care provider that attended to the affected employee.
61. Enter the name and address of the hospital where the employee received treatment.
62. Check the box that best describes the initial medical treatment received by the employee.
63. Enter the names and telephones number of any witnesses to the injury or illness.
64. Enter the date the Workers Compensation Commission was verbally apprised of the injury/ illness.
65. Enter the date the report was prepared.
66. Enter the signature of the individual completing report.
67. Enter the business telephone number of the individual that completed this report.
- Reverse Side - Leave blank.***
- NOTE:** All printed name and signature blocks must be completed prior to submission, through the chain of command.

Abandoned Vessel Flow Chart.pdf

Flow Chart - Process for Reporting an Abandoned Vessel



LEGEND

Natural Resources Police (NRP)

Boating Services
 Abandoned Boat & Debris Program (AB&D)
 580 Taylor Avenue, E-4
 Annapolis, MD 21401
 Phone: 410-643-6521
 Fax: 410-260-8453
 Web: www.dnr.maryland.gov/boating/abandonedboats.asp

In determining whether a vessel is abandoned, consider the following factors:

1. Location of the vessel in relation to the navigable channel and other navigational traffic patterns,
2. The criteria in NR §8-721(a),
3. Location of the obstruction in relation to other obstructions or aids to navigation, and
4. If the vessel is an eyesore, on land, or an annoyance to complainant it is not necessarily abandoned.

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NRP-907_(Lt_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT FOR THE RANK OF LIEUTENANT

Overview of Rank Responsibilities: Lieutenant
The NRP Lieutenant is responsible for supervising, managing, and administering an effective Natural Resources Police enforcement program in their assigned Area/Unit of responsibility.

Name:	I.D. #:	Rank:	Lieutenant
Assignment:	Appraisal Period:	To	
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed

Problem Solving

(The ability to identify important pieces of information, to inter-relate pieces of information, ability to identify strengths and weaknesses)

1.	Analyzes situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Gathers information for use in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Quickly identifies the problems or violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies alternative courses of action when solving a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Foresees the consequences of the alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Observes personnel to insure understanding and attitudes are consistent with appropriate procedures to be followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organizing

(The ability to establish work schedules, to conduct effective oral presentations and establish work priorities; to anticipate future demands that may impact on current activities.)

1.	Identifies work priorities and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes time to organize response to situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the main points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Moves through responses logically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is able to give attention to several activities and personnel simultaneously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Assigns personnel to appropriate duties or task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Perceives the effect of isolated events on overall Agency objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Prioritizes activities consistent with overall Agency goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Follows the status of ongoing activities to insure effective coordination of tasks and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Divides tasks into sub-tasks to effectively organize work and allocate to subordinates those tasks which are commensurate with their abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Lieutenant					
Assignment:			Appraisal Period: To						
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal					
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
11.	Organizes own work and plans for future events.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Effectively uses chain of command.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Summarizes plan of action.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Consistently demonstrates initiative to undertake task/assignments within their area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>									
(The ability to perceive the consequences of actions or decisions)									
1.	Gathers information from all available sources before making decisions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses this information to make sound decisions promptly.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Defends and stand behind decisions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Decides on an effective plan even when facts are incomplete or disputed.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains objectivity in stressful situations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Gain consensus where people or ideas conflict or compete.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates fairness and consideration for staff.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Leadership</u>									
(The ability to perceive the consequences of actions or decisions)									
1.	Guides subordinates, fellow officers and the public to achieve tasks.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes control of operations which are assigned to them.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assigns tasks and assignments equitably to others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Counsels others regarding personal or work-related problems.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Motivates others to accomplish tasks and meets Department, Agency, or unit goals or objectives.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Manages conflict between subordinates or fellow workers.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Conducts effective meetings.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Elicits subordinate or other officer's participation in problem solving.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Integrates internal & external resources to address community problems.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provides information to others to clarify or anticipate outcomes.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Maintains discipline.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leads by example.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Uses available resources.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Lieutenant					
Assignment:			Appraisal Period: To						
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal					
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
<u>Accountability</u>									
(The ability to adjust approaches to a task according to changing situational demands; to generate alternative solutions to problems; to effectively maintain several activities simultaneously)									
1.	Supports Department and Agency policy even when it may not be popular.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Keeps superiors informed on activities within the area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies control and discipline when warranted.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has knowledge of activity or work that is taking place within area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has established procedures to monitor and regulate the processes, tasks, and activities in area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Interprets and explains Agency policies to subordinates, fellow officers, and the public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Establishes procedures which support the Department's and Agency's objective.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Participates with staff in setting specific objectives in a definitive time frame.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Wears uniform that is consistent with Agency standards.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Completes and submits all required forms, reports, and documents in an accurate and timely manner.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Keeps assigned equipment in good and working order.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interpersonal Skills</u>									
(The ability to effectively counsel others regarding personal or work-related problems, to maintain a rapport with others and to effectively coordinate with others.)									
1.	Integrate and evaluate a variety of data in assessing performance objectives of yourself and/or subordinates; i.e., written documentation, personal observation, written or verbal comments of others, analytical data.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes employee problems and performance deficiencies.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Guides rather than intimidate subordinates, fellow officers, or public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintains rapport with staff, officers, and public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responds appropriately to irate individuals.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Expresses empathy and sympathy toward others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Listens.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication</u>									
(The ability to effectively communicate in writing and verbally).									
1.	Express ideas clearly and concisely.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:	Rank:	Lieutenant			
Assignment:		Appraisal Period:		To			
Type of Appraisal:		<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal				
Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Listens attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses proper grammar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Displays self-assurance and appears non-flustered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appears to be well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is enthusiastic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Uses gestures effectively (i.e., eye contact, hand movement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Maintains good body posture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Refrains from talking in jargon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Submits reports and documents that are grammatically correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Needs Improvement" require a written comment.

Supervisor's Comments & Signature:

Large empty rectangular area for supervisor's comments.

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.				Date

Employee's Comments & Signature:

Large empty rectangular area for employee's comments.

Employee's Printed Name:	Employee's Signature:	I.D. No.				Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.				Date

MCAC Request for Service.pdf



MCAC | MARYLAND COORDINATION AND ANALYSIS CENTER

REQUEST FOR SERVICE

1-800-492-TIPS (8477)

410-281-2495 (Fax)

MCAC Record #: _____

Submit completed form to:

Select one: Immediate (See Notes below for criteria)

mdwatch@mcac.maryland.gov

Routine

REQUESTOR INFORMATION

Name: _____ Email: _____

Agency: _____ ID #: _____

Phone #: _____ Case #: _____

Subject Status: _____ Name: _____

Address: _____

DOB: _____ Race: _____ Gender: _____

Telephone: _____

SSN: _____ SID / FBI / OLN #s: _____

Vehicle Information (Include as much information as possible; tag #, make, model, color, distinctive marks, etc.)

Type of Investigation (Please describe in plain language)

What does the Requestor want to know? (LPR, wage, vehicle information, photos, etc.)

NOTES:

- **Submitting a form without the required fields completed will cause your request to be delayed.** Please include a good contact phone number.
- **Immediate requests** are reserved for time sensitive emergencies. (Examples: a homicide or kidnapping that just occurred, police manhunt, or SWAT situation.)
- Routine requests have a maximum forty-eight hour turnaround, but the typical request takes less than one business day.
- **Please specify a date range for LPR queries.** LPR data is retained for up to one year.
- When possible, please provide a social security number for wage queries.
- Per MCAC policy, criminal history data cannot be disseminated
- ***If you are uncertain about what type of work up is needed, please call 1-800-492-8477 and speak with an analyst.***

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NRP-903_(Cpl_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Non-Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT

Overview of Rank Responsibilities	
Corporal:	The main purpose of an NRP Corporal is to enforce conservation, criminal, civil, and boating laws, rules and regulations at the lead worker level. The corporal is responsible for the law enforcement efforts and patrol function of a geographic area, duty station. Responsible means that the corporal ensures that district and/or other enforcement goals for the assigned area are met by directing routine patrols.

Name:	I.D. #:	Rank:	Corporal
Appraisal Period:	To		
Assignment:			
Type of Appraisal:	<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal	

Essential Job Functions and Other Duties	Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
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Work Effort & Initiative

1.	Demonstrates a positive and enthusiastic attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits good work habits and resourcefulness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows an acceptable level of productivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Utilizes uncommitted time in a proactive and aggressive performance of work assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Works toward fulfilling the mission statement of the Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Creates and implements detailed enforcement plans; such as, stakeouts, take downs, and other special or in-depth investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Leads and is responsible for the uniform inspection of commercial establishments within assigned area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Leads the work of sworn officers and others during routine patrols, special assignments, and other enforcement activities. In the absence or at the direction of an officer more senior in rank, shall assume the responsibilities of command.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Leads investigation teams or groups in investigations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality of Work

1.	Prepares reports that are accurate, thorough, and neat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Carries out assignments to completion with attention to detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prepares reports that are legible, grammatically correct, and without spelling errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Problem Solving

1.	Recognizes and identifies problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Name:		I.D. #:		Rank: Corporal					
Appraisal Period:		To							
Assignment:									
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal									
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Demonstrates the ability to identify and group seemingly unrelated incidents which may pose a substantive community and police concern.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Displays the willingness to explore innovative and non-traditional solutions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recognizes the need for follow-up to resolve problems.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates the willingness and ability to utilize good problem-solving and assessment techniques.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>									
1.	Makes sound decisions based on knowledge, common sense, and/or training.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Makes decisions in accordance with Agency mission.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Makes decisions and takes action rather than putting the decision-making on others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Takes into account the long-range implications of their decision.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Makes decisions based on relevant facts rather than emotional responses.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communications</u>									
1.	Displays tact and courtesy when interacting with the public.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits the ability to effectively deal with others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrates good communication and listening skills.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicates effectively with fellow officers.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates composure in both routine and stressful situations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Community Involvement & Partnerships</u>									
1.	Develops citizen and business contacts.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develops information about their assigned patrol area.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shares information about their assigned patrol area with other officers.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Participates in community functions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains awareness of crime trends and local offenders affecting their patrol area.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Establishes and leads community efforts that include overseeing public relations assignments and events within the assigned area.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dependability</u>									
1.	Reliable and able to work effectively.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Corporal					
Appraisal Period:		To							
Assignment:									
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal									
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Works with minimal supervision.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Meets established deadlines.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Willingly accepts additional responsibilities.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appropriately utilizes sick time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Reports to work on time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Knowledge of Laws, Regulations, & Legal Procedures</u>									
1.	Demonstrates a working knowledge of the relevant laws and regulations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrates a working knowledge of appropriate legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Acts appropriately in applying the relevant laws, regulations, and legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Outstanding," "Needs Improvement," or "Unsatisfactory" ratings require a written comment.

Supervisor's Comments & Signature:

Large empty rectangular area for supervisor's comments.

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.	Date

Employee's Comments & Signature:

Large empty rectangular area for employee's comments.

Employee's Printed Name:	Employee's Signature:	I.D. No.	Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.	Date

Maryland Natural Resources
Police Policy Manual
Policy Manual

I-NRP-107 (DNR Citation 2014-05-12).pdf

CHAPTER 12 SECTION II

FORMS

NRP CITATION	
NRP -107	
Use:	The arrest citation books are to be used in writing violations of the Natural Resources laws and regulations, as well as any applicable laws or regulations which have been properly promulgated. Transportation Article violations cannot be written on NR books. However, parking violations occurring on or within State Parks can be written on these citations. If seafood or game was returned to the waters of the state or donated then staple an NRP-101 to the citation.
Due:	Within 7 days of issuance.
To:	Through Chain of Command; to DNR Law Enforcement Records Section
Note:	Revised 05/14

Instructions:

- A. Print all entries in capital letters. Due to the number of people who will need to read the citation, this must be as legible as possible.
- B. Use a ball point pen (med. Point), preferably black. Pencil and felt tip pens do not transfer to the bottom copies and you will have to copy them over.
- C. You must print neatly and press firmly because you are making 5 (five) copies.
- D. Record all information as correctly and as completely as possible. This information may be required in the future for investigations and warrants.
- E. Whenever a federal charge(s) or a criminal charging document(s) has been obtained by an NRP officer, the officer will prepare a form NRP-445 to properly document the charge(s).
- F. The following procedure is to be used when filling out the arrest citation:

1. Fill in the complete name of defendant

(First, Middle, Last name), place any nickname or alias in quotes after the first name. If violator has no middle name then enter "NMN" in location for middle name. If violator has middle initial only then indicate by parentheses "R".

- 2. Fill in the complete street address using only standard abbreviations.
- 3. Enter the city, county, state, and zip code of defendant's current residence, using the abbreviations listed on the Citation Preparation Reference Sheet for the county and state. Attempt to avoid P.O. Box if possible. If defendant has a P.O. Box ascertain subject's address, rural number, or road name.
- 4. Enter the complete driver's license number as it appears. Indicate state of issuance. If the defendant does not have a state issued driver's license, and is working legitimately under a commercial DNR license issued to another person, enter the number and type in the margin on the side of the citation and use the entry "AGENT".
- 5. Other identification - If defendant has any other formal documentation (i.e. social security card). This would prove effective in the later location of the defendant if he/she fails to appear to answer the charges. Obtaining a SSN number allows the officer or a representative of DNR to obtain work records (in the State of Maryland).
- 6. Enter the defendant's current telephone number to include the area code.
- 7. Race Code - Enter the appropriate race code according to the codes listed below. Do not use the driver's license code.

CODE	DESCRIPTION
A	Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific

CHAPTER 12 SECTION II FORMS

CODE	DESCRIPTION
	Islands.
B	Black - A person having origins in any of the black racial groups of Africa.
I	American Indian or Alaskan Native - A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
W	White - A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
U	Unknown
Note	Records for Hispanics should be entered with the race code most closely representing the individual.

8. Sex - Enter the appropriate character code; M-male or F-female.
9. Enter the three (3) numbers corresponding to height in feet and inches (i.e. A person five feet and eight inches tall, should be printed A508").
10. Enter the three (3) digit code corresponding to the subject's weight. If the subject's weight is less than 100 pounds, the first digit must be zero.
11. Date of Birth - Enter the six (6) digits corresponding to the date of the subject's birth; MMDDYY (date of birth: i.e. 03-23-62).

Note: Juveniles, ages sixteen (16) to eighteen (18), may be written a citation if the charge is for boating violations under the NR Article 8.

On the headquarters copy; the age and date of birth blocks must be outlined in red ink, and the word *juvenile* must be written at the top of the document in **red ink**.

12. Enter the present age of defendant at the time of citation issuance.

13. Enter the six (6) digits corresponding to the date (MMDDYY) of the violation.
14. Enter the approximate time of violation. Indicate AM or PM. Use civilian time i.e. 1:30 PM. Do not use military time i.e. 1330 hrs.
15. Indicate type of boat/vehicle operated by the defendant or passenger therein.
16. Enter the boat registration or vehicle tag number, and the state of issuance. If the vessel is documented through the United States Coast Guard, enter the name of the vessel.

NOTE: To meet the requirements of the Motor Vehicle Parking Citation Flagging Program, enter the month and year of the motor vehicle's registration expiration in the right-hand margin of the parking citation. This requirement is not needed for other types of citations.

17. Enter the immediate location followed by the general location of the violation, i.e. Smith Creek, West River; Meyers Road, Grasonville.
18. Enter the two letter county code for the location of the violation as listed on the Citation Preparation Reference Sheet; i.e. Worcester; WO.
19. Enter the location code for that area as listed on the Location Code Database disseminated by the DNR Law Enforcement Records Center (i.e. A410).
20. Listed are the most frequently violated laws and regulations. Check only one violation per citation.
21. For violations not listed in twenty (20) above insert the appropriate ART, TITLE, REGULATION, SECT., SUB SECT. Note the example below:

Art: **NR**

CHAPTER 12 SECTION II FORMS

Title: 8
Subtitle: 704
Regulation 08.18.02
Sect. 05
Sub. Sect. M

22. To support the violation in #21, write clearly the charge (i.e. DID OPERATE A PWC IN A NEGLIGENT MANNER.). To avoid possible court dismissal(s) of charges use complete law language.
23. Enter the violation code as listed on the Directory of Violation Types which is disseminated by the DNR Law Enforcement Records Center which corresponds to the charge (i.e. 09-62 for operating a PWC in negligent manner).
24. See below for sections 24A and 24B.
- 24A. Check this box if it is a pre-payable fine. Insert the amount as indicated on the current fine or penalty deposit schedule issued by the District Court of Maryland. The defendant in such cases who does not care to contest guilt may prepay the fine in that amount.
- 24B. For some violations the defendant must stand trial and is not permitted to prepay a fine or penalty deposit. Additionally, there may be some offenses for which there is no fine listed. In both cases, you should check the box which indicates that the defendant must stand trial on the offense.
25. Date, time, district court number, and address - Enter the officers next scheduled court appearance; insure it is written clearly and legible. Insure the defendant clearly understands the date, time, and location of the district court he/she is to either remit payment or attend.
26. Parking violations and payment due date. For parking violations occurring in State Parks see Parking Only information on the back of the citation.

27. Defendant's Signature - Explain to the defendant that by signing the citation it is not an admission of guilt but, a promise that he/she will either prepay the citation or appear in court. Failure to do either will result in a warrant being issued for their arrest for failure to appear.
28. Warning: Failure to sign may lead to the defendant's arrest. If the defendant refuses to sign and is a Maryland resident with proper identification, the officer may elect to print in the defendant's signature block "**REFUSED TO SIGN**". The officer should ensure that he gives a copy of the citation to the defendant upon completion. In the case of a non-resident, where the officer believes the defendant has no intentions to answer and the information provided may not be true and accurate, the officer may affect a full custody arrest and present the defendant to a court commissioner.
29. Officer's signature - Legibly sign and print your last name. Enter the six (6) digits corresponding to the date the citation was written (MMDDYY). This date may be different than the actual date of the violation.
30. Insert the following: district court number (presiding court of jurisdiction), Agency (NRP), Sub-Agency (applies to the area the officer is assigned) and the officer's four (4) digit identification number.

CHAPTER 12 SECTION II FORMS

Citation Preparation Reference Sheet

Standard Character Forms

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

Standard Codes and Abbreviations

<u>Names</u>	<u>States (most common)</u>	<u>License Types</u>	<u>Charging Data</u>
JR, SR, III, IV, (NMN)	CT Connecticut		W with
	DE Delaware	<u>Hunting</u>	W/O without
<u>Street Addresses</u>	FL Florida	HTR hunter, resident	Possn possession
RFD, ST, AVE, RD, DR, CIR, CT, BLVD, etc.	MA Massachusetts	HTN hunter, non-resident	LIC license
	ME Maine	HTS hunter, sen. citizen	BU bushel
<u>Counties</u>	NC North Carolina	HTJ hunter, junior	DZ dozen
AL Allegany	NH New Hampshire	CHG commercial hunting guide	# number
AA Anne Arundel	NJ New Jersey		LBS pounds
BA Baltimore	NY New York	<u>Fishing, non-tidal</u>	PTONG patent tong
BC Baltimore City	OH Ohio	NFR fishing, resident	HTONG hand tong
CA Calvert	PA Pennsylvania	NFN fishing, non-resident	HRO hard
CO Caroline	RI Rhode Island	NFS fishing, sen. citizen	SFT Soft
CL Carroll	SC South Carolina	NF7 7 day, non-resident	COMML commercial
CE Cecil	VA Virginia	NFB fishing, blind (R or N)	Commly commercially
CH Charles	WV West Virginia	PRN Potomac River	DIVE diving
DO Dorchester	<u>Locations</u>		EQUIPT equipment
FR Frederick	SP State Park	<u>Fishing, Tidal</u>	INSUFF insufficient
GA Garrett	WMA Wildlife Management Area	Use 3 letter designation	OB outboard
HA Harford	NWR National Wildlife Refuge	applicable commercial license (incl. sport crabbers netters)	I/B inboard on
HO Howard	ISL Island	CBL Chesapeake Bay Sport Fishing License	I/O inboard/outboard
KE Kent	CR Creek	CBA CB Charter type A	APPROVD approved
MO Montgomery	R River	CBB CB Charter type B	USCG Coast Guard
PG Prince George's	PT Point	CBP CB Pleasure boat	PERS person (s)
QA Queen Anne	NP National Park	CB3 3 day license	W/F waterfowl
SM St. Mary's			POB persons onboard
SO Somerset			
TA Talbot			
WA Washington			
WI Wicomico			
WO Worcester			

Race Codes

- A Asian or Pacific Islander - a person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific islands.
- B Black - a person having origins in any of the black racial groups of Africa.
- I American Indian or Alaskan native - a person with or having origins in any of the original peoples of the Americas and who maintains cultural identification through tribal affiliations or community recognition.
- W White - a person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- U Unknown – unable to classify.

NRP-800 (Allegatiion of Compl Rept 2011-11-28).pdf

**MARYLAND NATURAL RESOURCES POLICE
ALLEGATION OF COMPLAINT REPORT**

Reference IAU #: _____

1. Employee Involved: (Rank & Name)	2. ID #:	3. Employee's Assignment
4. Employee's Supervisor: (Rank & Name)	5. ID #:	6. Supervisor's Assignment

7. Date Reported:	8. Time Reported:	9. Reported To: (Title/Name/Assignment)		
10. Reporting Method: <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> In Person		11. Date of Occurrence:	12. Time of Occurrence:	13. County:

14. Location of Incident:					
15. Complainant's Name:	16. Driver License Number & State:	17. Race / Sex: /	18. D.O.B.:		
19. Residence Street Address:	20. City:	21. St:	22. Zip:	23. Home #:	
24. Employer's Name:	25. Employer's Street Address:	26. City:	27. St:	28. Zip:	29. Work #:
30. Witness's Name:	31. Driver License Number & State:	32. Race / Sex: /	33. D.O.B.:		
34. Residence Street Address:	35. City:	36. St:	37. Zip:	38. Home #:	
39. Employer's Name:	40. Employer's Street Address:	41. City:	42. St:	43. Zip:	44. Work #:

45. Brief Description of Alleged Incident:

46. Action Taken / Recommendation:

- Distribution:
1. Original – Remains with original case file, unless submitted for investigation.
 2. Copy – Forwarded to Bureau Commander along with monthly reports, by the 5th of the month.
 3. Copy – Bureau Commander shall send copies of all reports quarterly to the IAU Commander.

47. RECEIVED BY: (PRINTED NAME)	I.D. NO.	48. RECEIVED BY: (SIGNATURE)	DATE
49. REVIEWED BY REGION/DIVISION COMMANDER: (SIGNATURE)	I.D. NO.	DATE	50. REVIEWED BY BUREAU COMMANDER: (SIGNATURE)
			I.D. NO. DATE

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**NRP-862 (Complainant - Notice
of Final Interview 2011-05-01).pdf**

RE: IAU Case Number:

Dear

Your complaint concerning the actions of Maryland Natural Resources Police Officer, , was assigned for investigation to who is assigned to .

reports that they have contacted you on several occasions and arranged to meet with you for an interview. These interviews were scheduled for , and on each occasion you failed to keep your scheduled appointments.

A final appointment is scheduled for you with on at , at .

Your failure to keep this appointment will be construed as a lack of interest on your part in pursuing this matter further, and the case will be closed with no further action to be taken and conclusions made.

If there are any questions concerning this matter, please do not hesitate to call my office at .

Sincerely,

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NRP-560 (Witness Adv - Mug Books 2018-04-13).pdf

**MARYLAND NATURAL RESOURCES POLICE
WITNESS ADVISORY FORM - MUG BOOKS**

Please read the instructions below and once you have read and understand the instructions place your initials in the spaces provided. Once completed sign and date this form in the spaces provided.

I am about to view a collection of photographs of previously arrested individuals or individuals suspected to be involved in certain types of crime.

Initials

I understand that the person who committed the crime may or may not be present in the collection of photographs.

Initials

I understand that to assist in my identification efforts, I should try to think back to the event and my frame of mind at the time.

Initials

I understand that I am not required to make an identification, and regardless of whether or not I am able to make an identification, the Maryland Natural Resources Police will continue to investigate the case.

Initials

I understand that I should not discuss the incident or the identification process with any other witnesses.

Initials

Witness's Printed Name & Signature:

_____ Printed Name	_____ Signature	_____ Date	_____ Time
-----------------------	--------------------	---------------	---------------

Investigator's/Officer's Printed Name & Signature:

_____ Printed Rank & Name	_____ Rank & Signature	_____ I.D. #	_____ Date
------------------------------	---------------------------	-----------------	---------------

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NRP-827 (Hearing Board Rept 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
HEARING BOARD REPORT**

DATE: _____

REFERENCE IAU #: _____

ACCUSED OFFICER:

Rank & Name & ID #

HEARING INFORMATION

Date: _____

Time: _____

Location: _____

VERDICT(S) ON CHARGE(S)

(State each charge and the Board's verdict for each charge)

--

STATEMENT ON FINDINGS OF FACTS

(Give a concise statement on each issue in the case)

--

RECOMMENDATION ON PENALTY

NOTE: If the accused is suspended or deprived of leave, then specify the exact date(s) when such action is to be taken. For example, if accused is suspended for three days in August, then give the exact dates in August the suspension will occur: August 9, 10, and 11.

Commander/Hearing Board Chairperson:

Commander's/Hearing Board Chairperson's Signature (Rank / Name / ID #)

Date Signed

Hearing Board Member:

Hearing Board Member's Signature (Rank / Name / ID #)

Date Signed

Hearing Board Member:

Hearing Board Member's Signature (Rank / Name / ID #)

Date Signed

SUPERINTENDENT'S REVIEW

DATE:

APPROVAL OF RECOMMENDED PENALTY:

Approved

Disapproved

JUSTIFICATION FOR INCREASED PENALTY

Superintendent's Signature:

Signature (Rank / Name / ID #)

Date Signed

- Distribution:
1. Original – Commander, SSB
 2. Copy – Accused and their representative
 3. Copy – IAU's Master Complaint Against Personnel File

NRP-406A_(Firearms_Inventory_Rept_2014-05-15).pdf

**I-NRP-450B (Volunteer Employees Statement
of Attending Physician 2010-10).pdf**

CHAPTER 12 SECTION II FORMS

VOLUNTEER EMPLOYEE'S STATEMENT OF ATTENDING PHYSICIAN	
NRP-450B	
Use:	To document any treatment given to an injured volunteer employee by an attending physician.
Due:	<p>The volunteer employee shall have their attending physician complete this form for any treatment they received due to an injury they received during an NRP sponsored activity.</p> <p>Once completed by the attending physician, the volunteer employee will forward to their supervisor.</p> <p>The supervisor will attach this form to Form NRP-450A, "Volunteer Employee Proof of Claim – Accident Medical Expense," and forward to NRP Personnel Section.</p> <p>Forward Original - Within 48 hours to NRP Personnel Section.</p>
To:	Supervisor, who will forward through chain of command to NRP Personnel Section, E-3.
Note:	Revised 10/10

Instructions:

Completed by the injured volunteer employee's attending physician.

Report to be printed in black ink or typed. All signatures will be in black ink.

This form is self-explanatory and is to be completed by a volunteer's employee's attending physician. Once the attending physician has completed the form, it is the volunteer's employee's responsibility to forward the completed form to their NRP supervisor.

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NRP-425A (Witness-Victim Statement 2014-04-15) .pdf

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as of 10-5-22.pdf

**I-NRP-604 (Emergency Response Equip and
Personnel Resource Status Rept 2011-05-01).pdf**

Maryland Natural Resources
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Org Chart 07-21-21.pdf

Maryland Natural Resources
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NRP-745 (Outservice Training Request).pdf.pdf

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NRP-448S (Acc. Rept. - Supervisors 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
REPORT OF INJURY - SUPERVISOR'S INVESTIGATION**

(To be completed by the employee's supervisor or other responsible administrative official)

1. Dispatch Number: _____

ACCIDENT INFORMATION

2. Type of Employee Injured <input type="checkbox"/> Paid Employee <input type="checkbox"/> Volunteer / Non-Paid Employee		
3. Location Where Accident Occurred:	4. Employer's Premises?: <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Job Site <input type="checkbox"/> Yes <input type="checkbox"/> No	6. Date of Accident or Illness:
7. Who Was Injured?:	8. <input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee	9. Time of Accident: <input type="checkbox"/> AM <input type="checkbox"/> PM
10. Length of Time with Firm:	11. Job Title or Occupation:	12. Name of Dept. Normally Assigned To:
13. How long has employee worked at job where injury or illness occurred?:		
14. What Property Was Damaged?:		15. Property Owned By:
16. What was employee doing when injury/illness occurred?:	17. What Machine Or Tool?:	18. What Operation

19. How did injury/illness occur? (List all objects and substances involved):

20. Part of Body Affected:	21. Any Prior Physical Defects?: If so, what <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------------------	---

22. Nature and extent of injury/illness and property damaged (be specific):

23. PLEAS INDICATE ALL OF THE FOLLOWING WHICH CONTRIBUTED TO THE INJURY OR ILLNESS

<input type="checkbox"/> Improper Instruction	<input type="checkbox"/> Failure to Lockout	<input type="checkbox"/> Unsafe Arrangement or Process
<input type="checkbox"/> Lack of Training or Skill	<input type="checkbox"/> Unsafe Position	<input type="checkbox"/> Poor Ventilation
<input type="checkbox"/> Operating Without Authority	<input type="checkbox"/> Improper Dress	<input type="checkbox"/> Improper Guarding
<input type="checkbox"/> Horseplay	<input type="checkbox"/> Improper Protective Equipment	<input type="checkbox"/> Improper Maintenance
<input type="checkbox"/> Physical or Mental Impairment	<input type="checkbox"/> Unsafe Equipment	<input type="checkbox"/> Inoperative Safety Device
<input type="checkbox"/> Failure to Secure	<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Other (specify):

SUPERVISOR'S COMMENTS

24. Supervisor's corrective action to insure this type of accident does not reoccur.

25. Was employee retrained in the appropriate use of Personal Protective Equipment/Proper Safety Procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26. Was employee cautioned for failure to use Personal Protective Equipment/Proper Safety Procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No

27. COMPLETED BY: (PRINTED NAME)	ID NO.			28. COMPLETED BY: (SIGNATURE)	DATE				
29. SUPERVISOR'S SIGNATURE:	ID NO.		DATE		30. APPROVED BY: (SIGNATURE)	ID NO.		DATE	

NRP-458 (Sound Level Enf Log 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
SOUND LEVEL ENFORCEMENT LOG**

1. Dispatch #: _____

A. OPERATOR & EQUIPMENT INFORMATION

2. Area #:	3. Sound Level Meter (SLM) Operator (Rank, Name, & ID #):	4. Date of Report:
5. SLM Manufacturer:		6. SLM Model #:
8. Calibrator Manufacturer:		7. SLM Serial #:
9. Calibrator Model #:		10. Calibrator Serial #:
11. Date of Last Annual SLM Calibration:	13. Field Calibration Results – Before Test:	15. Background Sound Level – Before Test: dBA
12. Date of Last Annual Calibrator Calibration:	14. Field Calibration Results – After Test:	16. Background Sound Level – After Test: dBA

B. TEST INFORMATION

17. Location of Test:	18. Type of Test:	19. County:	20. Location Code:	21. Date of Test:	22. Time of Test:
	<input type="checkbox"/> Dock <input type="checkbox"/> Open Water				
23. Position of Boat Being Tested: <input type="checkbox"/> Boat being tested moored to dock <input type="checkbox"/> Boat being tested lashed to enforcement boat			24. Average Sound Level Measured: dBA		
25. Other Noise Sources (describe):					

C. OPERATING CONDITIONS (check all that apply)

26. Weather:	27. Light:	28. Boating Volume:	29. Water:	30. Wind:
<input type="checkbox"/> Clear <input type="checkbox"/> Hazy <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> Other	<input type="checkbox"/> Day <input type="checkbox"/> Dark <input type="checkbox"/> Dawn <input type="checkbox"/> Moon <input type="checkbox"/> Dusk <input type="checkbox"/> Other	<input type="checkbox"/> Heavy <input type="checkbox"/> Medium <input type="checkbox"/> Light	<input type="checkbox"/> Calm (waves less than 6") <input type="checkbox"/> Choppy (waves 6" - 2') <input type="checkbox"/> Rough (waves over 2')	<input type="checkbox"/> None <input type="checkbox"/> *Strong (over 12 MPH) <input type="checkbox"/> Light (0 – 6 MPH) <input type="checkbox"/> Moderate (7 – 12 MPH) *NOTE: Test is not recommended when wind speed is over 12 MPH.

D. VESSEL INFORMATION

31. Make of Vessel:	32. Model:	33. Year:	34. Length:	35. Name of Vessel:	36. Registration or Document #:
37. No. of Engines:	38. Total Horsepower:	39. Make of Engine(s)		40. Type of Propulsion Machinery:	
				<input type="checkbox"/> Outboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Inboard <input type="checkbox"/> Jet	
41. Engine Muffler Information:					
42. Vessel Operator:		43. Operator's Address:		44. D.O.B.	45. Driver's License Number:

E. VIOLATION INFORMATION

46. Did the tested vessel exceed the noise level limits for vessels? <input type="checkbox"/> Yes <input type="checkbox"/> No	47. Was the vessel exempted from the noise level limits? <input type="checkbox"/> Yes <input type="checkbox"/> No
48. Citation(s) Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	49. Warning(s) Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No
50. Was a citation or warning issued for exceeding noise level limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	

51. COMMENTS

52. COMPLETED BY: (PRINTED NAME)	I.D. NO.	53. COMPLETED BY: (SIGNATURE)	DATE
54. SUPERVISOR'S SIGNATURE:	I.D. NO.	55. APPROVED BY: (SIGNATURE)	DATE

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NRP-442_(Credit_Card_Log_2014-06-05).pdf

Document Number
 (Completed by Accounting)
STATE OF MARYLAND - CORPORATE PURCHASING CARD ACTIVITY LOG

Cardholder Name _____

PCA and Object/Item Code Assigned to Card _____

Do Not Use This Column
 ---Accounting Use Only---

Order Date	Vendor Name	Description	√ / Inventory Control #	Delivery Date	Reconcile to Bank (Y or N)	TC Code	* Exception PCA	* Exception Obj/Item	Cost / Refund	
			<input type="checkbox"/>							Batch Total
			<input type="checkbox"/>							
			<input type="checkbox"/>							
			<input type="checkbox"/>							412 Total
			<input type="checkbox"/>							
			<input type="checkbox"/>							
			<input type="checkbox"/>							Batched By
			<input type="checkbox"/>							
			<input type="checkbox"/>							Approved By
			<input type="checkbox"/>							
			<input type="checkbox"/>							
TOTAL FOR ACTIVITY PERIOD ----->									\$0.00	Keyed By

***NOTE — THIS COLUMN IS TO ONLY BE COMPLETED IF THE CHARGE IS DIFFERENT THAN THE PCA OR OBJECT ITEM ASSIGNED TO YOUR CARD. IF YOU ARE ONLY CHANGING THE OBJECT/ITEM YOU ONLY NEED TO COMPLETE THAT COLUMN. LEAVE BLANK IF THERE ARE NO CHANGES.**

√ Check this column if this is a capital equipment purchase coded to objects 10 and 11 over \$500; over \$250.00 for sensitive equipment. Complete a DNR 24 (Award and Information Form) for each item on log and forward immediately to Unit Inventory Control Clerk. See DGS Inventory Control Manual for full instructions, <http://www.dgs.maryland.gov/ISSSD/InventoryControlManual.pdf>. An electronic version of the DNR24 can be found on P:\PUBLIC\FORMS\Finance and Administrative Service\INVENTORY. Please include the inventory control # in the column provided.

The Activity Log is the key to managing and controlling the Purchasing Card program. All purchases and credits must be recorded on the Activity Log. When the monthly memo Bank Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's immediate supervisor must review the Activity Log and memo Bank Statement. To document this review, the reviewer is to sign and date the Activity Log and the Monthly memo bank statement. Activity Log and memo bank statement are forwarded to the Program Administrative Officer or designee for retention and audit purposes.

 Cardholder Signature & Date

 Manager Signature & Date

 Administrative Officer Signature & Date

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NRP-206C_(Cadet_Work_Rept_2016-08-05).pdf

SECTION 10 – DAILY LOG

W E D	Date: 01/01/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
T H U	Date: 01/02/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
F R I	Date: 01/03/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
S A T	Date: 01/04/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
S U N	Date: 01/05/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
M O N	Date: 01/06/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:
T U E	Date: 01/07/00			
	10-41 @			
	10-42 @			
	Overtime / Comp.	Hours:	Code:	Reason:

9. COMPLETED BY: (PRINTED NAME)		I.D. NO.	10. COMPLETED BY: (SIGNATURE)		DATE
					01/08/00
11. SUPERVISOR'S SIGNATURE:		I.D. NO.	DATE	12. APPROVED BY: (SIGNATURE)	I.D. NO.

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**NRP-867 (Officer - Reinstatement
Disciplinary Matters 2007-08).pdf**



TO: _____, ID # _____

SUBJECT: Order of Reinstatement of Police Powers

Dear _____,

As you are aware, on _____ you were issued an Order of Emergency Suspension of your Police Powers due to disciplinary matters. Upon a review of the disciplinary matters, I have determined that you may return to full-duty status effective _____.

Sincerely,



Southern Region Patrol Responsibilities.pdf

SOUTHERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 3	District 2	Prince George's	Upper Potomac River (BelowSou DC) Piscataaway Creek	Rosaryville State Park Cedarville State Forest	Aquasco Farm CWMA Belt Woods NEA Billingsley NRMA Bowen WMA Chaney NRMA Cheltenham WMA Croom NRMA Full Mill Branch NRMA Honey Branch NRMA Merkle Wildlife Sanctuary NRMA (PG Co.) Milltown Landing NRMA Nottingham NRMA Patuxent River NRMA Spice Creek NRMA Uhler NRMA
	District 3	Anne Arundel (Northern)	Magothy River Patapsco River Chesapeake Bay	Those areas of Patapsco Valley SP within AA Co.	House Creek NRMA (Patuxent River)
	District 4	Anne Arundel (Central)	Severn River Chesapeake Bay	Sandy Point State Park	Severn Run NEA
	District 5	Anne Arundel (Southern)	Rhode River South River West River Chesapeake Bay	Franklin Point State Park	Globe Comm WMA Pride Finance NRMA

SOUTHERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 4	District 6	Calvert	Patuxent River (Upper/Lower) Chesapeake Bay	Calvert Cliffs State Park Flag Ponds CWMA Hall Creek NRMA Kings Landing NRMA Merkle Wildlife Sanctuary NRMA (CA Co.)	
	District 7	St. Mary's	Breton Bay Lower Potomac River St. Clements Bay St. Mary's River Wicomico River Chesapeake Bay	Greenwell State Park Salem State Forest New Towne Neck State Park Point Lookout State Park St. Clements Island State Park St. Inigoes State Forest St. Mary's River State Park St. Mary's R. SP (Site 1- Lake) St. Mary's SP (Site 2 – Hunting Area)	Elms WMA Myrtle Point CWMA Point Lookout Barrier Island SMA
	District 8	Charles	Potomac River Mattawoman Creek Nanjemoy Creek Port Tobacco River	Chapel Point State Park Chapmans State Park Doncaster Demonstration State Forest Purse State Park Smallwood State Park	Blossum Point CWMA Chapmans NEA (Chapman Residual) Chicamuxen WMA Indian Creek NRMA Mattawoman NEA Maxwell Hall NRMA Myrtle Grove WMA Nanjemoy NRMA Patuxent River – Maxwell Hall NRMA Patuxent Riv. NRMA – Indian Creek Area Zekiah Swamp NEA

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NRP-444 (Field Info Request 2004-11).pdf

**MARYLAND NATURAL RESOURCES POLICE
DNR LAW ENFORCEMENT RECORDS SECTION
FIELD INFORMATION REQUEST FORM**

1. CERTIFIED HISTORY REQUEST

NOTE: Certified history is valid for ten days from date of issue.

Last Name	First Name	Middle	Date Of Birth
Last Name	First Name	Middle	Date Of Birth
Last Name	First Name	Middle	Date Of Birth
Last Name	First Name	Middle	Date Of Birth
Last Name	First Name	Middle	Date Of Birth
Last Name	First Name	Middle	Date Of Birth

2. SPECIFIC CASE INFORMATION REQUEST

Citation / Tracking #	Court #	Information Needed

INFORMATION RETURN

3. Return To: Area Office #: Officer's Residence Other:

4. Certified History Is Required For Officer's Next Court Appearance On: (give date):

5. Comments:

6. COMPLETED BY: (PRINTED NAME)		ID NO.	7. COMPLETED BY: (SIGNATURE)		DATE
8. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	9. APPROVED BY: (SIGNATURE)	ID NO.	DATE

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**NRP-741 (Retired Off Appl for
Concealed Carry 2021-06-17).pdf**

(Write "Yes" or "No" for each item.)

_____ **I am not now under the influence of alcohol or another intoxicating or hallucinatory drug or substance, and I will not carry a firearm while am I under the influence of alcohol or another intoxicating or hallucinatory drug or substance.**

_____ I am not prohibited by state or federal law from receiving a firearm.

_____ I understand that the definition of "firearm" does not include any machine gun, firearms silencer, or destructive device.

_____ I have met the State of Maryland's standards for training and qualification for active law enforcement officers to carry a firearm of the same type as my concealed firearm.

I met these standards on _____, (DATE)

At _____, (Agency / Location)

With _____, (Weapon Manufacturer / Model)

_____ I understand that I must carry the State of Maryland's certification, along with the photographic identification issued by my agency, when I carry the concealed weapon.

_____ I understand that my certification expires twelve months from its issue date.

_____ I understand that the Law Enforcement Officers Safety Act of 2004, 18 U.S.C 926C, does not give me any rights whatsoever to exercise law enforcement authority or take police action under any circumstances.

I do hereby declare and affirm under the penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information, and belief, and I so indicate by signing below in the designated space.

Applicant's Signature

Date

Subscribed and sworn to before me:

Notary Public: _____

This _____ day of _____, 20 _____.

My Commission Expires: _____

Any Questions can be directed to:
Maryland Natural Resources Police Training Academy
Retired LEO Firearms Permit
306 Marine Academy Drive
Stevensville, MD 21666
(410) 643-5773 Fax (410) 643-6345

NRP Shooting Checklist.pdf

**MARYLAND NATURAL RESOURCES POLICE
POLICE INVOLVED SHOOTING RESPONSE**

The NRP maintains a policy that outlines the actions & responsibilities of officers, supervisors, and Commanders in Chapter 5, Section 5, B. This Checklist will provide NRP Officers, Supervisors, and Commanders a resource to ensure specific tasks are accomplished.

POLICE INVOLVED INCIDENT CHECKLIST			
Preparedness Activities			
Supervisors, & Commanders will ensure the following:			
	ACTIVITY	RESPONSIBILITY	DATE
1.	<input type="checkbox"/> Review and update Chapter 5, Section 5, B – Annually.	NRP Senior Staff NRP Planning	
2.	<input type="checkbox"/> Commanders provide annual training to NRP Officers & Supervisors.	NRP Supervisors / Commanders	
3.	<input type="checkbox"/> Provide Critical Incident Stress Management Team (CISM) with training. Maintain current list of CISM members at the DNR communication center.	Support Services Bureau Major	

**MARYLAND NATURAL RESOURCES POLICE
POLICE INVOLVED SHOOTING RESPONSE**

POLICE INVOLVED INCIDENT CHECKLIST

Response Activities

Following a police shooting, Officers, Supervisors and Commanders should complete the following tasks.

	ACTIVITY	RESPONSIBILITY	DATE
5.	<input type="checkbox"/> Notify the DNR Communications Center of the incident and location.	Involved Officer	
6.	<input type="checkbox"/> Provide first aid to those injured and request necessary emergency medical assistance.	Involved Officer	
7.	<input type="checkbox"/> Unless injured, remain at the scene until the arrival of supervisory and investigative personnel. The commanding officer will have the discretion to remove the officer to a more appropriate location if conditions warrant removal.	Involved Officer Supervisor Commander on Scene	
8.	<input type="checkbox"/> Protect firearm, spent casings, and the scene until supervisor's arrive.	Involved Officer	
9.	<input type="checkbox"/> Do Not discuss the case with anyone except their attorney, supervisory and investigative personnel.	Involved Officer	
10.	<input type="checkbox"/> Complete a first report of injury.	Involved Officer Supervisor	
11.	DNR Communications Center will: <input type="checkbox"/> Call Emergency Medical Services, if warranted. <input type="checkbox"/> Call the Duty Officer in that Area. <input type="checkbox"/> Call the SOD Duty Officer.	DNR Communication Center PCO	
12.	Special Operations Division will: <input type="checkbox"/> Send a criminal investigator to the scene. <input type="checkbox"/> Coordinate the collection and securing of the involved Officer's firearm. <input type="checkbox"/> Complete and forward the Commanders Log as soon as practical. <input type="checkbox"/> Forward the completed investigative report through the chain of command to the Internal Affairs Unit for review. <input type="checkbox"/> Communicate with the State's Attorney's Office, in reference to obtaining a declination letter – if warranted.	SOD Duty Officer Criminal Investigation Section	
13.	The Area/Unit Commander will: <input type="checkbox"/> Proceed immediately to the scene. Notify the Regional/Division Commander. <input type="checkbox"/> Assume command of the scene to the extent of the Agency's involvement. <input type="checkbox"/> Confer with the Internal Affairs Unit. <input type="checkbox"/> Arrange for the involved officer to receive a spare firearm, if appropriate. <input type="checkbox"/> Arrange for the involved officer to be escorted home.	Area / Unit Commander	

**MARYLAND NATURAL RESOURCES POLICE
POLICE INVOLVED SHOOTING RESPONSE**

POLICE INVOLVED INCIDENT CHECKLIST			
Response Activities			
Following a police shooting, Officers, Supervisors and Commanders should complete the following tasks.			
	ACTIVITY	RESPONSIBILITY	DATE
	<input type="checkbox"/> Offer the services of the Critical Incident Stress Management (CISM) Team. <input type="checkbox"/> Ensure a first report of injury has been completed. <input type="checkbox"/> Ensure a command text page gets sent out as soon as practical.		
14.	The Involved Officer's Regional/Division Commander will: <input type="checkbox"/> Schedule Psychological Services for the involved officer within 24 hours or the next business day through the NRP Personnel Section. <input type="checkbox"/> Shall serve, or appoint another to serve, as the liaison between the officer and NRP personnel concerning all matters related to appointments and assignments until released to full duty. <input type="checkbox"/> Ensure the agency PIO has been notified and updated accordingly. <input type="checkbox"/> Coordinate a firearms judgmental course prior to the officer's return to duty.	Regional / Division Commander For the involved officer	
15.	The Natural Resources Police Internal Affairs Unit will: <input type="checkbox"/> Complete an Administrative Review to determine whether such action was in conformance with NRP policies and procedures.	Commander Internal Affairs Unit	
16.	The Training & Recruitment Unit will: <input type="checkbox"/> Schedule a firearms judgmental course of fire, prior to the officer's return to duty.	Commander of Training & Recruitment	

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NRP-421A (Qrtly Veh Safety Insp 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
QUARTERLY VEHICLE SAFETY INSPECTION REPORT**

1. ASSIGNED OPERATOR:			2. V.I.N.#:			3. INSPECTION DATE:		
4. MAKE:		5. MODEL:				6. TYPE:		
7. YEAR:	8. RADIO #:	9. NRP #:	10. TAG #:			11. MILEAGE		

INSPECTED ITEMS

12. TIRES:	RIGHT FRONT	LEFT FRONT	RIGHT REAR	LEFT REAR	SPARE	COMMENTS
Check built in wear bars	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	
Check wear pattern	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	
Look for cuts	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	<input type="checkbox"/> OK <input type="checkbox"/> Replace	
Check tire pressure	P.S.I.	P.S.I.	P.S.I.	P.S.I.	P.S.I.	

13. BRAKES:	CONDITION	COMMENTS
-------------	-----------	----------

Test brake pedal action & foot pad wear	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check master cylinder fluid level	<input type="checkbox"/> Full <input type="checkbox"/> Fluid Required	
Test parking brake	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	

14. STEERING:	CONDITION	COMMENTS
---------------	-----------	----------

Check power steering fluid level	<input type="checkbox"/> Full <input type="checkbox"/> Fluid Required	
Test steering action	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	

15. LIGHTS AND HORN:	CONDITION	COMMENTS
----------------------	-----------	----------

Check operation of all lights and horn	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check moisture inside all light lenses	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
Check turn signal operation	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check four-way flasher	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	

16. SHOCK ABSORBERS:	CONDITION	COMMENTS
----------------------	-----------	----------

Check for leaks and condition	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
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17. SEAT BELTS:	CONDITION	COMMENTS
-----------------	-----------	----------

Check belts for cuts and wear	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
-------------------------------	---	--

18. EXHAUST SYSTEM:	CONDITION	COMMENTS
---------------------	-----------	----------

Check complete system for leaks/ dents	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
--	---	--

19. DOORS AND LOCKS:	CONDITION	COMMENTS
----------------------	-----------	----------

Check door lock & latch performance	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check trunk latch (or tailgate)	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check hood latch	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	

20. VISIBILITY:	CONDITION	COMMENTS
-----------------	-----------	----------

Check wiper & washer operation	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check windshield wiper blades for wear	<input type="checkbox"/> O.K. <input type="checkbox"/> Replace	
Check heater and defroster operation	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check windshield washer fluid level	<input type="checkbox"/> Full <input type="checkbox"/> Fluid Required	
Check glass for chips and cracks	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
Check windows for operation	<input type="checkbox"/> Operational <input type="checkbox"/> Not Operational	
Check mirrors for looseness	<input type="checkbox"/> O.K. <input type="checkbox"/> Tighten	

21. BODY:	CONDITION	COMMENTS
-----------	-----------	----------

Cleanliness, Interior & Exterior	<input type="checkbox"/> Satisfactory <input type="checkbox"/> See Comments	
Paint Condition	<input type="checkbox"/> Good <input type="checkbox"/> See Comments	
Scratches	<input type="checkbox"/> None <input type="checkbox"/> See Comments	
Dents	<input type="checkbox"/> None <input type="checkbox"/> See Comments	

22. RECORDS:	CONDITION	COMMENTS
--------------	-----------	----------

Registration Forms	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accident Package	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mileage Forms	<input type="checkbox"/> Up to Date <input type="checkbox"/> Incomplete	
Maintenance Log/Last 5,000 Mile Service	<input type="checkbox"/> Up to Date <input type="checkbox"/> Incomplete	

23. COMPLETED BY: (PRINTED NAME)	ID NO.	24. COMPLETED BY: (SIGNATURE)	DATE
25. SUPERVISOR'S SIGNATURE:	ID NO.	26. APPROVED BY: (SIGNATURE)	DATE

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**NRP-845 (Employee Discipl
Action Record 2011-05-01).pdf**

**MARYLAND NATURAL RESOURCES POLICE
OFFICER DISCIPLINARY ACTION RECORD**

Officer's Name:				ID #:	SSN:		
IAU #	Date Complaint Received	Employee's Rank or Title	Complainant's Name	Allegation(s)	Violation(s) Charged	Disposition / Penalty	Disposition Date

**I-NRP-424 (Advisement Of
Rights Statement 2004-11).pdf**

CHAPTER 12 SECTION II

FORMS

ADVISEMENT OF RIGHTS STATEMENT	
NRP 424	
Use:	Report is completed to document when a suspect or defendant is advised of their constitutional rights, prior to questioning.
Due:	Original retained by the investigating officer. A copy is attached to the Investigative Report or Supplemental Report. Original forwarded when the case is adjudicated or, if no charges are placed, at the conclusion of the investigation.
To:	Through chain of command, to DNR Law Enforcement Records Center.
Note:	Revised 11/04

Instructions:

Completed by the officer leading the interview or interrogation.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the name of the person being interviewed.
2. Enter the incident number assigned by the Area Office or the DNR Communications Center.
3. Enter the address of the location where the interview is conducted.
4. Enter the numeric date when the interview began, example 01-02-02.
5. Enter the numeric date when the interview concluded.
6. Enter the time the interview began using military time.
7. Enter the time the interview ended using military time.

8. Enter the name of the officer conducting the interview.
9. List the name(s) of any officers present during the interview.
10. Read the rights listed in this section to the interviewee and have the interviewee initial each right signifying their understanding.
11. Ask the two questions listed which may, or may not, result in a waiver of rights, and have the interviewee check the appropriate check-off and initial.
12. Have the interviewee print their name.
13. Instruct the interviewee to sign and date in this area. In the event the interviewee declines, write "Refused to Sign" in place of the interviewee's signature.
14. Enter the printed name and I.D. number of the officer completing report.
15. Enter the signature of the officer completing report and the numeric date the report was prepared.
16. The officer witnessing the report (a sergeant or other supervisor if present), will enter their printed name and I.D. number in this block.
17. The officer witnessing this document will affix his or her signature and enter the numeric date in this block.

NOTE: All printed name and signature blocks must be completed.

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NRP-505 (Exe Incid Briefing Rept 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
EXECUTIVE INCIDENT BRIEFING REPORT
(For Senior NRP Staff Only - Not for Outside Distribution)**

1. Offense / Incident:	2. Date of Report:	3. Time of Report	4. Incident Number:
5. Notification Type: <input type="checkbox"/> Initial Briefing <input type="checkbox"/> Follow-Up Briefing			

6. Date of Offense/Incident:	7. Time of Offense/Incident:	8. County:	9. Region Involved:	10. Area Involved
11. Location of Offense / Incident:				

12. Has the NRP/DNR PIO been notified: Yes No If yes, Date & Time Notified:

13. Briefly list the NRP Resources that were utilized:

14. Were any NRP Resources requested that were unavailable? Yes No If yes, then specify.

15. NARRATIVE:
(In a concise format, describe NRP's involvement in the incident and give the current status)

16. PREPARED BY: (PRINTED NAME)	I.D. NO.	17. APPROVED BY: (PRINTED NAME)	I.D. NO.

NOT FOR OUTSIDE DISTRIBUTION

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NRP-481 (KI Waiver 2011-05-01).pdf

MARYLAND NATURAL RESOURCES POLICE

POTASSIUM IODIDE (KI) APPLICATION FORM

The Maryland Department of Natural Resources is making a two tablet, two day, dose of potassium iodide (KI) available to all Natural Resources Police personnel as a prophylactic measure to protect a person's thyroid gland from possible radiation injury caused by radioactive iodine (radioiodine) during a radiological emergency. If NRP personnel wish to receive this dosage of potassium iodide (KI) then they must complete the information below.

Name: _____ Area#: _____

Mailing Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone #: _____

By completing, signing, and submitting this form to receive potassium iodide tablets from the State of Maryland, I understand and agree to the following:

- The use of potassium iodide (KI) is voluntary. I am not required to accept it or use it.
- Potassium iodide is NOT a substitute for evacuation. Evacuation is the most effective protective action in the event of a radiological emergency because it protects the whole body from radiation exposure.
- Potassium iodide only protects the thyroid gland from radioactive iodines. It does not provide protection against other radioactive materials or external irradiation. In a radiological release, therefore, I would still be vulnerable to possible exposure to other forms of radiation.
- Although KI is generally safe, it can pose certain health risks. The risks of stable iodine administration include sialadenitis (inflammation of the salivary gland), gastrointestinal disturbances, allergic reactions, and minor rashes. In addition, persons with known iodine sensitivity or an allergy to shellfish should avoid KI, as should individuals with dermatitis herpetiformis and hypocomplementemic vasculitis, extremely rare conditions associated with an increased risk of iodine hypersensitivity. Individuals with multinodular goiter, Graves' disease, and autoimmune thyroiditis should be treated with caution -- especially if dosing extends beyond a few days.
- Anyone considering using potassium iodide should consult with their health care provider.
- My signature below acknowledges that I assume full liability for using potassium iodide and for replacing the tablets when they expire.

Signature: _____

Date: _____

COMPLETED BY: (PRINTED NAME)			ID NO.		COMPLETED BY: (SIGNATURE)			DATE			
SUPERVISOR'S SIGNATURE:		ID NO.		DATE		APPROVED BY: (SIGNATURE)			ID NO.		DATE

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NRP-822 (Confidentiality Agreement 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
CONFIDENTIALITY AGREEMENT**

Date: _____

Reference IAU #: _____

Pursuant to the Public Safety Article, Section 3-104(n)(ii)(1), of the Annotated Code of Maryland, I hereby acknowledge and agree that any and all material contained in the record received from the report of internal investigation shall be strictly and narrowly used for the sole purpose of defending myself in any Maryland Natural Resources Police administrative hearing. The agreement herein shall likewise bind my representative, agent, or legal counsel. Use or disclosure of said confidential information for any purpose other than that herein stated, shall constitute a breach of this agreement and subject the party to administrative charges, which may result in my dismissal from the Maryland Natural Resources Police.

Officer:

Officer's Signature (Rank / Name / ID #)	Time Signed	Date Signed
--	-------------	-------------

Witness:

Officer's Signature (Rank / Name / ID #)	Date Signed
--	-------------

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I-NRP-413 (MD Missing Person Rept 2009-01).pdf

CHAPTER 12 SECTION II FORMS

STATE OF MARYLAND MISSING PERSON REPORT	
NRP 413	
Use:	To document reports of missing persons and detail investigative actions taken.
Due:	Within 24 hours of being notified of the missing person.
To:	Supervisor, who forward through the chain of command to: <ol style="list-style-type: none"> 1. Original to the NRP Law Enforcement Records Center. 2. Copy to the NRP Communications Center for NCIC entry 3. Copy to the State Clearing House for Missing Children at the Maryland State Police, if the Missing Person Report involves a juvenile under 18 years of age.
Note:	Revised 01/09

Instructions:

No waiting period is required to take a Missing Person Report. A Missing Person Report is required when a person of any age is reported for any period of time and falls into one or more of the following categories:

1. **Endangered:** A person in the company of another person under circumstances indicating the missing person is in physical danger. (Note: Any person who is reported missing after a disaster is considered endangered and a report is required).
2. **Involuntary:** Missing under circumstances indicating the disappearance is not voluntary.
3. **Disabled:** Has documented physical or mental disability that might cause them to be an immediate danger to themselves or others.
4. **Juvenile:** Any un-emancipated juvenile who is under the age of 18.
5. **Catastrophe:** A person of any age who

is missing after a catastrophe.

6. **Other:** A person over the age of 18 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for their safety.

In addition, a Missing Persons Report shall be taken in any circumstance where a parent, guardian, relative, or other responsible person makes a request.

For reports of overdue vessels, a Missing Person Report normally will not be required. However, if all reasonable efforts have been made to locate the vessel and its occupants, and the vessel and occupants still have not been located, then the investigating officer shall contact their Supervisor or Duty Officer, and advise them of the situation. Upon being advised of the efforts made to locate the vessel and occupants, the Supervisor or Duty Officer shall determine whether or not the investigating officer shall file a Missing Person Report.

The Missing Person Report shall be completed by the officer leading the investigation.

The report shall utilize the codes listed below to complete the associated blocks.

MISSING PERSON REPORT CLASSIFICATION CODES		
CODE	=	CLASSIFICATION
C/K	=	A missing child who is reasonably believed to have been kidnapped or abducted by someone other than a parent.
CPC	=	A missing child who is reasonably believed to have been abducted by a parent or guardian who has legal custody. (include all cases where there is no formal custody)
CPW	=	A missing child who is reasonable believed to have been abducted by a parent or guardian who does not have custody. (include only cases where a formal custody agreement to the contrary exists)
C/C	=	A missing child who is considered critically missing by the existence of one or more critical factors
C/M	=	A missing child 14 years of age or older, for whom no critical factors are known to exist.
A/D	=	A missing adult documented as suffering from a mental or physical disability or is senile.

CHAPTER 12 SECTION II

FORMS

MISSING PERSON REPORT CLASSIFICATION CODES		
A/E	=	A missing adult documented as being in the company of another person under circumstances indicating physical safety is in danger.
A/I	=	A missing adult under circumstances indicating the disappearance was not voluntary, i.e. kidnap or abduction.
A/M	=	A missing adult in which no critical factors are known to be present

MILES/NCIC HEIGHT CODES	
Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch. For example:	
Height	= Code
5'11"	= 511
6'00"	= 600
70"	= 510
71 ½	= 600
The code 000 may be contained in a response to indicate an unknown height.	

MILES/NCIC WEIGHT CODES	
Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound. For example:	
Weight	= Code
94	= 094
186	= 186
210 ½	= 211

MILES/NCIC RACE CODES		
CODE	=	RACE
I	=	American Indian or Alaskan Native - a person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
A	=	Asian or Pacific Islander - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
B	=	Black - a person having origins in any of the black racial groups of Africa.
W	=	White - a person having origins in any of the original peoples of Europe, North Africa, or Middle East.
U	=	Unknown

NOTE: Records for Hispanics should be entered with the race code most closely representing the individual.

MILES/NCIC SEX CODES		
CODE	=	SEX
F	=	Female
M	=	Male
U	=	Unknown

MILES/NCIC CAUTION CODES			
A = Armed	H = Armed/Resists		
B = Dangerous	I = Dangerous/Resists		
C = Mental	J = Mental/Resists		
D = Armed/Mental	K = Suicidal/Resists		
E = Suicidal	L = Approach With Caution		
F = Armed/Suicidal	M = Assaults Police Officer		
G = Resists Arrest	N = Drug User/Seller		

MISSING PERSON REPORT LOCATION CODES			
AP = Amusement Park	PR = Parking Lot Residential		
CG = Campground	PT = Public Transportation		
CH = Church	RD = On Or Near Roadway		
CS = Convenience Store	RF = Restaurant/Fast Food		
GS = Grocery Store	RS = Retail Store		
HO = Hospital	SB = School Bus Stop		
MH = Motel/Hotel	SC = School		
ND = Nursery/Daycare	SM = Shopping Mall		
OC = Other residence Curtilage	SP = Beach/Swimming Pool		
OP = Other Park	SY = School Yard		
OR = Other Residence	UK = Unknown		
OT = Other	VA = Video Arcade		
PA = Other Public Area	VC = Residence Curtilage (victim)		
PC = Parking Lot Commercial	VL = Vehicle		
PG = Playground	VR = Residence (victim)		

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NRP-843 (Discipl Action Non-Sworn 2011-05-01).pdf

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NRP-815_(Notification_of_Chargesz02013-03-20.pdf

**MARYLAND NATURAL RESOURCES POLICE
NOTIFICATION OF CHARGES**

Date: _____

Charge No. _____ of _____ Reference IAU #: _____

To: _____
Officer's Rank / Name / ID # _____ Assignment _____

You are hereby notified that you are charged with the following violation of the Maryland Natural Resources Police Polices, Procedures, and Regulations to wit:

CHARGE (Explain in detail – include specific chapter and section where applicable)

STATEMENT OF FACTS (Include Dates)

Charge Preferred By:

_____ Date Signed _____
Administrative Hearing Officer's Signature (Rank / Name / ID #)

Once the charge is signed by the Administrative Hearing Officer it is deemed filed.

Officer:

_____ Time _____ Date Signed _____
Officer's Signature (Rank / Name / ID #)

Employee's signature acknowledges that the employee has been advised of the charge and supporting statement and understands same.

Distribution:

1. Original – Forwarded to Administrative Hearing Officer
2. Copy – Forwarded to the Internal Affairs Unit (IAU) Commander
3. Copy – Employee

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**NRP-744 (LEOSA Certification
of Retired Officer 2018-04-18.pdf**



CERTIFICATION OF RETIRED NRP OFFICER

I, _____ in consideration of qualification under the Law Enforcement Officers Safety Act (LEOSA) acknowledge and certify to the following:

1. I have never been convicted of the crime of domestic violence.
2. I am not currently charged with the crime of domestic violence.
3. I have never been convicted of a felony, or other crime that prohibits me from carrying or possessing a firearm.
4. I am still a retiree in good standing of the Maryland Natural Resources Police and eligible under LEOSA to carry a concealed weapon.
5. If at any time I become ineligible under LEOSA (e.g. convicted of a domestic violence charge, placed under a legal order prohibiting possession of a firearm, or convicted of a felony) I will perform the following functions:
 - a. Immediately cease carrying a weapon, openly or concealed;
 - b. Within 2 days, contact the NRP Academy at 410 643-5773 or FAX 410 643-6345 to explain the circumstances;
 - c. Surrender your LEOSA ID card as directed.
6. I further certify that if I become ineligible under LEOSA (paragraph 5 above), I will not use my NRP retired ID card or any other NRP identification to obtain a LEOSA ID card from any other agency or jurisdiction.

I acknowledge the above and agree to these conditions in order to receive my LEOSA Identification Card.

Printed Name of Retired Officer

Signature of Retired Officer

Date Signed

Signature of Witness

Date Signed

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NRP-401 (Rept. of Pub. Notice 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
REPORT OF PUBLIC NOTICE**

1. Officer Conducting Survey:		2. Assigned Unit:	3. Date of Report:	4. Dispatch #:
5. NABOP #:	6. Public Notice #:	7. Surveyed Area		8. County
9. The assigned officer reports that this proposal <input type="checkbox"/> Should / <input type="checkbox"/> Should Not create undue congestion, hazard to navigation, or adversely affect boating safety.				

10. Narrative of Survey Findings & Conclusions:				

11. COMPLETED BY: (PRINTED NAME)		ID NO.	12. COMPLETED BY: (SIGNATURE)		DATE
13. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	14. APPROVED BY: (SIGNATURE)	ID NO.	DATE

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**I-NRP-457 (Quartermaster
Requisition Form 2007-08).pdf**

CHAPTER 12 SECTION II

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QUARTERMASTER REQUISITION FORM	
NRP 457	
Use:	Utilized to requisition supplies and parts from the NRP Quartermaster.
Due:	Form is completed as needed.
To:	Once completed by requisitioning individual, the form must be approved by supervisor, and then the supervisor forwards to NRP Quartermaster.
Note:	Revised 08/07

Instructions:

Report to be printed in black ink or typed. All signatures will be in black ink.

1. The Requisition Number shall be left blank. This will be completed by NRP Quartermaster personnel upon receipt.
2. The requisitioning individual shall enter the Date of Requisition.
3. Enter the NRP Unit number that the requisition is for.
4. Enter the Area/Unit of the requisitioning individual.
5. Enter the name of the requisitioning individual.
6. Enter the name/signature of the supervisor approving the requisition.
7. Enter the Item number(s) in sequential order. Item 1 has already been entered.
8. Enter the Stock number of the item.
9. Enter the item's Description.
10. Enter the total Quantity needed.
11. Enter how each requisitioned item is packaged (i.e., EA – each, CS – case, etc.).
12. Enter the Unit Price of each item (entered by

Matapeake).

13. Multiply the Quantity by the Unit Price and enter the Total Item Price (entered by Matapeake).
14. Add each Total Item Price and enter the Total Charge (entered by Matapeake)
15. Quartermaster personnel shall enter the Date Issued & Received.
16. Quartermaster personnel shall enter who issued the items requisitioned.
17. The individual who actually picks up the requisitioned items shall enter their name and ID #.

Routing Procedures

This form is to be completed by the individual requesting supplies or parts from the NRP Quartermaster. Once completed, the form will be forwarded to the supervisor for approval.

Upon approval, the supervisor shall utilize one of the methods below (listed in order of preference) for forwarding the requisition to the Quartermaster.

- a. Email from the supervisor's email address to the NRP Quartermaster (nrpquartermaster@dnr.state.md.us)
- b. Fax to the Quartermaster a copy of the requisition that has the supervisor's signature in block 6.
- c. Hand delivering the original supervisor's signed requisition to the Quartermaster

Note: Requisitions delivered in person will not be filled on the day that the requisition is delivered to Matapeake.

Matapeake personnel will notify the requesting Officers Area office when the items are ready for pickup.

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NRP-448E (Acc. Report - Employee-Volunteer 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
REPORT OF INJURY - EMPLOYEE'S/VOLUNTEER'S REPORT**

1. Dispatch Number: _____

EMPLOYEE INFORMATION			
2. Type of Employee Injured: <input type="checkbox"/> Paid Employee <input type="checkbox"/> Volunteer / Non-Paid Employee			
3. Employees' Name (Last, First, Middle):			4. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
5. Date of Birth (mm/dd/yy): / /	6. Home Telephone # (with Area Code):		
7. Home Address:			
8. City:	9. State:	10. Zip Code:	
11. Present Classification:		12. How long employed here?:	
13. Social Security No.:		14. Bi-Weekly Salary:	

ACCIDENT INFORMATION			
15. Location of Accident:	Name of Building		Area (bathroom, etc.)
16. Date of Accident (mm/dd/yy): / /	17. Time of Accident:		<input type="checkbox"/> AM <input type="checkbox"/> PM
18. Describe fully how accident occurred (continue on other side if necessary):			
19. Describe bodily injury sustained (be specific about body part(s) affected):			
20. Recommendation on how to prevent this accident from recurring:			

21. Name of Supervisor (Last, First, MI):
*22. Name(s) of Witness(es):
23. When did you report the accident to your supervisor?:

* If witness(es), then attach Witness(es) Report(s).

24. COMPLETED BY: (PRINTED NAME)		ID NO.	25. COMPLETED BY: (SIGNATURE)		DATE
26. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	27. APPROVED BY: (SIGNATURE)	ID NO.	DATE

MS-507 (Notice of Termination 2006-11).pdf

**STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 WEST PRESTON STREET
BALTIMORE, MD 21201**

NOTICE OF TERMINATION

(Use **ONLY** for the disciplinary termination of employees in the Skilled and Professional Services, other than Special Appointments.)

TO:

Name Social Security Number

Home Address City/State Zip Code

Classification

Name of Employing Agency

Under the authority of Title 11 of the State Personnel and Pensions Article, I hereby terminate you from your **Skilled Service**; **Professional Service** position effective _____. This termination is **With Prejudice**; **Without Prejudice**.

You are advised that you may appeal, in writing, this termination **within fifteen (15) calendar days** after receipt of this notice to:

Name: _____
Title: _____
Address: _____

<u>CAUSE(S) FOR TERMINATION</u>
(Specify the rules violated and the incidents of violations with appropriate dates.)

EXPLANATION FOR TERMINATION

(State why termination was determined to be the appropriate discipline.)

DATE OF NOTICE: _____

Signed: _____
Appointing Authority

Title of Position

APPROVED BY: _____
Head of Principal Unit

DATE: _____

Please maintain a copy of this notice in the Employee's Official Personnel File.

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**NRP-865 (Officer - Notice of
Case Closure 2011-05-01).pdf**



TO: _____, ID # _____

SUBJECT: Case Closure – IAU Case Number _____

Dear _____,

As you are aware, _____ lodged a complaint with this Agency concerning your involvement in an incident, which occurred on _____.

As a result of the aforementioned complaint, an investigation was conducted by _____ of this Agency.

I have recently received the results of this investigation and am informing you that it has been closed with a finding of _____. For further explanation of the above finding, please refer to the Maryland Natural Resources Police Officers Manual of Policies, Procedures and Regulations, Chapter 6, Section IX.

Sincerely,



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NRP-510 (Memorandum 2004-11).pdf

**MARYLAND NATURAL RESOURCES POLICE
MEMORANDUM**

TO: _____

DATE: _____

FROM: _____

-
- | | |
|---|---|
| <p>_____ For Your Information</p> <p>_____ For Your Comments / Recommendations</p> <p>_____ Approve and Return</p> <p>_____ Note and Return:</p> <p>_____ Circulate as Indicated</p> <p>_____ Take Appropriate Action</p> <p>_____ Notify Your Command</p> <p>_____</p> | <p>_____ For Additional Information</p> <p>_____ As Requested</p> <p>_____ Take Charge Of</p> <p>_____ Give Me Facts so I Can Answer</p> <p>_____ Prepare Reply for My Signature</p> <p>_____ See Me</p> <p>_____ Reply / Return By:</p> <p>_____</p> |
|---|---|
-

RE:

Maryland Natural Resources
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**I-NRP-901 (Non-Comm Officers
Continuation Form 2004-11).pdf**

CHAPTER 12 SECTION II

FORMS

NON-COMMISSIONED OFFICER'S CONTINUATION FORM	
NRP 901	
Use:	Report is completed as a continuation to the Non-Commissioned Officer's Appraisal Report or the Observation Report.
Due:	The Continuation Form will be submitted in accordance with the guidelines for the report that it accompanies.
To:	Copies are distributed as follows: a. Original retained by supervisor. b. Copy to employee. c. Copy to area/ installation files.
Note:	Revised 11/04

Instructions:

NRP officers the rank of Sergeant and above are responsible for completion of this report.

Report is to be printed in black ink or typed. All signatures will be in black ink.

1. Check-off the Observation Report block when this report is a continuation of an Observation Report.
2. Check-off the Appraisal Report block when this report is a continuation of an Appraisal Report.
3. Check-off one of four blocks that indicates the originator of the comments to follow.
4. Enter the name of the subject employee.
5. Enter the employee's four digit identification number.
6. Enter an abbreviation for the employee's NRP rank.
7. Enter the date the report is prepared.
8. Enter any additional comments in support of the Appraisal or Observation Reports.

9. Enter the signature of the supervisor or administrator completing the report and the date completed.
10. Enter the signature of the administrator completing a review of the report and the date completed.
11. Enter the signature of the employee which indicates he or she has read and discussed the Continuation Report. The employee's signature does not necessarily indicate agreement with the comments made.
12. Enter the signature of the Commander or Chief.

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-207 (Leave Request 2018-07-26).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-477 (DNR Comm Office Inc Rept 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
DNR COMMUNICATIONS OFFICE INCIDENT REPORT**

1. Type of Incident:	2. Incident Date:	3. Incident Time:	4. Reporting Officer:	4. Dispatch #:
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9. CHARGING INFORMATION

DEFENDANT(S)			
NAME	CHARGE	COUNT(S)	MAXIMUM PENALTY
A.			
B.			
C.			
D.			

Court Date(s):		Court Location:	
Alcohol / Drugs involved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how?	
Will charges possibly be filed later in connection with this incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	When?	
Is investigation continuing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How long?	
If death, has autopsy been ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No	When / Where?	

10. OTHER AGENCIES INVOLVED

AGENCY NAME	CONTACT NAME & NUMBER (if known)
A.	
B.	
C.	
D.	

11. MEDIA INFORMATION

The following information (names, charges, circumstances, etc) **CANNOT** be released to the media at this time.

When do you expect the information to be releasable?

12. OTHER COMMENTS

13. COMPLETED BY: (PRINTED NAME)	ID NO.	14. COMPLETED BY: (SIGNATURE)	DATE
15. SUPERVISOR'S SIGNATURE:	ID NO.	16. APPROVED BY: (SIGNATURE)	DATE

NRP-520 (Project Status Rpt 2006-06).pdf

**MARYLAND NATURAL RESOURCES POLICE
PROJECT STATUS REPORT**

1. Project Name:		2. Brief Project Description:	
3. Project Leader's Rank & Name:	4. Leader's Phone #:	5. Status of Project: <input type="checkbox"/> Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	
6. Start Date:	7. Anticipated Completion Date:	8. Actual Completion Date:	
9. Budget Information:			
<input type="checkbox"/> Budgeted Item - Operation Within Budget <input type="checkbox"/> Budgeted Item - Operation Over Budget <input type="checkbox"/> Unfunded Item <input type="checkbox"/> No Budget Impact		Budgeted Amount: _____ Estimated Costs: _____ Amount Within / Over Budget (): <u> \$0.00 </u>	

10. Problems / Issues / Comments:

11. COMPLETED BY: (PRINTED NAME)	ID NO.	12. COMPLETED BY: (SIGNATURE)	DATE

**I-NRP-448W (Rept Of Injury
Witness Statement 2019-11).pdf**

CHAPTER 12 SECTION II FORMS

REPORT OF INJURY – WITNESS STATEMENT	
NRP 448W	
Use:	To document the personal observation of a work related injury or illness for permanent and volunteer employees.
Due:	Fax Copy - As soon as practical. Original - Within 48 hour.
To:	Supervisor, who will forward through chain of command, to the NRP Personnel Section, E-3.
Note:	Revised 11/19

Instructions:

Completed by the witness of a job related injury or illness.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the assigned NRP incident number.
2. Check the type of injured employee: Paid Employee or Volunteer/Non-Paid Employee.
3. Enter the name of the injured employee.
4. Enter the name of the witness.
5. Enter the job title of witness.
6. Enter the number of years employed by current employer.
- 7 - 11. Enter the complete home address and a contact phone number of the witness.
12. Enter the location of the accident.
13. Enter the date the accident occurred.
14. Enter the time the accident occurred.
15. Describe how the accident occurred.
16. Describe the bodily injury the injured

employee sustained.

17. List any recommendation(s) on how to prevent this type of injury from recurring.
18. Enter the name of the injured employee's supervisor.
19. Enter the printed name and I.D. number, if applicable, of the person completing report.
20. Enter the signature of the person completing report and the date the report was prepared.
21. The supervisor reviewing the report, (usually a sergeant or acting sergeant), will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
22. Signature of supervisor or administrator, (normally a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates concurrence with the investigative actions described therein and that conformity with all Agency policies and procedures has been met.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

NRP-580 (Victim - Rights and Services 2007-08).pdf

Maryland Natural Resources Police



**Supports the
Governor's Office of
Crime Control & Prevention
and the
State Board of Victim Services**

by reproducing this brochure:

Maryland Crime Victims and Witnesses: Your Rights and Services

**MARYLAND
&
REGIONAL RESOURCES**

Officer: _____

Incident / Complaint #: _____

Phone #: _____

Investigator: _____

Phone #: _____

To obtain a written copy of your police report, please contact the responding police department.

If you feel as though
your rights as a crime
victim have been
violated, please contact
the Victims' Rights
Compliance Line
Toll Free at
1-877-9CRIME2

Reasonable accommodations for qualified individuals with disabilities will be provided upon request. Please call Denise McCain at 410-321-3521.

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VICTIM RIGHTS AND SERVICES

The members of the State Board of Victim Services regret that you have been the victim of a crime. In addition to your personal losses, the experience may have created stress, fear and confusion for you. We would like to help.

The State Board of Victim Services was created by the Maryland General Assembly to address the unique needs of crime victims and to make recommendations for improving state and local crime victim services.

This brochure is designed to inform you of victims' rights and services and to help you use them. It outlines the steps a case goes through in the criminal justice process and explains the responsibilities of the criminal justice system to crime victims and witnesses.

GENERAL VICTIMS' RIGHTS

Under the Maryland Constitution and under State laws and guidelines, a victim of crime must be treated with dignity, respect and sensitivity during all phases of the criminal justice process. After a crime has been committed, and throughout the criminal justice process, different rights and services apply to specific victims during the periods outlined throughout this brochure. For assistance in your community, and to find out your specific rights, refer to the Resource Section of this brochure.

Throughout this handbook, the use of the universal masculine ("he," "him," and/or "his") is used only to simplify the narrative. The use of these words can be interchanged with the universal feminine ("she," "her," and/or "hers") where appropriate to the individual reader's case.

THE CRIMINAL JUSTICE PROCESS

AFTER YOU REPORT A CRIME

If the police arrest a suspect, he will be taken before a Court Commissioner. Information regarding your case will also be provided to the local prosecutor, also called the State's Attorney.

The Court Commissioner will decide if there is enough evidence - known as "probable cause" - to charge the suspect with the crime, and if so, on what conditions the suspect could be released until a hearing before a judge.

If the suspect is held in custody after the Commissioner hearing, he will be entitled to a bail hearing before a judge. The judge will then decide whether to release the suspect, perhaps with certain conditions, or to keep him in jail, until a trial is held. A defendant can only be detained if the facts show he is a danger to the community and/or there is a risk that he will not show up at the trial. Most suspects are released:

The prosecutor will review any available information, including that provided by the police and Commissioner, and determine what charges, if any, the suspect

should be prosecuted. In more serious cases, the prosecutor may use a Grand Jury to make these decisions.

In serious cases a suspect has the right to ask the judge for a Preliminary Hearing. At this hearing, the judge will decide if there is enough evidence or "probable cause" to continue with the charges against the suspect.

If the prosecutor proceeds with the case, a trial date will be set by the court. Due to crowded court dockets, *the case may take several months to come to trial*. The prosecutor will notify the victim and key witnesses if and when it is time to prepare for trial.

YOUR RIGHTS BEFORE THE TRIAL

A victim or witness can request that their address and phone number remain confidential and not be released by the judge, State's Attorney, police, District Court Commissioner or juvenile intake worker.

Once a suspect (now called the defendant) has been charged with a crime, the defendant's attorney will try to discover information which will help him to prepare the case. The attorney will probably ask for, and generally receive, the names and addresses of witnesses involved in the case. You are not however, required to talk to the defendant's attorney or his representative.

If the defendant threatens you, or interferes with you in any way, do not hesitate to call the police. *If you are acting as a witness for the prosecution and your safety has been threatened as a result, contact the State's Attorney and your local police agency immediately*. It is a crime for the defendant to do anything to stop you from testifying at the trial. Victim/witness protection resources may be available to increase your protection and enable your continued participation in court proceedings.

Before the trial, the defendant may be required to appear at various court hearings. *As a victim, you have the right to attend these hearings, the trial, and any related hearings or proceedings*. You may ask the prosecutor to notify you of any appearance that you should attend. Often the judge will grant several "continuances" or delays, at the request of the defense or the prosecution. Even though delays and continuances are frustrating, it is important that you continue to appear in court when you are requested.

DURING THE TRIAL

A victim has the right to be present at the trial. A victim or witness can request that their address and phone number remain confidential, and not be released. The prosecutor can help you prepare for the trial by telling you what questions he will ask and what questions to expect the defendant's attorney to ask.

AFTER THE TRIAL

If the defendant is found guilty, the judge will hold a sentencing hearing, often at a later date. The judge has several sentencing options including: confinement in prison or jail, probation, payment of fines or restitution, or any combination of these options.

Probation is the most frequently imposed sentence. Probation means that a convicted offender will be released and maybe under the supervision of a probation officer. Probation often includes special conditions such as: drug testing, repayment of restitution, monthly reporting to a probation or parole officer, etc.

At the sentencing hearing, the victim or victim's representative may address the court to describe the impact of the crime. In cases resulting in serious physical injury or death, the court must consider a victim's or the victim's representatives *written* impact statement describing the effects of the crime on the victim. A written victim impact statement provides a victim or a victim's surviving family members an opportunity to tell the court about the emotional, physical, and financial impact of the crime.

A victim also has the right to request restitution. The State's Attorney will help you make this request to the judge.

AFTER SENTENCING

After the trial is over, a victim may have the right to have stolen or other property returned once the case is finished. The State's Attorney will help you retrieve your property.

Finally, *a victim has the right to be notified of any further hearings related to the defendant's sentence or release by the Division of Correction, Patuxent Institution, or the Parole Commission.* If you so request the State's Attorney will see that your request to be notified is forwarded to the correct criminal justice agency for future contact and/or notification.

HELP THROUGHOUT THE JUSTICE PROCESS

Throughout the criminal justice process, and even after it has been completed, you may experience physical, emotional, or psychological distress as a result of your victimization. This is a normal reaction, and help is available. Please refer to the **Resource Section** of this brochure if you would like to locate supportive services within your local community.

V.I.N.E.

“Victim Information and Notification Everyday,” is a free, anonymous, **automated telephone service** that provides victims of crime with two important services: **information** and **notification**. VINE will provide you with vital court case and custody information for an offender currently involved in the criminal justice system in Maryland. If you choose, you may register to receive telephone notification for certain court case and custody status events.

For **offender information**, call the Maryland Statewide VINE program toll-free at **1-866-MD4VINE (1-866-634-8463)** and follow the prompts.

If you are the victim of the crime and have completed and returned the *Maryland Crime Victim Notification and Demand For Right's Form*, you may be automatically registered to receive notification from the VINE system for court and case custody status events.

CRIMINAL INJURIES COMPENSATION BOARD

OVERVIEW

The Criminal Injuries Compensation Board (CICB) was established to provide financial assistance to Maryland's crime victims when no other resources are available. Victims or surviving family members of deceased victims may be eligible to be reimbursed for their medical, mental health, and/or funeral expenses, and/or lost income resulting from a crime under the following conditions:

WHO MAY APPLY?

- a) Crime victims, or their parents or guardians on their behalf;
- b) Dependents of victims who died as a result of a crime;
- c) Persons who paid the funeral expenses of a victim who died as a direct result of a crime;
- d) Persons injured while preventing a crime or assisting a police officer; and
- e) Persons injured or killed as a result of an individual driving while intoxicated.

WHAT IS REQUIRED?

- a) A crime report to police within 48 hours* of the crime;
- b) A completed claim form sent to CICB within 180 days* of the crime;
- c) Physical injury or death directly related to the crime;
- d) Innocence of the victim: that is, the victim bears no responsibility for the crime or the injury; and
- e) Serious financial hardship resulting from the crime.

For Further Information and Assistance in Filing — Call or Write:

Criminal Injuries Compensation Board
Suite 206, Plaza Office Center
6776 Reisterstown Road
Baltimore, Maryland 21215-2340
(410) 585-3010 TTY: 1-800-735-2258

Toll Free Number
1-800-735-2258

* may be waived for "good cause"

DOMESTIC VIOLENCE

When a loved one hurts you, it can be embarrassing, confusing, and sometimes life-threatening. No one has the right to hurt you or your children - even a family member. Getting help is the first step toward a safe future. This section gives you information about special rights and resources available to victims of domestic violence and/or stalking.

SPECIAL RIGHTS AVAILABLE TO VICTIMS

In Maryland, the police may make an arrest for an incident of domestic violence without witnessing the assault if they have "probable cause" to believe that assault

took place. Officers must make an arrest if an offender is in violation of the “stay away” or “don’t abuse” provision of a Civil Protective Order.

If an arrest is not made at the scene, a domestic violence victim may: (1) make application with a District Court Commissioner to file criminal charges or ; (2) request that the State’s Attorney file a criminal charge. Some jurisdictions may charge a nominal fee for the incident report.

A victim of domestic violence may receive, upon request, a copy of the incident report from the law enforcement agency that responded to the call.

A domestic violence victim may also request a “domestic stand-by” from an officer to ensure that she is safe while removing personal items to meet her emergency needs, along with the emerging needs of any children in her care.

OTHER LEGAL REMEDIES

In addition to filing criminal charges, against their abuser, victims of domestic violence can also apply for a Civil Protective Order if they: 1) are or were married to the abuser, 2) live with the abuser, 3) have a child together with the abuser, or 4) are related to the abuser. Also, a person who is a parent or child of the victim can apply as well, if they have lived with the victim or the abuser for 90 days in the past year. The Protective Order is a court order instructing the abuser to stop the abuse, leave the joint residence, stay away from the victim’s work, or other remedies ordered by the court. A person may apply for a Protective Order at a District or Circuit Court. This order may be for the victim or on behalf of a family member, such as a child or vulnerable adult.

SAFETY PLAN

Be prepared, come up with a safety plan before violence occurs. Rehearse your plan, tell someone you trust, and teach your children what to do if violence occurs,

- Ask trusted neighbors to call police if they hear any disturbance. Tell trusted friends or family about the abuse and your plans to get away.
- Devise a code word to use with children to signal when to call the police, teach them how to call 911.
- Go to a room with a telephone and an escape route. Plan several places where you might go to be safe.
- Stash away some cash and pack an emergency bag. Include several days of emergency needs for yourself and children. Keep this bag in a safe place or friends house.
- Calm the situation long enough to get out safely.
- Have a regular reason to get out of the house every day. Establish more independence, a post office box, your own bank account, a job, etc.
- Educate yourself about getting an exparte order once you decide to leave.

RISK FACTORS

Answering yes to any of the following questions suggest a greater potential for risk of violence. The following are some factors that lethal abusers seem to share.

- Are you recently separated?
- Has the abuser seriously injured you in the past?

- Has the violence escalated in severity and frequency?
- Does the abuser own or have access to firearms?
- Has the abuser made death threats?
- Do you believe your abuser could kill you?
- Does the abuser suffer from a mental illness or disorders associated with depression or aggression?
- Does the abuser use alcohol or drugs?
- Has the abuser stalked you, or feels that you are a possession?
- Has the abuser attempted or threatened suicide?
- Has the abuser injured or threatened to injure a family pet?

SERVICES AVAILABLE TO VICTIMS

Domestic violence is a complex crime that usually becomes more frequent and more severe without outside help. If you have been harmed by an intimate partner, it is important that you contact a local domestic violence program or legal service listed in the *Resource Section* of this brochure to help you understand how it has affected your life, and how to get the support and advocacy you need to live in safety again.

PROTECTION FROM STALKING

Maryland offers special protection for victims of stalking. Stalking is malicious conduct, and includes persistently approaching or pursuing another person with the intent to place them in fear of injury or death.

If you think that you are a victim of stalking, tell the police when they make an arrest, and/or **immediately** file an application with the Court Commissioner to let him know that you may be a victim of stalking and are afraid for your safety. The Court Commissioner *shall* consider a stalking victim's safety when deciding to release a defendant on pretrial release.

PROTECTION BY PEACE ORDER

If you have a legitimate reason to fear bodily harm from an act committed by someone *other than* your spouse; a person that you have had a long-term relationship with, or someone with whom you have a child, you may seek relief by obtaining a "*peace order*."

Please be advised that a domestic incident of this nature may be addressed by obtaining an ex parte/protection order.

The acts must have occurred in the previous 30 days and include: an act that causes serious bodily harm; places you in fear of imminent serious bodily harm; assault in any degree; rape or sexual offense; false imprisonment; harassment; stalking; trespassing or destruction of property.

The peace order will be granted if the court finds clear and convincing evidence that the accused committed and is likely to commit acts against you in the future. If the court finds reasonable grounds to issue a temporary peace order, the accused may be ordered to refrain from committing the acts; contacting or attempting to contact or harass you, and stay away from your residence, workplace or school.

TO APPLY YOU MUST:

- File an application for petition at the District Court;
- Swear under oath before a Judge to the acts being alleged in support of the peace order, and
- *Pay a \$20 (non refundable) filing fee.*

IF GRANTED:

- Pay \$30 to have the order served;
- The order will be temporary for 7 days until a hearing is scheduled, and
- May be extended up to 6 months after the hearing.

A VIOLATION OF THE PEACE ORDER OR TEMPORARY PEACE ORDER IS PUNISHABLE BY CONTEMPT, CRIMINAL PROSECUTION OR BOTH.

SEXUAL ASSAULT

Sexual assault and rape are violent crimes that often leave victims feeling alone and frightened. Crimes of sexual violence are even more painful because victims must discuss very intimate details of the crime. Knowing what may happen ahead of time can reduce your anxiety and help you get through the process more comfortably. The most commonly asked questions are answered below.

WHO WILL PAY FOR MY MEDICAL EXPENSES?

A rape or sexual assault victim shall be examined without charge, if a police report has been filed. The hospital and physician are entitled to be paid by the Department of Health. You and your insurance company will be responsible for any other medical treatment you receive. You may be eligible for compensation for any other medical expenses not covered by insurance. (*See the Criminal Injuries Compensation Board.*)

IS THERE MANDATORY TESTING OF THE OFFENDER FOR THE HIV VIRUS?

Upon written request to the State's Attorney, a victim of a crime involving a sexual offense, or other crimes that might result in exposure to the HIV virus, may ask the court to order the accused to be tested for HIV. If you are afraid that you were exposed to this virus, talk to the State's Attorney and/or your local sexual assault counselor for guidance in your individual situation.

HOW MUCH OF MY PERSONAL HISTORY WILL BE MADE PUBLIC IN A TRIAL?

Evidence relating to a victim's prior sexual conduct can seldom be admitted as evidence; however, this issue varies depending on the circumstances of your case. If you have concerns about what information will be made public, you may wish to consult with a sexual assault advocate or the Victim/Witness Coordinator in your State's Attorney's Office.

CAN I RECOVER FROM THIS VIOLENT ASSAULT?

Sexual assault is a life-threatening experience and may result in extreme and long lasting trauma to the victim. The physical and emotional results of this trauma generally come in three stages; however, the effects of the assault are different for each victim.

- The *Acute Reaction* usually occurs immediately; the most common signs of this stage are shock, disbelief, fear, anger, helplessness, mood swings, and eating or sleeping disturbances.
- The *Outward Adjustment* is often the next stage. This can be a temporary period where the victim reports that everything is back to normal and tries to regain control over personal feelings and life situations.
- The *Integration* stage most often begins with depression, followed by a renewal of Acute Reaction symptoms. The victim may become overwhelmed by the assault, make drastic life changes, and may also experience guilt.

Eventually, with emotional support if necessary, a survivor of sexual violence or other acts of violence, can work through the trauma and move past the experience and fear generated by the assault.

If you have experienced a rape or sexual assault, contact the Sexual Assault Center listed in the **Resource Section** of this brochure and ask for the emotional support and legal advocacy that is available to you as you work to heal and recover from this crime.

THE JUVENILE JUSTICE SYSTEM

If you were victimized by someone under the age of 18, the offender is considered a juvenile, and your case will be handled differently than if the offender is an adult. The primary difference is an emphasis on rehabilitation rather than punishment. Juveniles are not convicted of a crime, but are found to be delinquent, and their records are not made available to the public.

NOT ALL JUVENILE OFFENDERS ARE SENT TO COURT

If the offender is a juvenile, the police typically file a “complaint” about the juvenile suspect with the Department of Juvenile Justice (DJJ). New cases are reviewed by an intake officer at the local DJJ office. The intake officer will contact any victim involved in the complaint.

The intake officer will decide whether to close the case, place the juvenile on informal supervision, send the youth to a treatment program, or forward the case to the State’s Attorney’s office for a formal hearing in Juvenile Court. The intake officer has 90 days to take action on the case. You will receive a letter advising you of the decision and your right to appeal if the case is closed. *You must file an appeal within 30 days.*

JUVENILE DELINQUENCY

A juvenile is considered delinquent if he commits an act which would be a crime if committed by an adult. More serious juvenile complaints go directly to the

State's Attorney's office to be handled in Juvenile Court. This depends on the severity of the delinquent act, the youth's age, and prior delinquent record.

For juvenile complaints involving a serious delinquent act, the State's Attorney may request that the juvenile be tried as an adult in Circuit Court. A Circuit Court judge rules on this request at a "Waiver Hearing" and determines if the case will be heard in Circuit or Juvenile Court.

WHAT HAPPENS IN JUVENILE COURT?

The State's Attorney must take action within 30 days of receiving a juvenile complaint. There are several types of hearings that may occur:

Detention Hearing: If the juvenile is considered dangerous or his well-being is threatened, a hearing will be held by a Juvenile Court judge to decide whether or not to detain the juvenile in a secure facility for up to 30 days, or to release him to the custody of a parent or guardian.

Adjudicatory Hearing: This hearing is held in Juvenile Court to determine if the juvenile who committed the offense is "delinquent." It must take place within 60 days. As in an adult case, the juvenile is entitled to an attorney, and the attorney may contact you before the hearing to try to discover information to help the juvenile offender. However, you are not required to talk to the juvenile's attorney or his representative.

Disposition Hearing: If the offender is found to be delinquent, the judge will hold a separate disposition hearing to determine appropriate action against the juvenile. He may be placed on probation, placed in the custody of a juvenile justice facility, or ordered to participate in appropriate services.

Restitution Hearing: If the juvenile is found to be delinquent, a restitution hearing may be held. The State must prove that the victim's personal property was stolen, damaged or destroyed, and/or that there were medical or funeral expenses incurred by the victim as a result of the delinquent act.

If the court determines that restitution should be paid, the judge will enter a judgment of restitution against the juvenile. The court may also hold the juvenile's parents liable for the expenses in an amount not to exceed \$10,000. Restitution may be a condition of the juvenile's probation.

HOW DO I FIND OUT ABOUT MY CASE?

The victim, and in most cases, the general public have a right to attend any of the hearings mentioned above, if the juvenile is alleged to have committed a delinquent act which would have been a felony if committed by an adult. In other cases, the court may exclude the general public and admit only those persons having a direct interest in the proceedings. For information about your case, contact your local Department of Juvenile Justice office listed in the ***Resource Section*** of this brochure.

STATEWIDE RESOURCES

GENERAL VICTIM SERVICES AND REFERRAL

Stephanie Roper Committee & Foundation	301-952-0063
Toll Free	1-877-VICTIM1
Email	mail@stephanieroper.org
Website	www.stephanieroper.org
First Call for Help	1-800-492-0618
Local	410-685-0525
TTY	410-685-2159

CRIMINAL INJURIES COMPENSATION

Criminal Injuries Compensation Board	410-585-3010
Toll Free	1-888-679-9347
TTY	1-800-735-2258

DOMESTIC VIOLENCE CRISIS AND REFERRAL SERVICE

Maryland Network Against Domestic Violence	1-800-MDHELPS
Email	mnadv@aol.com
Pro Bono Counseling	1-877-323-5800

SEXUAL ASSAULT CRISIS AND REFERRAL SERVICES

Rape, Abuse & Incest Network (Crisis Hotline)	1-800-656-HOPE
Maryland Coalition Against Sexual Assault	1-800-983-7273

CHILD ABUSE SERVICES

Prevent Child Abuse	1-800-CHILDREN
Local Number	410-841-6599

DRUNK DRIVING SERVICES

Mothers Against Drunk Driving (MADD)	1-800-446-6233
Email	maddmdso@aol.com

STATE CORRECTIONS VICTIM NOTIFICATION SERVICES

Division of Correction Victim Notification	410-585-3331
Maryland Parole Commission Victim Notification	410-585-3213

NATIONAL DOMESTIC VIOLENCE

Hotline	1-800-799-SAFE
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REGIONAL RESOURCES

ALLEGANY, GARRETT & WASHINGTON COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Allegany County		301-777-5962
Garrett County		301-334-1971
Washington County		240-313-2000
Sheriff's Office		
Allegany County Sheriff's Office		301-777-5959
Garrett County Sheriff's Office		301-334-1911
Washington County Sheriff's Office		301-791-3300
Maryland State Police		
Allegany County – Barrack C, Cumberland		301-729-2101
Garrett County – Barrack W, McHenry		301-387-1101
Washington County – Barrack O, Hagerstown		301-739-2101
Maryland Natural Resources Police		
Allegany, Garrett Area 8 & Washington Counties Area 7, Flintstone		301-777-7771
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Allegany County		301-777-2131
Garrett County		301-334-1947
Washington County		301-791-3100
Division of Parole and Probation		
Allegany County		301-784-8110
Garrett County		301-334-1996
Washington County		240-420-5140
Legal Services		
Western Maryland Office of Legal Aid Bureau		301-777-7474
Garrett County Legal Aid Bureau		301-334-8832
Mid Western Maryland Office of Legal Aid Bureau		301-694-7414
Other Victim Service		
Domestic Violence Services and Sexual Assault Services		
Allegany County Family Crisis Resource Center		301-759-9246
Hotline		301-759-9244
Garrett County Domestic Violence/Sexual Assault Resource Center (The Dove Center)		301-334-6255
Hotline		301-334-9000
Washington County C.A.S.A.		301-739-4990
Hotline		301-739-8975
Child Protective Services, Dept. of Social Services		
Allegany County		301-784-7000
Garrett County		301-533-3000
Washington County		301-420-2100
Mothers Against Drunk Driving (MADD)		301-791-6233

CARROLL & FREDERICK COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Carroll County Victim/Witness Assistance Unit		410-386-2073
Carroll County Family and Children's Services		410-876-1233
Frederick County Victim/Witness Assistance Unit		301-694-1515
Sheriff's Office		
Carroll County Sheriff's Office		410-386-2900
Frederick County Sheriff's Office		301-694-1046
Maryland State Police		
Carroll County – Barrack G, Westminster		410-386-3000
Frederick County – Barrack B, Frederick		301-663-3101
Maryland Natural Resources Police		
Carroll County – Central Region: Area 6, Owings Mills		410-356-7060
Frederick County – Area 7 Western Region, Flintstone		301-777-7771
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Carroll County		410-386-2700
Frederick County		301-694-1920
Division of Parole and Probation		
Carroll County		410-386-2700
Frederick County		301-694-1935
Legal Services		
Legal Aid Bureau – Carroll County		1-800-679-8813
Legal Aid Bureau – Frederick County		1-800-679-8813 or 301-694-7414
Other Victim Service		
Domestic Violence Services		
Carroll County: Family & Children's Services of Central MD		
Weekdays 8:30 a.m. to 4:30 p.m.		410-876-1233
Evenings & Week-ends		410-857-0077
Frederick County Heartly House		301-662-8800
(Washington County Exchange)		301-293-6463
Sexual Assault Services		
Rape Crisis Intervention Services of Carroll County		410-857-0900
Hotline		410-857-7322
Carroll County Sexual Assault Hotline		410-828-6390
Child Abuse Sexual Assault Investigations		410-386-3640
Frederick County Heartly House		301-662-8800
Child Protective Services, Dept. of Social Services		
Carroll County Intake		410-386-3434
Frederick County Intake		301-694-2464
Hotline		301-694-2100
Mothers Against Drunk Driving (MADD)		1-800-876-6233

CECIL & HARFORD COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Cecil County Victim/Witness Unit		410-996-5342
Harford County Victim/Witness Unit		410-638-3500
Harford County Domestic Violence Unit		410-638-3231
Sheriff's Office		
Cecil County Sheriff's Office		410-996-5500
Harford County Sheriff's Office		410-838-6600
Harford County Sheriff's Office Domestic Violence Unit		410-836-5491
Harford County Sheriff's Office Victim Services Unit		410-836-5472
Maryland State Police		
Cecil County – Barrack F, North East		410-398-8101
Cecil County – Barrack M, JFK Highway		410-575-6540
Harford County – Barrack D, Bel Air		410-897-2101
Maryland Natural Resources Police		
Cecil & Harford Counties – Central Region: Area 6, Owings Mills		410-356-7060
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Cecil County Intake		410-996-0770
Harford County Intake		410-836-4680
Harford County Victim Services & Restitution		410-836-4695
Division of Parole and Probation		
Cecil County		410-996-0660
Harford County		410-836-4651
Legal Services		
Legal Aid Bureau Cecil and Harford Counties		1-800-444-9529
Other Victim Service		
Domestic Violence Services		
Harford County Domestic Violence/Resource Center		410-836-8430
Sexual Assault Services		
Cecil County Domestic Violence and Rape Crisis Center		410-996-0100
Hotline		410-996-0333
Harford County Sexual Assault Resource Center		410-836-8430
Child Protective Services, Dept. of Social Services		
Cecil County		410-996-0100
Harford County		410-836-4700
Mothers Against Drunk Driving (MADD)		
Cecil County		410-321-6233
Harford County (State Office)		410-841-6633

BALTIMORE COUNTY		09/02
State's Attorney's Office/Victims Services Unit		
Victim/Witness Assistance Unit		410-887-6650
Sheriff's Office		
Baltimore County Sheriff's Office		410-887-4070
Maryland State Police		
Baltimore County – Barrack R, Golden Ring		410-686-3101
Maryland Natural Resources Police		
Baltimore County – Central Region: Area 5, Owings Mills		410-356-7060
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Baltimore County Police Department		410-887-2222
Department of Juvenile Justice		
Intake		410-512-4040
Restitution		410-512-4061
Victims Assistance		410-512-4048
Division of Parole and Probation		410-455-5022
Legal Services		
Legal Aid Bureau		410-296-6705
House of Ruth Domestic Violence Legal Clinic		410-554-8463
Other Victim Service		
Domestic Violence/Sexual Assault Services		
Family Crisis Center of Eastern Baltimore County, Inc.		
Counseling & Advocacy		410-285-4357
Shelter Services		410-285-7496
Hotline		410-828-6390
Family Violence Services (Court Advocacy)		410-853-3030
ACTS, Inc.		410-825-8773
Family & Childrens' Services		
Western Baltimore County		410-281-1334
TurnAround (Counseling & Advocacy)		410-377-8111
Child Protective Services, Dept. of Social Services		410-887-2800
Hotline		410-583-9398
Mothers Against Drunk Driving (MADD)		
Northern Maryland Chapter		410-321-6233

BALTIMORE CITY		01/03
State's Attorney's Office/Victims Services Unit		
Community/Victim Services		410-396-1897
Domestic Violence Unit		410-396-7444
Family Bereavement Center		410-396-7351
Sheriff's Office		
Baltimore City Sheriff's Office		410-396-1155
Maryland Natural Resources Police		
Baltimore City – Central Region: Area 5, Owings Mills		410-356-7060
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Baltimore City Police Department		410-396-2525
Department of Juvenile Justice		
Intake & Arbitration		410-333-6777
Restitution		410-333-6760
Juvenile Justice Victim Assistance Program		410-333-2088
Division of Parole and Probation		410-333-4101
Legal Services		
Legal Aid Bureau		410-539-5340
Lawyer Referral and Information Service		410-539-3112
House of Ruth, Domestic Violence Legal Clinic		410-554-8463
Other Victim Service		
Domestic Violence Services		
House of Ruth Shelter – Hotline		410-889-7884
Family & Children's Services of Central MD		410-669-9000
Sexual Assault Services		
TurnAround, Inc.		410-837-7000
Baltimore City Sexual Assault Hotline		410-828-6390
Baltimore Child Abuse Center		410-396-5165
Child Protective Services, Dept. of Social Services		
Hotline		410-361-2235
Mothers Against Drunk Driving (MADD)		
Northern Maryland Chapter		410-321-6233

ANNE ARUNDEL & HOWARD COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Anne Arundel County Circuit Court Victim/Witness Assistance Center		410-222-1160
Anne Arundel County District Court Victim/Assistance Annapolis		410-260-1330
Anne Arundel County District Court Victim/Assistance Glen Burnie		410-222-6085
Howard County Victim/Witness Assistance Unit – Circuit Court		410-313-3153
Sheriff's Office		
Anne Arundel County Sheriff's Office		410-222-1571
Howard County Sheriff's Office		410-313-2150
Maryland State Police		
Anne Arundel County – Barrack P, Glen Burnie		410-761-5130
Anne Arundel County – Barrack J, Annapolis		410-974-3301
Howard County – Barrack A, Waterloo		410-799-2101
Maryland Natural Resources Police		
Anne Arundel County – Southern Region: Area 3, Annapolis		410-974-5640
Howard County - Central Region: Area 5, Owings Mills		410-356-7060
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Annapolis City Police Department		410-268-9000
Anne Arundel County Police Department		410-222-8050
Juvenile Victim Assistance Unit		410-222-3505
Howard County Police Department		
Northern District		410-313-3200
Southern District		410-313-3700
Victim Assistance Unit		410-313-3768
Department of Juvenile Justice		
Anne Arundel County Intake Unit		410-974-3460
Howard County Intake & Probation		410-461-0345
Division of Parole and Probation		
Anne Arundel County		410-260-1900
Howard County		410-461-0420
Legal Services		
Anne Arundel County Legal Aid Bureau		410-263-8330
Howard County Legal Aid Bureau		301-927-6800
Toll Free		1-888-215-5316
Other Victim Service		
Domestic Violence Services		
YWCA of Annapolis & Anne Arundel County (Counseling)		410-626-7800
Hotline		410-222-6800
Domestic Violence Center of Howard County		410-997-0304
Hotline		410-997-2272
Sexual Assault Services		
Anne Arundel County Sexual Assault Crisis Center & Hotline		410-222-7273
Sexual Trauma, Treatment, Advocacy & Recovery Center, Inc.		410-290-6432
Child Protective Services, Dept. of Social Services		
Anne Arundel County		410-269-4700
Howard County		410-872-4203
Mothers Against Drunk Driving (MADD)		
Central Maryland Office		410-224-6233
Howard County		410-465-5757

MONTGOMERY COUNTY		09/02
State's Attorney's Office/Victims Services Unit		
Victim Services Unit		240-777-7300
Victim Assistance & Sexual Assault Program		240-777-1355
Sheriff's Office		
Montgomery County Sheriff's Office		240-777-7000
Maryland State Police		
Montgomery County – Barrack N, Rockville		301-424-2101
Maryland Natural Resources Police		
Montgomery – Central Region: Area 5, Owings Mills		410-356-7060
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Intake, Restitution & Probation		301-279-1580
Division of Parole and Probation		
Montgomery County		301-588-8240
Legal Services		
Legal Aid Bureau		301-927-6800
Toll Free		1-888-215-5316
Bar Association Lawyer Referral Service		301-279-9100
Other Victim Service		
Domestic Violence Services		
Abused Persons Program		240-777-4210
Abused Persons Hotline		240-777-4673
Sexual Assault Services		
Victim Assistance & Sexual Assault Program		240-777-1355
Child Protective Services, Dept. of Social Services		240-777-4417
Mothers Against Drunk Driving (MADD)		301-949-1222

PRINCE GEORGE'S COUNTY		09/02
State's Attorney's Office/Victims Services Unit		
Victim/Witness Assistance Unit		301-952-4483
Victim Support & Court Advocacy		
Stephanie Roper Committee & Foundation		301-952-0063
Sheriff's Office		
Prince George's County Sheriff's Office		301-952-4000
Maryland State Police		
Prince George's County – Barrack L, Forestville		301-568-8101
Prince George's County – Barrack Q, College Park		301-345-3101
Maryland Natural Resources Police		
Prince George's County – Southern Region: Area 3, Annapolis		410-260-3290
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Intake & Restitution		301-952-2580
Division of Parole and Probation		
		301-952-2634
Legal Services		
Legal Aid Bureau		301-927-6800
Toll Free		1-888-215-5316
House of Ruth – Domestic Violence Legal Clinic		301-699-7790
Other Victim Service		
Domestic Violence Services		
Family Crisis Center (Shelter and Hotline)		301-864-9101
Sexual Assault Center		301-618-3154
Adult & Child Protective Services, Dept. of Social Services		301-909-2450
Mothers Against Drunk Driving (MADD)		
Central Maryland Office		301-970-8111

CALVERT, CHARLES & ST. MARY'S COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Calvert County		410-535-1600 x364
Victim/Witness Advocate		410-535-1600 x493
Charles County Victim/Witness Assistance Unit		301-932-3360
St. Mary's County		301-475-4594
Sheriff's Office		
Calvert County Sheriff's Office		410-535-2800
Charles County Sheriff's Office		301-932-2222
St. Mary's County Sheriff's Office		301-475-8008
Maryland State Police		
Calvert County – Barrack U, Prince Frederick		301-855-1472
Charles County – Barrack H, LaPlata		301-753-1200
St. Mary's County – Barrack J, Leonardtown		301-475-8955
Maryland Natural Resources Police		
Calvert, Charles & St. Mary's Counties - Southern Region: Area 4, Waldorf		301-645-0062
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Calvert County		410-535-8825
Charles County		301-705-1994
St. Mary's County		301-475-8048
Division of Parole and Probation		
Calvert County		410-535-8835
Charles County – LaPlata (Intake)		301-934-0452
Charles County – Waldorf		301-932-7574
St. Mary's County		301-475-4606
Legal Services		
Legal Aid Bureau		
Calvert County		410-535-3278
Charles County		301-932-6661
St. Mary's		301-884-5935
St. Mary's Women's Center		301-862-3636
(in Calvert County)		410-326-5376
Washington, D.C.		301-843-5850
Other Victim Service		
Domestic Violence Services		
Crisis Intervention Center (Hotline)		410-535-1121
Washington, D.C. (Hotline)		301-885-1075
Charles County Center for Abused Persons Program (Hotline)		301-645-3336
St. Mary's County/Walden Sierra, Inc (Hotline)		301-863-6661
Sexual Assault Services		
Calvert County Crisis Intervention Center		410-535-1121
Charles County Center for Abused Persons		301-645-3336
St. Mary's County/Walden Sierra, Inc.		301-863-6661
The Center for Children, Inc		301-374-9442
Child Protective Services, Dept. of Social Services		
Calvert County		410-286-2108
Charles County		301-392-6400
St. Mary's County		240-895-7016
Mothers Against Drunk Driving (MADD)		1-800-446-6233

CAROLINE, DORCHESTER, KENT, QUEEN ANNE'S & TALBOT COUNTIES 01/03	
State's Attorney's Office/Victims Services Unit	
Caroline County Victim/Witness Assistance Unit	
Circuit Court	410-479-4165
District Court	410-479-4080
Dorchester County Victims' Services Unit	410-228-3611
Kent County Victim Services Unit	410-778-2463
Queen Anne's County/Mid-Shore Council on Family Violence	410-479-1149
Talbot County Victims' Services Unit	410-770-8060
Sheriff's Office	
Caroline County Sheriff's Office	410-479-2515
Dorchester County Sheriff's Office	410-228-4141
Kent County Sheriff's Office	410-778-5946
Queen Anne's Count Sheriff's Office	410-758-0770
Talbot County Sheriff's Office	410-822-1020
Maryland State Police	
Caroline, Dorchester & Talbot Counties – Barrack I, Easton	410-822-3101
Kent & Queen Anne's Counties – Barrack S, Centerville	410-758-1101
Maryland Natural Resources Police	
Caroline, Dorchester, Kent, Queen Anne's, & Talbot Counties – Eastern Region: Area 2, Queen Anne	410-758-2890
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>	
Department of Juvenile Justice	
Caroline County	410-479-5835
Dorchester County	410-228-6452
Kent County	410-778-6103
Queen Anne's Count	410-758-5225
Talbot County	410-822-5010
Division of Parole and Probation	
Caroline County	410-479-5825
Dorchester County	410-228-6776
Kent County	410-778-6103
Queen Anne's Count	410-758-5070
Talbot County	410-822-5180
Legal Services	
Legal Aid Bureau – Caroline, Kent, Queen Anne's, & Talbot Counties	410-763-9676
Toll Free	1-800-477-2543
Legal Aid Bureau – Dorchester County	410-546-5511
Toll Free	1-800-444-4099
Mid-Shore Council on Family Violence	410-479-1149
Crisis Center of the Mid-Shore	
For All Seasons (Hotline)	410-820-5600
Toll Free	1-800-310-7273
Other Victim Service	
Domestic Violence Services	
Mid-Shore Council on Family Violence (Hotline)	1-800-927-4673
Sexual Assault Services	
For All Seasons (Hotline)	410-820-5600
Child Protective Services, Dept. of Social Services	
Caroline County	410-479-5900
Dorchester County	410-901-4100
Kent County	410-810-7600
Queen Anne's Count	410-758-8000
Talbot County	410-822-1617
Mothers Against Drunk Driving (MADD)	1-800-446-6233

SOMERSET, WICOMICO & WORCESTER COUNTIES		01/03
State's Attorney's Office/Victims Services Unit		
Somerset County Victim/Witness Unit		410-651-3333
Wicomico County Victim/Witness Unit		410-548-4880
Worcester County Victim/Witness Unit		410-632-2166
Sheriff's Office		
Somerset County Sheriff's Office		410-651-9225
Wicomico County Sheriff's Office		410-548-4891
Worcester County Sheriff's Office		410-632-1111
Maryland State Police		
Somerset County – Barrack X, Princes Anne		410-651-3101
Wicomico County – Barrack E, Salisbury		410-749-3101
Worcester County – Barrack V, Berlin		410-641-3101
Maryland Natural Resources Police		
Somerset, Wicomico, & Worcester Counties – Eastern Region: Area 1, Salisbury		410-548-7070
Police Department <i>(SEE THE COVER OF THIS BROCHURE FOR THE OFFICER'S NUMBER)</i>		
Department of Juvenile Justice		
Somerset County Intake & Restitution		410-651-2736
Wicomico County Intake		410-543-6751
Worcester County Intake		410-632-0206
Division of Parole and Probation		
Somerset County		410-651-2211
Wicomico County		410-543-6605
Worcester County		410-632-4200
Legal Services		
Legal Aid Bureau		410-546-5511
Other Victim Service		
Domestic Violence & Sexual Assault Services		
Life Crisis Center (Hotline)		410-749-4357
Child Protective Services, Dept. of Social Services		
Somerset County		410-677-4200
Wicomico County		410-543-6900
Worcester County		410-677-6800
Mothers Against Drunk Driving (MADD)		1-800-446-6233

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

and the
STATE BOARD OF VICTIM SERVICES
Roberta Roper, *Chair*

**Maryland Crime Victims and Witnesses:
Your Rights and Services**

Copies of this document are available through your local law enforcement agency
and through the

Governor's Office of Crime Control & Prevention
300 E. Joppa Road, Suite 1105
Baltimore, Maryland 21286-3016
Main Line: 410-321-3521
Toll Free: 1-877-687-9004
Fax: 410-321-3116
E-Mail: info@goccp-state-md.org

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-439 (Acc Invs Guide FS-1 2014-04-15).pdf

NRP-479 (Liability Release 2004-11).pdf

**MARYLAND NATURAL RESOURCES POLICE
LIABILITY RELEASE AND INDEMNIFICATION AGREEMENT**

RIDER INFORMATION			
Name:	*Age:		
Address:			
City:	State:	Zip:	
Phone:	D.L.:		

*If you are under 18 years of age, written parental approval must be obtained prior to participating in the Ride-Along

IN CONSIDERATION for being permitted to ride as a guest and voluntary observer in a police vehicle/vessel/aircraft of the Natural Resources Police, the undersigned, for the undersigned, the undersigned's executors, administrator, heirs, assigns and next of kin (the "Releasors"), acknowledges:

1. **Acknowledgment of Risks.** Riding as a voluntary observer in a police vehicle/vessel/aircraft entails both known and unanticipated risks of serious injury and/or death and/or property damage. The general level of maintenance of the police vehicle/vessel/aircraft and any hidden, latent or obvious defects thereto, can, by its own accord or in conjunction with other factors, increase or decrease these risks. NO WARRANTIES ARE MADE OR HAVE BEEN GIVEN, and the Releasor expressly acknowledges that none are given, with respect to the general maintenance of the police vehicle/vessel/aircraft.

2. **Assumption of Risks.** The Releasor expressly, specifically and voluntarily ASSUMES ALL OF THE ABOVE RISKS AND OTHER RELATED RISKS of death, injury or property damage that may be sustained by the Releasor or third parties while riding as a voluntary observer in a police vehicle/vessel/aircraft, including risk attributable entirely or in part to the passive or active negligence by the State of Maryland, Department of Natural Resources, its successors and assigns, departments, divisions, units, officials, officers, agents, servants, representatives, employees and independent contractors (the "Releasees"), or the hidden, latent or obvious defects of the police vehicle/vessel/aircraft.

3. **Release of Liability.** The Releasor HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the Releasees FROM AND FOR ALL LIABILITY TO THE RELEASORS OR THIRD PARTIES FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFOR, ON ACCOUNT OF ANY INJURY TO THE PERSON OR PROPERTY OF THE UNDERSIGNED OR THIRD PARTIES incurred or arising out of any event or action participated in by the undersigned while the undersigned is riding in a police vehicle/vessel/aircraft, WHETHER CAUSED BY THE ORDINARY NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

4. **Indemnification.** The Releasor HEREBY AGREES AND COVENANTS TO INDEMNIFY, SAVE AND HOLD HARMLESS the Releasees from any loss, liability, damages or cost that Releasees or third parties may incur arising out of or related to any events or actions referenced above.

5. **Intent to be Bound.** This Liability Release and Indemnification Agreement (the "Release") contains the entire agreement between the parties hereto and the terms of this agreement are contractual and not mere recital. The Releasor intends to be bound by this Release.

The undersigned further states that he or she HAS CAREFULLY READ THE FOREGOING RELEASE AND KNOWS AND UNDERSTANDS THE CONTENTS THEREOF, THAT THE SAME HAS BEEN EXPLAINED TO THE UNDERSIGNED, AND THAT THE UNDERSIGNED HAS NOT BEEN UNDULY PRESSURED TO SIGN THIS RELEASE AND DOES SO OF HIS OR HER OWN FREE WILL.

 Printed Name (*Rider*)

 Signature (*Rider*)

 Date Signed

 Printed Name (*Parental Approval*)

 Signature (*Parental Approval*)

 Date Signed

 Approving Authority' Printed Rank / Name / ID #

 Approving Authority's Signature

 Date Signed

Maryland Natural Resources
Police Policy Manual
Policy Manual

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Memorandum of Understanding between the U.S. Fish and Wildlife Service and the Maryland Natural Resources Police

1. This memorandum of understanding entered into under authority of the Fish and Wildlife Improvement Act of 1978, between the U.S. Fish and Wildlife Service and the Maryland Natural Resources Police.

Whereas, the Congress of the United States and the Maryland Legislation have found that the protection and conservation of fish, wildlife and other natural resources is in the best interest of the public and have enacted various laws to provide for protection and conservation of wildlife and native plants to prevent, detect, and reduce violation of conservation laws and to apprehend violators of such laws.

Whereas, the Service and NRP recognize that mutual benefits will accrue to the law enforcement efforts of each by entering into a cooperative law enforcement agreement to share law enforcement expertise, training, intelligence information, specialized equipment, and other facilities, and to designate law enforcement officers to efficiently enforce all laws administered by the U.S. and the NRP relating to fish, wildlife and other natural resources.

Whereas, the Regional Director has determined that it is necessary and appropriate to utilize certain officers, services and facilities of Maryland to assist in providing effective enforcement of federal and Natural Resources Laws on the lands and waters within Maryland.

Therefore, the parties agree that;

- a. The Regional Director hereby delegates to the Natural Resources Police the authority to enforce the following Federal laws dealing with the protection and conservation of fish, wildlife and natural resources of the United States and regulations issued pursuant thereto within the limitations of and subject to the jurisdiction of the laws of Maryland:
 - (1) Lacey Act Amendments of 1981
 - (2) Migratory Bird Treaty Act
 - (3) Migratory Bird Hunting and Conservation Stamp Act
 - (4) Bald and Golden Eagle Protection Act
 - (5) Airborne Hunting Act
 - (6) National Wildlife Refuge Systems Administration Act
 - (7) Endangered Species Act of 1973
 - (8) Marine Mammal Protection Act
 - (9) Archeological Resources Protection Act of 1979
 - b. The Regional Director specifically delegates to the Natural Resources Police the same authority to search, seize, arrest and exercise other law enforcement functions under the laws specified in paragraph 1 (a) of this Agreement, as if the Natural Resources Police were employed by the Department of Interior, and authorized by the Secretary of the Interior to enforce those laws.
2. Redelelegation of Federal Authority:
- a. The Natural Resources Police may designate individual to exercise the authority to enforce the conservation laws and regulations of the United States as specified above. This designation may only be to a person who meets all the following criteria;
 - (1) Is employed as a full time law enforcement officer of the Natural Resources Police whose principal duty is the enforcement of conservation laws or native plants protection, and who has completed the required Maryland law enforcement training and;
 - (2) Is proficient in the use of firearms as demonstrated by meeting the firearms qualification and requalification standards required of Natural Resources Police and agree to observe the Service policy on use of firearms and deadly force when acting pursuant to this Agreement.
 - b. The Natural Resources Police shall notify the Service of the full name, address, date of birth and

social security number of each designee. This designation shall become effective upon the filing of such information with the Regional Director: such delegation of authority shall not constitute a commission or office within the meaning of Maryland law. The Natural Resources Police shall issue a Service identification card to each designee. If at any time, any person designated to exercise such authority under this Agreement fails to meet any of the criteria set forth in paragraph 1, above, the Natural Resources Police shall terminate the designation when the Natural Resources Police become aware of same, and shall promptly notify the Regional Director.

- c. An employee of the Natural Resources Police, who has been delegated authority under this Agreement, may only exercise such authority within the boundaries of Maryland or within an adjacent State when circumstances as require. An officer of the Natural Resources Police may exercise such authority anywhere within the jurisdiction of the United States when accompanied by a Special Agent of the Service or when under the direct supervision of the Service.
- d. The Regional Director may, by written notice to the Natural Resources Police, terminate any designation made by the Natural Resources Police.
- e. The Natural Resources Police and officers to whom it has designated authority pursuant to this Agreement:
 - (1) Shall not be deemed Federal employees and shall not be subject to Federal law relating to hours of work, competitive examination, rates of compensation, and Federal employee benefits.
 - (2) Shall continue to provide compensation under current Natural Resources Police coverage for work related injuries while state officers are acting under this Agreement. Designated individuals may be considered eligible for compensation under Title 5 of Chapter 81, United States Code, if activities are initiated by the Fish and Wildlife Service and approved by Assistant Regional Director, Director of Law Enforcement.
 - (3) Shall be considered to be investigative or law enforcement offices of the United States for the purposes of the tort claims provisions of Title 28, United States Code.
 - (4) Shall be considered to be officers or employees of the Department of the Interior within the meaning of Title 18, United States Code.
- f. The Natural Resources Police must recall and cancel any designation of authority upon termination of employment or reassignment of the officer concerned to non-law enforcement duties or upon notice that the person no longer meets any of the criteria for issuance of such authority. Notice of such recall or cancellation shall immediately be given to the Regional Director and the Division of Law Enforcement.

3. Procedures for Investigating Federal Offenses.

The following procedures shall govern any investigation or prosecution of Federal offenses made pursuant to designation or redesignation under this Agreement.

- a. Officers of the Natural Resources Police, who are delegated authority under this Agreement, may take necessary police actions for violations of the Federal laws that are the subject of this Agreement which occur in their presence or view. Where illegal activities may constitute violations of both Maryland and Federal laws or regulations, the Natural Resources Police will determine whether to investigate and prosecute under applicable Maryland law. The Natural Resources Police will refer appropriate violations of Federal law, or regulation for which Maryland decides not to prosecute under Maryland law, to the Service's local resident Special Agent as expeditiously as possible.
- b. The Natural Resources Police will not initiate any investigation, either overtly or covertly, into activities that are solely violations of Federal laws that are the subject of this Agreement without the concurrence of the Service's Division of Law Enforcement, or their designee.
- c. The Natural Resources Police shall submit, in a timely manner, appropriate investigative or other reports to the Service on law enforcement activities conducted under authority of the Agreement.

- d. Federal prosecution of any violation may not occur without prior approval of the Service. Only the Division of Law Enforcement or their designee shall act in liaison and conduct case handling and referral to Federal prosecutors and courts.
- e. The Service's interpretations and policies, including the use of deadly force, will be followed by Natural Resources Police enforcement officers when enforcing Federal laws and regulations.

4. Coordination:

- a. The Director of Law Enforcement and the chief law enforcement officer of the Natural Resources Police shall meet within 30 days after the signing of this Agreement and as necessary thereafter for the purpose of:
 - (1) Identifying enforcement problems in areas of concurrent jurisdiction that may require joint enforcement operations or investigations.
 - (2) Identify the need for specialized law enforcement equipment.
 - (3) Discussing new techniques and methods for the detection and apprehension of violators of conservation laws as in the exchange of law enforcement information in general.
 - (4) Reviewing training programs and the identification of the needs for additional instruction in laws, policies, interpretations, and other appropriate subjects.
 - (5) Agreeing upon procedures for the care, handling, identification, and storage of evidence and seized property.

5. Actions to be Taken by the Parties.

- a. The Service will provide copies of Federal laws, regulations, and pertinent Service policy to the Natural Resources Police. Subject to available resources and staff, the Service will also provide assistance of Special Agents and the use of equipment for specific, high priority law enforcement operations.
- b. The Service will place a high priority on the investigations of major violations involving interstate transportation of illegally taken resident native wildlife and plants.
- c. The Natural Resources Police will provide the Service, subject to available resources and manpower, copies of Maryland laws and regulations and pertinent policy and interpretations, and assistance by Natural Resources Police officers and use of equipment for specific enforcement operations.

6. Miscellaneous

- a. This Agreement shall become effective on the date signed by both parties and filed with the Maryland State Officials and shall continue in effect until terminated.
- b. The Agreement may be revised or amended by consent of the parties, but such revisions or amendments shall not be effective until reduced to writing and signed by both parties.
- c. This Agreement may be terminated by either party upon giving thirty days written notice prior to termination.
- d. No funds are obligated under this Agreement, and nothing contained herein shall be construed as binding the Service to expend any sum in excess of appropriations made by Congress or administratively allocated for the purpose of this Agreement or to involve the Service in any contract or other obligation for the further expenditure of money in excess of such appropriation of allocations.

Maryland Natural Resources
Police Policy Manual
Policy Manual

**I-NRP-448S (Rept of Injury
Supervisors Rept 2006-03).pdf**

CHAPTER 12 SECTION II

FORMS

REPORT OF INJURY – SUPERVISOR’S REPORT	
NRP 448S	
Use:	To document a supervisor’s inquiry into an employee’s or volunteer’s work related injury or illness.
Due:	Fax Copy - As soon as practical. Original - Within 48 hour.
To:	Commander, who will forward through chain of command, to NRP Personnel Section, E-3.
Note:	Revised 03/06

Instructions:

Completed by the injured employee’s or volunteer’s supervisor.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the assigned NRP incident number.
2. Check the type of injured employee: Paid Employee or Volunteer/Non-Paid Employee.
3. Enter the location where the accident occurred.
4. Check the appropriate box as to whether or not the injury occurred on employer’s premises.
5. Check the appropriate box as to whether or not the injury occurred on the employers’ job site.
6. Enter the date of the accident.
7. Enter the name of the employee(s) injured.
8. Check the appropriate box as to whether or not the injured person is an Employee or Non-Employee. DNR defines an Employee as a Paid Employee, and a Non-Employee as a Volunteer/Non-Paid Employee.

9. Enter the time of the accident.
10. Enter how long the injured employee has been with the NRP.
11. Enter the job title or occupation of the injured employee.
12. Department normally assigned will be Maryland Natural Resources Police.
13. Enter how long the injured employee has worked at the job where the injury/illness occurred.
14. Describe damage to any other property.
15. If other property was damaged, enter the name of the property owner.
16. Briefly describe what the employee was doing when the injury/illness occurred.
17. List any machine or tool the employee was using at the time of the accident.
18. Describe the machinery or tool operation that the employee was involved in at the time of the accident.
19. Describe how the injury/illness occurred.
20. List the part of the body affected by the injury/illness.
21. Check the appropriate box as to whether or not the employee had any prior physical defects. If so, list what the defects were.
22. Briefly detail the nature and extent of the employee’s injury/illness, and any damage to other property.
23. Check the appropriate boxes as to which factors may have contributed to the injury/illness.
24. List any corrective actions or

CHAPTER 12 SECTION II

FORMS

recommendations to help prevent this type of accident from recurring.

25. Check the appropriate box regarding use of protective equipment or safety procedures.
26. Check the appropriate box as to whether or not the employee was cautioned for failure to use protective equipment or follow safety procedures.
27. Enter the printed name and I.D. number of the supervisor completing report.
28. Enter the signature of the supervisor completing report and the date the report was prepared.
29. The supervisor reviewing the report, (usually a lieutenant or above), will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
30. Signature of supervisor or administrator, (a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates concurrence with the investigative actions described therein and that conformity with all Agency policies and procedures has been met.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

I-NRP-506 (Commander Info Rept 2011-11-28).pdf

CHAPTER 12 SECTION II

FORMS

COMMANDER'S INFORMATION REPORT	
NRP-506	
Use:	Utilized to brief members of the Command Staff each time a text page is sent to the Command Staff regarding an incident. This report shall be completed by the Duty Officer or the Regional/Area Commander responsible for the incident. With proper authorization, information contained in this report may be shared with personnel outside of the Command Staff
Due:	Within 24 hours of the incident, but no later than 0800 hours the next day.
To:	Forwarded through the chain of command to members of the Command Staff by email, fax, and/or hand delivery.
Note:	Revised 11/11

Instructions:

1. Enter a brief description regarding the Type of Incident.
2. Enter the Date of the Incident in the mm/dd/yy format.
3. Enter the Time of the Incident utilizing the military time format.
4. Enter the Rank and Name of the officer completing the report.
5. Enter the Incident Number.
6. Enter Incident Information.
 - a Describe the Incident's Location.
 - b Give a concise Description of the Incident.
7. Enter information on Person(s) Involved in the incident.
 - a Enter each Person's Name, Person Code,

Date of Birth (D.O.B.), and Address.

NOTE: Enter the D.O.B. in the mm/dd/yyyy format.

8. List the NRP Officers Involved in the incident by listing their Rank, Name, and Assigned Regional Office.
9. Utilizing the blocks provided, enter the appropriate Charging Information requested.
10. List any Other Agencies Involved in the incident.
11. Utilizing the blocks provided, list the Media Information requested.
12. Give any Other Comments or details that may be of interest to members of the Command Staff.

Signature Blocks

13. Completing Officer's Rank, First Name, MI, Last Name(s), and four (4) digit ID#.
14. Completing Officer's Signature and Date when the report is completed.
15. Supervisor's Signature, ID#, and Date.
16. Approving Officer's Signature, ID#, and Date.

Maryland Natural Resources
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NRP-872 (Letter - Expunge Notice 2011-05-01).pdf



TO:

FROM:

SUBJECT: Expungement of Internal Affairs Unit (IAU) Master File

In accordance with the provisions of the 1995 Consent Decree between the Black Officers Association and the Department of Natural Resources the Internal Affairs Unit (IAU) Master File for Case # _____, in which you were involved has been expunged.

If you have any questions regarding this notification please contact _____ of the Internal Affairs Unit at _____.



Emergency Operations Plan July 2020.pdf



MARYLAND NATURAL RESOURCES POLICE

EMERGENCY OPERATIONS PLAN JULY 2020



**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

THE BASE PLAN

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

It is the purpose of this Emergency Operations Plan (EOP) to define the actions and roles of the Maryland Natural Resources Police in providing coordinated efforts before, during, and following natural or man-made disasters. This plan predetermines, to the extent possible, actions to be taken by the NRP, in coordination with other agencies, to respond appropriately and effectively to emergencies and disasters and provide assistance to citizens. The proper implementation of this plan will reduce or prevent disaster or emergency related losses.

This plan is designed to coordinate closely with the State of Maryland Emergency Operation Plan and the National Response Framework (NRF). The NRP EOP is organized in two parts: The Basic Plan and Incident Annexes.

1. Base Plan

The Base Plan provides an overview of the NRP’s emergency organization, situation, planning assumptions, and direction, control, and coordination structure for emergency operations. It summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns general responsibilities.

2. Incident Annexes

The Incident Annexes provide additional hazard-specific information and specialized support documents that focus on specific areas of response and recovery.

B. Scope:

This plan applies to all NRP personnel during times of a prolonged emergency/disaster when significant additional resources are needed to support the operations beyond normal day-to-day operations.

C. Situation Overview and Assumptions:

The State of Maryland is exposed to many natural hazards which include hurricanes, tornadoes, winter storms, earthquakes, and floods. In addition to natural hazards, there also exists in the State “man-made” disasters and emergencies, such as fixed nuclear facility incidents, marine disasters, aircraft crashes, and terrorist acts. Even though, all disasters are locally controlled, the NRP stands ready to support all allied agencies, and to receive assistance from other agencies as needed.

According to the State of Maryland Response Operations Plan maintained by the Maryland Emergency Management Agency (MEMA), the NRP has the responsibility as the co-primary

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lead for ESF 9 (Search and Rescue) and provides a support agency role for ESF 13 (Law Enforcement) during emergencies. Additionally, the NRP is the lead agency for the transportation security of the Maryland Strategic National Stockpile (SNS) plan.

1. Situation Overview

- a. The State Emergency Operations Plan identifies the NRP as a support agency during natural and man-made disasters. The roles as identified in these plans include resources for transportation, law enforcement, evacuation, search, and rescue, and for restricting access to contaminated areas.
- b. The Agency has personnel with specialized training who can fill unique roles in a variety of emergency situations.

2. Assumptions

It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation within the State of Maryland. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extreme. For this reason, planning efforts are made as general as possible so that great latitude is available in their application, considering they could occur in several locations simultaneously.

D. Hazard Vulnerability Summary

1. **State Identified Hazards**

The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or significant casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the current State of Maryland Hazard Mitigation Plan. The following provides an overview of the hazards that could affect the NRP:

2. **Hurricanes / Tropical Storms**

Hurricanes are severe and the remnants of such (typically downgraded to depressions when their tracks reach the State) have caused considerable damage. Tropical Storms and hurricanes are accompanied by a storm surge, an abnormal local rise in sea level. Storm surge can have significant impact on Maryland due to the State's extensive shorelines and configuration of the Bay. Historically, flooding has occurred with some frequency in Maryland and has caused some significant property damage and loss of life.

3. **Flooding**

Tidal / Coastal Flooding

Tidal/Coastal Flooding is the inundation of land areas along the coast by waters over and above normal tidal action, originating from the ocean, back bays, sounds, or other bodies of water.

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Coastal flooding typically occurs when a slow moving coastal storm generates persistent easterly winds.

Flash & Inland Flooding

Flash and Inland Flooding results from a combination of rainfall intensity and duration and is influenced further by local topography and the ground's capacity to hold water. Flash floods can also result from the sudden release of water from the breakup of an ice jam or a dam failure.

4. **Severe Winter Weather**

Snow Storms

Heavy snow storms can result in loss of power and make travel hazardous, if not impossible. These conditions can limit emergency response to law enforcement and medical incidents.

Ice Storms

Ice Storms occur when near-freezing temperatures are more likely to produce a mix of rain, freezing rain, sleet, and snow. Even small accumulations of ice can be hazardous, making walking and driving extremely dangerous. Downed tree limbs and damage to electric lines often cause the most damage and after-effects of ice related storms.

5. **Dam Failure**

Dam Failures are incidents that involve unintended releases or surges of impounded water. These may involve a total dam collapse, damaged spillways, overtopping of a dam or other problems that may result in a hazardous situation being created. These can destroy property and cause injury and death downstream.

6. **Earthquakes**

Earthquakes are caused by the release of built-up stress within rocks along geologic faults. They are usually followed by aftershocks and can impact the State of Maryland.

7. **Fixed Nuclear Facility Incident**

A fixed nuclear facility is where nuclear materials are utilized in an operation which could result in an emergency nuclear incident. The Calvert Cliffs and Peach Bottom facilities are two fixed nuclear facilities where nuclear materials are present and could impact the State of Maryland.

8. **Aircraft Accident**

Aircraft accidents can occur anytime and anywhere within the NRP's area of responsibility. The aircrafts can range from small single person to large multi-passenger civilian or military aircraft.

9. **Boating Accident / Marine Casualty**

On average, there are approximately 200 reportable recreational boating accidents in Maryland each year. Annually, these accidents result in over one (1) million dollars in property damages,

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personal injuries, and loss of life. The Chesapeake Bay is also home to commercial shipping and cruise-line operations, and accidents in either of these sectors could potentially result in mass marine casualties and hazardous materials incidents.

10. Acts of Terrorism

Acts of terrorism may be directed at government facilities, public and private institutions, business or industry, transportation, and individuals or groups. Such acts may involve arson, shootings, and bombings, including use of chemical or biological agents, radiological dispersion devices, or nuclear detonations. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.

II. Concept of Operations

A. General

1. It is the responsibility of the NRP to provide emergency response to protect life and property, often in coordination with other agencies at all levels of government, in either a lead or supportive role, as dictated by the incident.
2. This plan provides for an organizational structure to be utilized for maintenance of organizational continuity and coordination with other agencies to provide efficient and effective use of resources.

B. Phases of Emergency Management

This plan follows an all hazards approach for emergency management, and responsible authorities shall operate in accordance with the five (5) phases of emergency management prescribed in the State EOP. Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency or disaster.

1. Prevention

Preventive actions are taken to avoid an incident or to stop an incident from occurring. Such actions are primarily applicable to terrorist incidents. They may include the application of intelligence and other information to a range of activities that may include deterrence, heightened security for potential targets, and public safety law enforcement operations aimed at preempting, interdicting, or disrupting illegal activities and apprehending perpetrators.

2. Mitigation

Mitigating actions are taken to eliminate or reduce the impact of a disaster and may include pre-staging equipment or personnel.

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3. Preparedness

Preparedness actions are taken in advance of an emergency or disaster. These actions develop, support, and enhance operational capabilities that facilitate effective and efficient response and recovery efforts. Such measures include training of emergency response personnel, development of plans, procedures, arrangements, agreements, and exercises of personnel and systems.

4. Response

Response is any action taken immediately before, during, and following an emergency or disaster to save lives; protect property, and the environment; alleviate damage; and enhance the effectiveness of recovery operations. Such measures include plans and procedures, arrangements and agreements, emergency alert systems, public warning, search and rescue, and security operations.

a. Initial Actions

Initial actions include getting first responders to the scene, developing, and integrating the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS). The principles of ICS/NIMS will be used to guide and coordinate activities at the emergency or disaster scene, and in establishing and maintaining command and control of the incident.

b. Levels of Protective Actions

The NRP has adopted the following NIMS standards.

At any time during an emergency or disaster, the NRP senior staff may implement protective actions. These protective actions could include suspending public safety functions should prevailing conditions prove hazardous to NRP personnel.

i. Ready State

The terms “**Ready State**,” as used in the Homeland Security Advisory System (HSAS), Maryland Terrorist Advisory System (MTAS), and in this policy, will refer to an Alert Phase in which there is no credible terrorist threat or threat of an impending hazard, but heightened vigilance is required. This is the Agency’s everyday level of awareness and corresponds to the federal term; “**Steady State**.” The corresponding USCG Maritime Security (**MARSEC**) **Level 1** is also consistent with the Ready State Alert Phase.

ii. Elevated Threat Alert

The terms “**Elevated Threat Alert**,” as used in the HSAS, MTAS, and this policy, refer to an Alert Phase which warns of credible terrorist threats against Maryland, or an impending hazard. Additionally, this level is consistent with the **MARSEC Level 2** which directs appropriate additional protective security measures that may be maintained for a period of time as a result of heightened risk of a security incident.

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The terms “**Elevated Threat Alert,**” can also apply to an all-hazards threat and/or response.

iii. **Imminent Threat Alert**

The terms “**Imminent Threat Alert,**” as used in the HSAS, MTAS, and this policy, refers to a credible, specific, and impending terrorist threat against Maryland, or an impending hazard. This level is consistent with the **MARSEC Level 3** which may implement specific protective security measures that may be maintained for a limited period of time when a security incident is probable, imminent, or has occurred, although it may not be possible to identify the specific target.

The terms “**Imminent Threat Alert,**” can also apply to an all-hazards threat and/or response.

5. **Recovery**

Short-term recovery actions are taken to restore vital services and critical infrastructure to minimum operating standards and provide for basic needs of the public. Operations that are based in resiliency will greatly aid in the fight against traditional domestic crime and natural disasters, as well as to improve homeland security by returning operations to normal as quickly as possible.

Loss of Radio Communications:

Should there be a total loss of radio communications from the DNR Communications Center, all NRP personnel shall utilize their radios and/or cell phones to establish communications with their local Area office, supervisor, or Duty Officer. If communications cannot be established by any method, unless directed otherwise, officers shall assemble at the local Area office for further directions. Area Commanders shall designate an officer to monitor communications in the Area.

C. **Public Warning**

At any time during an emergency or disaster, the NRP Senior Staff may implement a Public Alert /Advisory through the NRP Public Information Officer or in accordance with MEMA.

III. Organization and Assignment of Responsibilities

A. **Emergency Organization**

The roles and responsibilities of agency personnel are identified in Chapter 2 of the NRP Manual of Policies, Procedures, and Regulations. During the activation of the EOP, the NRP will maintain its normal organizational structure and responsibilities, with the addition of the following positions:

1. SEOC Representative (when activated)

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2. DNR Incident Management Team

B. Assignment of Responsibilities

Specific to the activation of the EOP, the following personnel shall have the responsibilities assigned below:

1. **Superintendent (Colonel), Deputy Superintendent (Lieutenant Colonel), or their designee.**
 - a. Activate the NRP Emergency Operations Plan (NRP EOP).
 - b. If needed, cancel leave of NRP personnel.
 - c. Participate in Governor’s Briefing.
2. **Bureau Commanders (Majors)**
 - a. Ensure activation of the NRP EOP.
 - b. Ensure their Bureau’s personnel receive notice of the specific incident.
 - c. Reallocate manpower statewide.
 - d. Ensure overall operational readiness statewide.
 - e. Ensure facility protective measures are in place in accordance with agency SOP’s.
3. **Regional/Division Commander (Captain)**
 - a. Directs response and appropriate follow-up/review of the Regional/Division’s operations
 - b. Reallocates personnel as needed.
 - c. Ensure operational readiness at the regional level
 - d. Tracks costs of preparedness, response, and recovery operations
 - e. Oversee and ensure that an After Action Review is conducted as needed.
 - f. Ensure Critical Incident Stress Management is available as needed.
4. **Area/Unit Commander (Lt)/On Scene Commanders**
 - a. Serves as, or designates, an Incident Commander when the NRP is the lead agency responsible for an incident.
 - b. Establishes command post and/or incident base, identifies a working radio frequency for the incident, and advises Communications Center that an On-Scene or Incident Command has been established, and its location.
 - c. Ensures that the Incident Command System (ICS) protocols are followed
 - d. Responsible for emergency operations at the scene of an incident. Depending on the extent and nature of the emergency, the On-Scene Commander may function as both the On-Scene Commander and the Incident Commander
 - e. Request and coordinate additional resources from within and outside the NRP
 - f. Responsible for After Action Report and the After Action Report Summary of Emergency Operation (Form NRP601) as required for State Emergency Operations Center (SEOC) activations.
 - g. Conducts an After Action Review or critique of the response(s) as needed
 - h. Ensures command text pages are sent to appropriate personnel as needed from the start of the NRP EOP activation to its conclusion.
 - i. Responsible for contacting the NRP PIO or their designee and ensuring that incident information is provided in a timely fashion.
 - i. Should the NRP PIO be unavailable, the On-Scene Commander shall contact the NRP

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Adjutant or designee.

- ii. If contact is not made with the NRP PIO or the Adjutant, then the On-Scene Commander/Incident Commander assumes media responsibility or designates a capable officer to handle media contacts

5. Area/Unit/Division Duty Officer

- a. May assume the roles of the Area Commander as listed above with respect to the responsibilities of the On-Scene Commander.

6. SEOC Representative (when activated)

- a. Serves as the DNR/Agency Liaison at the SEOC
- b. Coordinate DNR/Agency Resources as the point of contact and be responsible for the management of all emergency operations for the NRP
- c. During activation of the SEOC, the SEOC Representative assumes the role of the lead contact and manager of resources for DNR/NRP.
- d. The DNR SEOC Representative shall normally be an officer from NRP personnel listed on the next page.

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NRP MEMA Representative

NRP Position / Title	Name	Email @maryland.gov	Work	Cellular
Primary MEMA Representative Lieutenant Assistant Commander, Special Ops Div. Maryland Natural Resources Police 306 Marine Academy Drive Stevensville, MD 21666	Grove, Timothy	Timothy.Grove	443-927-6873	443-927-6873
Alternate # 1 Lieutenant Area 7 Commander Maryland Natural Resources Police Echo Lake Office 2011 Monument Road, Myersville, MD 21773	Fawley, Charles	Charles.Fawley	301-293-1940	443-927-6869
Alternate # 2 Lieutenant Maryland Natural Resources Police Area 5 Commander 3738 Gwynnbrook Avenue, Owings Mills, MD 21117	Noon, Brian	Brian.Noon	301-356-9687	443-569-2065
Alternate # 3 Lieutenant Maryland Natural Resources Police Area 3 Commander 1070 East College Parkway Annapolis, MD 21409	Mackall, Donald	Donald.Mackall	410-295-4600	443-699-0498

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e. Other personnel who have received training in SEOC operations may also be assigned to the SEOC as dictated by duration of the activation, weather conditions, and personnel availability.

7. NRP/DNR Public Information Officer

- a. The NRP Public Information Officer (PIO) coordinates with the DNR Office of Communications (OC) when MEMA is activated.
- b. The NRP PIO will serve as the sole point of contact for media issues involving the NRP and coordinate with the DNR PIO and the Joint Information Center (JIC).
- c. May be involved with providing public service announcements, providing on camera interviews, and reporting on noteworthy public safety matters.

8. NRP Emergency Operations Committee

- a. The NRP Emergency Operations Committee shall consist of the following NRP personnel:

Position	Assignment
Chair	Special Services Bureau Chief
Committee Member	Eastern Region Commander
Committee Member	Southern Region Commander
Committee Member	Central Region Commander
Committee Member	Western Region Commander
Committee Member	Communications & Strategic Planning Division Commander
Committee Member	Technical Services Division Commander
Committee Member	Primary DNR/NRP MEMA Representative

- b. Responsibilities

- i. The committee is responsible for the following:
 - 1) Review and update the Emergency Operations Plan annually or as needed.
 - 2) Identify training needs.
 - 3) Review emergency operations as needed.
 - 4) Make recommendations for changes in emergency operation checklists procedures.
 - 5) Recommend changes and acquisition of emergency equipment.
 - 6) Review After-Action Reports as needed of real world incidents and exercise/drills.
 - 7) Promote inter-agency communications and cooperation.
 - 8) Meet quarterly or as needed.

C. Continuity of Operations

1. Succession of Command

- a. Designated emergency successors shall be instructed on their responsibilities, order of succession, when they will assume these positions, and when they will be terminated. Normally, an interim emergency successor may assume leadership whenever the incumbent becomes unavailable to perform their functions or when requested to do so during periods of emergencies or disasters. They shall hold these positions until relieved

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by the incumbent or the emergency or disaster has been brought to a successful conclusion. The following table lists the Orders of Succession should the NRP Superintendent become incapacitated or unavailable to respond for purposes of COOP implementation.

Key Personnel Order of Succession
Superintendent: Colonel
Successor 1
Deputy Superintendent: Lieutenant Colonel
Successor 2*
Intelligence & Special Investigations Bureau Major
Successor 3*
Field Operations Bureau 1 Major
Successor 4*
Special Services Bureau Major
Successor 5*
Support Service Bureau Major
Successor 6*
Field Operations Bureau 2 Major

*Succession of Majors shall be based on seniority

2. Delegation of Authority

The NRP Superintendent and the senior staff are responsible for all policy-level decisions.

3. Assistance

Emergency planning is based upon the premise that all emergencies are local events. When the local jurisdiction becomes overwhelmed beyond its capabilities or capacities to manage an emergency, requests for mutual aid may be made to other local, state, or federal resources that may provide assistance.

IV. Information Collection and Dissemination

Situational awareness consists of an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and activities to forecast or predict incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision making,

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- A. During times when the MEMA activates the SEOC, the NRP along with other state, federal and other emergency representatives use WebEOC as a tool to communicate, request resources, and to track details and issues of the specific incident.
- B. Information may also be gathered from the Maryland Coordination and Analysis Center (MCAC). Detailed procedures that identify the type of information needed, the source of the information, who uses the information, how the information is shared, the format for providing the information, and the specific times the information is needed is maintained at the SEOC.

V. Communications

- A. Communications is vital to effective and efficient preparedness, response, and recovery activities during an emergency or disaster. Interoperable communications serve as the foundation for any successful response to incidents, natural disasters, or man-made disasters. Interoperability among response agencies, primary and backup communication systems, telecommunications and information technology resources, and emergency warning and notification is “critical.”
- B. Communication protocols and coordination procedures are described in detail in the NRP Communication Center Manual of Policy and Procedures located on all NRP Regional/Division websites or available at <\\tawesdata2\nrp\Common\NRP-Manuals\Comm-Manual>.
- C. The NRP have worked to provide radio interoperability to all local, state, and federal first responders that may normally operate in the 700 MHz, 800 MHz, UHF, VHF, or other designated frequencies assigned for maritime public safety activities that occur on Maryland’s waterways. These efforts have built upon existing federally funded interoperability projects that are implementing 800 MHz National Channels providing additional radio channel capacity in that band.
- D. First responders from multiple agencies are able to intercommunicate independent of their radio’s operating frequency band. The NRP have been instrumental in installing “TAC-Stacks” on existing radio towers across Maryland. At a minimum, each TAC-Stack site contains all three call channels (8CALL, UCALL, VCALL, MDCALL, 700CALL) and one TAC channel from each frequency band. This effort “adds” capacity to allow maritime first responders from across the law enforcement, fire department, and emergency medical services community across all levels of government to be able to utilize their existing radio hardware for interoperable communications.

VI. Administration, Finance, and Logistics

A. Overview of NRP Agreements and Understandings

NRP recognizes the need and advantages for interagency cooperation, coordination, and assistance that extends beyond political boundaries and disciplines. Assistance may be in the form of equipment, materials, supplies, personnel, or other available capabilities for the use of, or provided by the NRP.

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B. Funding & Accounting

Whenever the NRP EOP is activated, personnel may be directed to complete the following reports as needed: Employee Timesheet, Boat Utilization & Expense Log, and Vehicle MoForm. These additional forms are considered supporting documentation to the NRP-441-O.

VII. Plan Development and Maintenance

The NRP Emergency Operations Committee Chairman, or designee, is responsible for coordinating emergency plan development and updating.

VIII. Authorities, References and Supporting Documentation

A. Emergency Operations Planning Authorities

1. Federal

- a. The Robert T. Stafford Disaster Relief and Emergency Assistance, Public Law 93-288 as amended.
- b. Federal Continuity Directive 1 (FCD 1), February 2008
- c. Federal Continuity Directive 2 (FCD 2), February 2008
- d. Continuity Guidance Circular 1 (CGC1),
- e. National Security Presidential Directive (NSPD) 51/Homeland Security Presidential Directive (HSPD) 20 May 2007.
- f. Federal Continuity Guidance Circular 1, Continuity Guidance for Non-Federal Entities, January 21, 2009.
- g. Emergency Management Accreditation Program (EMAP) Standard, April 2006.
- h. National Fire Protection Association (NFPA) 1600, December 2006.
- i. Comprehensive Planning Guide 101, November 2010.
- j. Emergency Planning, Independent Study Manual for Course 235a, May 2010.

2. State

- a. Maryland Emergency Management Agency (MEMA) COOP Planning Manual Version 2.3, June 2009
- b. Annotated Code of Maryland, Public Safety Article, Title 14 (Maryland Emergency Management Agency
- c. Maryland Governor's Executive Order 01.01.1991.02 (State of Maryland Emergency Management Policy

B. Boating & Law Enforcement Authorities

1. Federal

- a. Excerpts from the Federal Boat Safety Act of 1971, as amended:
 - i. Public Law 98-89 was an act to revise, consolidate, and enact certain laws related to vessels and seamen as subtitle II of Title 46, United States Code, "Shipping." Several laws pertinent to the recreational boating safety program were codified into this law.

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The Motorboat Act of 1940 and the Federal Boat Safety Act of 1971 are two of the acts that were codified. The Federal Boat Safety Act of 1971 provided authority for the Secretary of Transportation to establish minimum safety standards for boats and associated equipment, authorized financial assistance to the states, directed that a Boating Safety Advisory Council be established, provided for the numbering of all undocumented vessels equipped with propulsion machinery, repealed most of the Federal Boating Act of 1958 and amended the Motorboat Act of 1940.

- ii. Public Law 97-424, Surface Transportation Assistance Act of 1982, designed to encourage greater and continuing uniformity of boating laws and regulations among several States and the Federal Government, as well as a higher degree of reciprocity and comity among the several jurisdictions, and closer cooperation and assistance between the Federal Government and the several States in developing, administering, and enforcing Federal and State laws and regulations pertaining to boating safety.

- b. Numbering of Vessels:
 - i. Title 46 USC § 12301. Numbering Undocumented Vessels. An undocumented vessel equipped with propulsion machinery of any kind shall have a number issued by the proper issuing authority in the State in which the vessel is principally operated.
 - ii. Title 46 USC § 12302. Standard Numbering System. A State with an approved numbering system is the issuing authority within the meaning of this chapter. The Secretary is the issuing authority in a State in which a State numbering system has not been approved.

- c. State Boating Safety Program:
 - i. Title 46 USC § 13102 - State Recreational Boating Safety Programs, designed to encourage greater State participation and uniformity in boating safety efforts, and particularly to permit the States to assume the greater share of boating safety education, assistance, and enforcement activities. The Secretary shall carry out a national recreational boating safety program under which the Secretary shall make contracts with, and allocate and distribute amounts to, eligible States to assist them in developing, carrying out, and financing State recreational boating safety programs.

- d. U.S. Coast Guard Regulations relating to the Federal Boat Act of 1971, as amended:
 - i. Title 33 CFR - Part 173, Vessel Numbering and Casualty and Accident Reporting:
 - 1) Subpart A - General, § 173.1 – 173.3
 - 2) Subpart B – Numbering, § 173.33 - 173.55
 - 3) Subpart C - Casualty and Accident Reporting, § 173.51 – 173.59
 - 4) Subpart D-Issue of Certificate of Number, §' 173.71 – 173.85
 - 5) Appendix A to Part 173. Issuing Authorities and Reporting Authorities.
 - a) The State is the issuing authority and reporting authority in Maryland (MD).
 - ii. Title 33 CFR Part 174 – State Numbering and Casualty Reporting Systems:
 - 1) Subpart A – General, § 174.1 – 174.7
 - 2) Subpart B – Numbering System Requirements, § 174.11 – 174.31
 - 3) Subpart C – Casualty Reporting System Requirements, § 174.101 – 174.107
 - 4) Subpart D – State Reports, § 174.121 – 174.125

- e. Federal Boating Authority of the Maryland Department of Natural Resources and the

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Maryland Natural Resources Police:

- i. Federal Authority: Federal Boat Safety Act of 1971 (Public Law 98-89, Approved August 26, 1983 and as amended).
- ii. Title 33, U.S. Code and Code of Federal Regulations.
- iii. Title 46, U.S. Code and Code of Federal Regulations
- iv. Title 33 CFR 173 - Vessel Numbering and Casualty and Accident Reporting.
- v. Appendix A to Title 33 CFR Part 173 - Issuing Authorities and Reporting Authorities.
- vi. Title 33 CFR 88 - Annex V: Pilot Rules, § 88.11 Law enforcement vessels.

2. State

- a. Annotated Code of Maryland, Title 1 - Department of Natural Resources, Subtitle 1 - Organization, Powers, and Duties of Department
 - i. § 1-104 - Responsibilities and Duties of Secretary
 - ii. § 1-107 - Appointment of Law Enforcement Officer to Rank of Major or Lieutenant Colonel
- b. Annotated Code of Maryland, Natural Resources Article, Title 1 - Department of Natural Resources, Subtitle 2 - Natural Resources Police Force
 - i. § 1-201. Legislative Findings
 - ii. § 1-201.1. Established; Responsibilities
 - iii. § 1-202. Responsibilities of Secretary Generally
 - iv. § 1-203. Appointment of Officers; Badges; Commissions
 - v. § 1-204. Powers and Duties Generally; Overtime Work
 - vi. § 1-210. Pursuit of Offenders Across Maryland-Virginia Water Boundary
- c. Annotated Code of Maryland, Natural Resources Article, Title 8 - Water, Subtitle 7 - State Boat Act
 - i. § 8-702 - Legislative Intent
 - ii. § 8-703 - Powers and Duties of Department Generally
- d. Code of Maryland Regulations (COMAR), Title 8 – Department of Natural Resources
 - i. Subtitle 04 – Boating
 - ii. Subtitle 06 - Recreational Water Uses
 - iii. Subtitle 18 - Boating - Speed Limits and Operation of Vessels
- e. Annotated Code of Maryland, Health – General Article, Title 20 - Miscellaneous Health Provisions, Subtitle 7 - Injury Reports, § 20-702 - Moving vessel.

C. References

1. Federal

- a. Comprehensive Preparedness Guide (CPG) 101 version 2.0.
- b. Homeland Security Exercise and Evaluation Program (HSEEP), February 2007.
- c. National Incident Management System (NIMS), December 2008.
- d. National Response Framework, Federal Emergency Management Agency, January 2008.

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- 2. **State**
 - a. State Emergency Operations Plan
 - b. State map with homeland security and emergency management regions

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INCIDENT ANNEXES & APPENDIXES

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Annex A – Hurricanes & Severe Tropical Storms

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

Normally, hurricanes are preceded by hours or days of advance notification. When a hurricane / severe tropical storm advances to “Emergency” status, notification may come from the Office of the Governor or the Maryland Emergency Management Agency (MEMA).

The purpose of this annex is to enable the State to prepare for, respond to, and recover from a Hurricane / Severe Tropical Storm event.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. This annex is designed for Hurricane / Severe Tropical Storm events.

C. Situation Overview

1. **Hurricanes** are common for the State of Maryland and have caused considerable damage.
2. **Tropical Storm and Storm Surge**

Generally, Maryland is spared from direct land fall of hurricanes because of the orientation of the Mid-Atlantic coastline, as well as the State’s latitude. Most hurricanes approaching Maryland make landfall to the south and soon thereafter are downgraded to tropical storm or depression status.

Storm Surge from a hurricane has a great potential to affect Maryland due to the State’s extensive shorelines and configuration of the Bay. Historically, **flooding**, which is covered in Annex B, has occurred with some frequency in Maryland and has caused some significant property damage and loss of life.

3. A storm event can be monitored by visiting the following URLs.
 - a. The National Hurricane Center: <https://www.nhc.noaa.gov/>
 - b. The Storm Predictions Center: <http://www.spc.noaa.gov/>
 - c. Mid-Atlantic River Forecast Center: <https://www.weather.gov/marfc/>.

4.

D. Planning Assumptions

1. Hurricanes and severe tropical storms will impact NRP Operations.
2. NRP personnel should ensure they have a Personal Preparedness Plan for the safety of their family members prior to the event.
3. Power outages will have significant impacts throughout the state.

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4. Communications outages are likely.
5. Downed trees may prevent the NRP employees from getting to work in a timely manner or prevent them from returning to their residence after their scheduled shift.
6. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation.
7. It is also assumed that these contingencies will vary in scope and intensity, from an area in which the devastation is isolated and limited to one that is wide-ranging and extremely devastating.
8. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible.
9. A hurricane/severe tropical storm checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix A1 of this annex).

II. Concept of Operations

A. General

1. To ensure that all essential NRP personnel are available for immediate response to calls for assistance. Plans include guidelines for emergency situations that require large scale preparedness for mobilization, and response regionally and throughout the State.
2. The NRP Bureau Commanders will be responsible for the implementation of the checklist found in Appendix 1 of this Annex. Once implemented, it will be the responsibility of all NRP personnel to ensure that the checklist duties and tasks are completed.

B. Hazard Control and Response

The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:

1. Ready State
2. Elevated Threat Alert
3. Imminent Threat Alert

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Hurricanes & Severe Tropical Storms Checklist

HURRICANE / TROPICAL STORM INCIDENT CHECKLIST

READY STATE

December 1-May 30

Before “hurricane season” (June 1 through November 30), the Maryland Natural Resources Police (NRP) will conduct preparatory activities. This phase includes critical tasks and activities necessary to build and improve operational capabilities of the NRP to protect against, respond to, and recover from the impact of a Hurricane or Tropical Storm. During this phase, the NRP will engage in preparedness activities which may include reviewing and updating the Hurricane / Tropical Storm Annex, updating equipment and resource lists, and participating in allied agency drills and exercises for hurricane preparedness.

ACTIVITY		RESPONSIBILITY	DATE
1.	<input type="checkbox"/> During the quarterly Emergency Operations Committee meeting, prior to June 1 st , committee members will conduct a pre-hurricane season planning meeting to discuss issues and concerns for the upcoming hurricane season.	NRP Emergency Operations Committee	
2.	<input type="checkbox"/> Review and update, as needed, the Hurricane / Tropical Storm Annex.	NRP Emergency Operations Committee	
3.	<input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee	
4.	<input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee	
5.	<input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC.	NRP SEOC Representatives	
6.	<input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
7.	<input type="checkbox"/> Participate in any MEMA or Governor related Hurricane Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative	
8.	<input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
9.	<input type="checkbox"/> Conduct maintenance and testing of equipment, particularly generators under full load for a minimum of 2 hours. Generators must be capable of supporting operations for 14 days.	NRP Area/Unit Facility Managers	
10.	<input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: Boater safety, waterway restrictions, and other protective public measures.	NRP PIO	
11.	<input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST		
READY STATE DAY 5 (120 to 96 hours) Pre-Emergency		
The National Hurricane Center (NHC) will initiate tropical warning statements up to 5-days (120 hours) prior to projected landfall of a Hurricane or tropical storm. When NHC warnings begin, the NRP MEMA representatives will participate in MEMA weather related conference calls and will advise senior DNR leadership of any weather advisories at the conclusion of the daily conference calls.		
This phase includes activities addressing the short-term, direct effects of a hurricane or tropical storm. This phase includes the execution of emergency operations plans and mitigation activities with the goal of limiting the loss of life, personal injury, property damage and other unforeseen outcomes.		
ACTIVITY	RESPONSIBILITY	DATE
12. <input type="checkbox"/> Once notified that a Hurricane / Tropical Storm may impact the State within 5 Days, advise the NRP Command Staff and other DNR Unit Leadership Team Members for awareness and planning.	NRP SEOC Representatives	
13. <input type="checkbox"/> If the NHC Advisory storm track error cone encompasses any portion of Maryland, notification to NRP Commanders will begin checklist tasks/activities based on the lead-time outlined by the forecast cone.	Bureau Commanders	
14. <input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	NRP SEOC Representatives	
15. <input type="checkbox"/> Area Commanders should ensure that District supervisors make contact with local EOC's and ensure contact information is correct, and that the local EOC's are aware of NRP's resources and capabilities.	Area Commanders	
16. <input type="checkbox"/> In coordination with Area supervisory personnel develop a plan and method for prepositioning essential equipment, such as identifying areas to stage small patrol vessels on trailers in strategic locations and identify other "safe harbors" for large patrol boats if needed.	Area Commanders	
17. <input type="checkbox"/> Alert and notify certified SAR Volunteer groups and NRP Reserve Officer Search Unit of impending situation and update their status for availability for Search and Rescue (SAR).	Response Team Supervisor	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST			
ELEVATED THREAT ALERT DAY 4 (96 to 72 hours)			
This phase includes activities addressing the short-term, direct effects of a tropical cyclone. It will include any and all immediate actions required to save lives and protect property and meet basic human needs. This phase will focus on evacuation planning decisions that are coordinated with local EOC and MPS Senior Staff.			
	ACTIVITY	RESPONSIBILITY	DATE
18.	<input type="checkbox"/> Coordinate in facilitating support to local jurisdictions for the protection, evacuation and/or sheltering of vulnerable populations.	Area Commanders	
19.	<input type="checkbox"/> Coordination of any planned waterborne evacuations with DNR's Boating Services, Hydrographic's Engineering section for possible assistance and the use of their watercraft.	Area Commanders	
20.	<input type="checkbox"/> Monitor and deploy resources and essential equipment in support of evacuation, potential response for SAR and other law enforcement protective measures commensurate to the impact of the hurricane or tropical storm.	Regional Commanders	
21.	<input type="checkbox"/> Coordinate the evacuation and if warranted closure of State Parks.	Area Commanders and MPS staff	
22.	<input type="checkbox"/> Personnel should take protective measures for their home and family, as they may be working during the impact of the storm.	All NRP Personnel	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST			
ELEVATED THREAT LEVEL DAY 3 (72 to 48 hours)			
A Hurricane or Tropical Storm Watch will be issued when tropical storm or hurricane conditions are expected along the Maryland coast within 48 hours. Greater accuracy in the forecasts over the final 72 hours of the forecast period will dictate greater urgency in intelligence gathering and decision-making, especially if any of the storm's characteristics change such as size, intensity, and forward speed. These changes will force adjustments to current or pending decisions and timelines.			
	ACTIVITY	RESPONSIBILITY	DATE
23.	<input type="checkbox"/> NRP SEOC representatives will continually participate in weather related conference calls and provide situational awareness to NRP senior leadership and DNR leadership team.	SEOC Representatives	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
DAY 2 (48 to 24 hours)		
Prior to the arrival of gale force winds, emergency activities and public safety protective measures will escalate, using available resources, and requesting assistance as needed. Activities during this timeframe will include:		
ACTIVITY	RESPONSIBILITY	DATE
24. <input type="checkbox"/> Based on the latest NHC advisory information and where land fall is expected, NRP small vessels are trailered and secured in strategic locations for SAR or evacuation efforts. Large patrol vessels should be brought to “safe harbors” and secured accordingly to weather out the storm. All vessels should be refueled to full.	Area Commanders & NRP Officers	
25. <input type="checkbox"/> PIO should be disseminating proactive press releases in conjunction with DNR’s OCM and MEMA’s Joint Information Center (JIC).	NRP PIO	
26. <input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Deputy Superintendent or designee Bureau Commanders Regional Commanders Area Commanders	
27. <input type="checkbox"/> NRP-604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the DNR Communication Center and NRP SEOC representatives.	Area and Unit Commanders	
28. <input type="checkbox"/> The NRP SEOC representative will provide a “Universal” CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
29. <input type="checkbox"/> All NRP personnel should be documenting costs on the NRP 441-O (Special Event Expenditure Form). Each Officer should track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs.	All NRP Personnel	
30. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC’s, as personnel and resources will allow.	Area Commanders	
31. <input type="checkbox"/> NRP facility managers/commanders should prepare and secure their facilities and any satellite offices within their Area to mitigate any potential damages during the storms impact. Vessels and vehicles should not be stored where trees can fall on them or where they could be flooded.	Area Commanders/Facility Managers	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST			
IMMINENT THREAT LEVEL DAY 1 (24 to 0 hours)			
Having received a Tropical Storm or Hurricane warning for any portion of Maryland the full resources of the State and shall be focused on the saving of lives and protection of property.			
	ACTIVITY	RESPONSIBILITY	DATE
32.	<input type="checkbox"/> NRP MEMA Representatives will most likely be staffing MEMA at the SEOC. Any NRP response(s) or protective measures should be communicated to them through the respective Duty Officers.	SEOC Representatives & Area Duty Officers	
33.	<input type="checkbox"/> NRP PIO should be communicating with MEMA personnel at the JIC to coordinate storm related messaging. Media interviews may be requested.	NRP PIO	
34.	<input type="checkbox"/> NRP Officers will be scheduled to make rounds to check on agency vessels both at their trailered sites and at “safe harbors.” <input type="checkbox"/> Any accumulated water should be removed if safe to do so. It is advisable that two officers working together accomplish this task for officer safety.	Area Office Duty Officer NRP Officers	
35.	<input type="checkbox"/> Officers may be directed to take safe shelter at local area offices, local fire departments or other public safety facilities that provide shelter from the storms impact. NRP Regional Commanders or Area Commanders will provide guidance through DNR communications or other means to ensure their officers working receive this direction.	NRP Officers Area Commanders, Regional Commanders	
36.	<input type="checkbox"/> NRP officers will ensure that their State vehicles are prepared for response. Care should be taken to pre-position state vehicles to ensure personnel and equipment can respond.	All NRP Personnel	
37.	<input type="checkbox"/> Personnel are responsible for and should ensure they have sufficient food, beverages, and clothing to sustain them for an extended period of time.	All NRP Personnel	

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HURRICANE / TROPICAL STORM INCIDENT CHECKLIST		
IMMINENT THREAT ALERT		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
38. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of vessels and facilities, and report their findings to the Duty Officer.	NRP Officers	
39. <input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations. <input type="checkbox"/> Flood evacuation. <input type="checkbox"/> Law enforcement protective measures in an evacuated area to prevent looting and other related property crimes. <input type="checkbox"/> Provide transportation needs as may be needed.	NRP Officers	
40. <input type="checkbox"/> Once the storm has subsided, intelligence reports related to loss of life and damage of NRP facilities and property are to be forwarded to the NRP MEMA Representative through the chain-of-command.	NRP Officers Duty Officers Area Commanders	
41. <input type="checkbox"/> The Superintendent may adjust patrol scheduling back to 8 hour shifts as well as re-implementing approved leave requests.	Superintendent	
42. <input type="checkbox"/> An after-action report will be completed with input from all NRP personnel involved. This should be accomplished within two weeks of the end of the event.	SEOC Representatives or Area Commanders	
43. <input type="checkbox"/> All completed NRP 441-O forms and supporting documentation should be routed to Headquarters to the respective Bureau Major when directed.	All NRP Officers	
44. <input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, if applicable, and document that the services were offered.	Regional or Divisional Commander	

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Appendix 2 – Warm Weather / Storm Related Definitions

The following warm weather related definitions were compiled from the National Weather Service’s (NWS) Forecast Office for the Baltimore/Washington area and the NWS Glossary.

The internet link for the NWS Baltimore/Washington Office is: <https://www.weather.gov/lwx/>

The internet link for the NWS Glossary is: <http://www.weather.gov/glossary/>

I. General Definitions	II. <u>Fog / Wind / Severe Weather</u>	III. <u>Flooding</u>
<ul style="list-style-type: none"> • Outlooks • Advisories • Watches • Warnings • High Wind • Tornado • Storm • Severe <p>Thunderstorm</p> <ul style="list-style-type: none"> • Tropical Storm • Hurricane • Hurricane Season • Track Forecast <p>Cone</p> <ul style="list-style-type: none"> • North Easter 	<ul style="list-style-type: none"> • Dense Fog <p>Advisory</p> <ul style="list-style-type: none"> • Wind Advisory • High Wind Watch • High Wind <p>Warning</p> <ul style="list-style-type: none"> • Hurricane Watch • Hurricane <p>Warning</p> <ul style="list-style-type: none"> • Hurricane Wind <p>Watch</p> <ul style="list-style-type: none"> • Hurricane Wind <p>Warning</p> <ul style="list-style-type: none"> • Small Craft <p>Advisory</p> <ul style="list-style-type: none"> • Gale Warning • Storm Warning • Special Marine <p>Warning</p> <ul style="list-style-type: none"> • Severe <p>Thunderstorm Watch</p> <ul style="list-style-type: none"> • Severe <p>Thunderstorm Warning</p> <ul style="list-style-type: none"> • Tornado Watch • Tornado Warning • Tropical Storm <p>Watch</p> <ul style="list-style-type: none"> • Tropical Storm <p>Warning</p> <ul style="list-style-type: none"> • Tropical Storm <p>Wind Watch</p> <ul style="list-style-type: none"> • Tropical Storm <p>Wind Warning</p>	<ul style="list-style-type: none"> • Coastal Flood <p>Watch</p> <ul style="list-style-type: none"> • Coastal Flood <p>Warning</p> <ul style="list-style-type: none"> • Coastal Flood <p>Advisory</p> <ul style="list-style-type: none"> • Flash Flood Watch • Flash Flood <p>Warning</p> <ul style="list-style-type: none"> • Flood Watch • Flood Warning • River Flood <p>Watch</p> <ul style="list-style-type: none"> • River Flood <p>Warning</p>
		<p>IV. <u>Excessive Heat</u></p> <ul style="list-style-type: none"> • Excessive Heat <p>Outlook</p> <ul style="list-style-type: none"> • Excessive Heat <p>Watch</p> <ul style="list-style-type: none"> • Excessive Heat <p>Warning</p> <ul style="list-style-type: none"> • Heat Advisory

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I. General Definitions for Weather Outlooks, Advisories, Watches, & Warnings, &

A. Outlooks

1. An outlook is used to indicate that a hazardous weather event may develop. It is intended to provide information to those who need considerable lead time to prepare for the event.

B. Advisories

1. An advisory highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

C. Watches

1. A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

D. Warnings

1. A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

E. High Wind

1. Sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration.

F. Tornado

1. A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

G. Storm

1. Any disturbed state of the atmosphere, especially affecting the Earth's surface, and strongly implying destructive and otherwise unpleasant weather. Storms range in scale from tornadoes and thunderstorms to tropical cyclones to synoptic-scale extra-tropical cyclones.

H. Severe Thunderstorm

1. A thunderstorm that produces a tornado, winds of at least 58 mph (50 knots), and/or hail at least 3/4" in diameter. Structural wind damage may imply the occurrence of a severe thunderstorm. A thunderstorm wind equal to or greater than 40 mph (35 knots) and/or hail of at least 1/2" is defined as

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approaching severe.

I. Tropical Storm

1. A tropical cyclone in which the maximum 1-minute sustained surface wind ranges from 34 to 63 knots (39 to 73 mph) inclusive.

J. Hurricane

1. (Abbrev. HURCN) A tropical cyclone in the Atlantic, Caribbean Sea, Gulf of Mexico, or eastern Pacific, which the maximum 1-minute sustained surface wind is 64 knots (74 mph) or greater.

K. Hurricane Season

1. The part of the year having a relatively high incidence of tropical cyclones. In the Atlantic, Caribbean, and Gulf of Mexico, and central North Pacific, the hurricane season is the period from June through November; in the eastern Pacific, May 15 through November 30. Tropical cyclones can occur year-round in any basin.

L. Track Forecast Cone

1. The cone represents the probable track of the center of a tropical cyclone and is formed by enclosing the area swept out by a set of circles (not shown) along the forecast track (12, 24, 36, 48, and 72 hours for a three-day forecast, as well as 96 and 120 hours for a five-day forecast). The size of each circle is set so that two-thirds of historical official forecast errors over a 5-year sample fall within the circle. The circle radii defining the cones in 2011 for the Atlantic and eastern North Pacific basins are given in the table below.

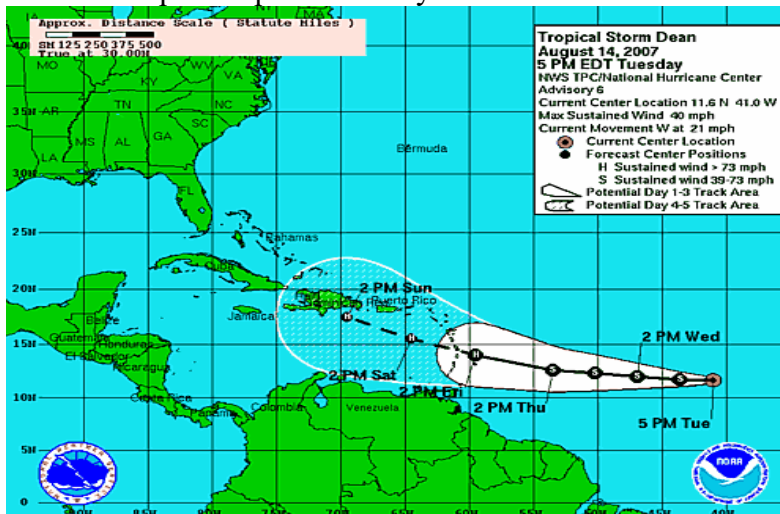
One can also examine historical tracks to determine how often the entire 5-day path of a cyclone remains completely within the area of the cone. This is a different perspective that ignores most timing errors. For example, a storm moving very slowly but in the expected direction would still be within the area of the cone, even though the track forecast error could be very large. Based on forecasts over the previous 5 years, the entire track of the tropical cyclone can be expected to remain within the cone roughly 60-70% of the time.

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Radii of NHC forecast cone circles for 2011, based on error statistics from 2006-2010:

Forecast Period (hours)	2/3 Probability Circle, Atlantic Basin (nautical miles)	2/3 Probability Circle, Eastern North Pacific Basin (nautical miles)
12	36	33
24	59	59
36	79	79
48	98	98
72	144	134
96	190	187
120	239	230

Example Graphic of 5-Day Track Forecast Cone:



M. Northeaster

1. A strong low pressure system that affects the Mid-Atlantic and New England States. It can form over land or over the coastal waters. These winter weather events are notorious for producing heavy snow, rain, and tremendous waves that crash onto Atlantic beaches, often causing beach erosion and structural damage. Wind gusts associated with these storms can exceed hurricane force in intensity. A northeaster (nor'easter) gets its name from the continuously strong northeasterly winds blowing in from the ocean ahead of the storm and over the coastal areas.

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II. Fog / Wind / Severe Weather Watches, Warnings, & Advisories

A. Dense Fog Advisory

1. A Dense Fog Advisory is issued when widespread fog is expected to reduce visibilities to 1/4 mile or less over a large area for an extended period of time (more than 3 hours).

B. Wind Advisory

1. A Wind Advisory is issued when the following conditions are expected for 3 hours or longer.
 - a. Sustained winds of 31 to 39 mph, AND/OR
 - b. Wind gusts of 46 to 57 mph.

C. High Wind Watch

1. A High Wind Watch is issued when the following conditions are possible:
 - a. Sustained winds of 40 mph or higher for one hour or more, OR
 - b. Wind gusts of 58 mph or higher for one hour or more.

D. High Wind Warning

1. A High Wind Warning is issued when the following conditions are occurring or imminent:
 - a. Sustained winds of 40 mph or higher for one hour or more, OR
 - b. Wind gusts of 58 mph or higher for one hour or more.

E. Hurricane Watch

1. A Hurricane Watch is issued when a tropical cyclone containing winds of 64 kt (74 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding.
2. The watch is issued for areas that border the Potomac River from Washington DC southward and for areas that border the Chesapeake Bay.
3. The watch does not mean that hurricane conditions will occur. It only means that these conditions are possible.

F. Hurricane Warning

1. A Hurricane Warning is issued when sustained winds of 64 kt (74 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.
2. The warning is issued for areas that border the Potomac River from Washington DC southward and for areas that border the Chesapeake Bay.

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G. Hurricane Wind Watch

1. A Hurricane Wind Watch is issued for inland counties when there is a possibility that hurricane force winds (64 kt / 74 mph or higher) will move inland from the coast beyond areas that are covered by a Hurricane Watch. The watch does not mean that the hurricane force winds will occur. It just means that they are possible.

H. Hurricane Wind Warning

1. A Hurricane Wind Warning is issued when hurricane force winds (64 kt / 74 mph or higher) are expected to move inland from the coast beyond areas that are covered by a Hurricane Warning.

I. Small Craft Advisory

1. Small Craft Advisories are issued for the Tidal Potomac River and the Chesapeake Bay when one or both of the following conditions is expected to begin within 36 hours:
 - a. Sustained winds of 18 knots to 33 knots, or frequent gusts between 18 knots and 33 knots, OR
 - b. Waves of 4 feet or higher

J. Gale Warning

1. Gale Warnings are issued for the Tidal Potomac River and the Chesapeake Bay when one or both of the following conditions is expected to begin within 36 hours:
 - a. Sustained winds of 34 knots to 47 knots, OR
 - b. Frequent gusts between 34 knots and 47 knots.

K. Storm Warning

1. Storm Warnings are issued for the Tidal Potomac River and the Chesapeake Bay when one or both of the following conditions is expected to begin within 36 hours:
 - a. Sustained winds of 48 knots to 63 knots, OR
 - b. Frequent gusts of 48 knots to 63 knots.

L. Special Marine Warning

1. A warning of potentially hazardous weather conditions of short duration (up to 2 hours) affecting areas included in a CWF that are not adequately covered by existing marine warnings and producing one or more of the following:
 - a. Sustained marine convective winds (showers/thunderstorms) or associated gusts of 34 knots or greater , OR
 - b. Hail three quarters of an inch or more in diameter, OR
 - c. Waterspouts.

M. Severe Thunderstorm Watch

1. A Severe Thunderstorm Watch is issued when severe thunderstorms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.

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2. Severe thunderstorms are defined as follows:
 - a. Winds of 58 mph or higher, AND/OR
 - b. Hail 3/4 of an inch in diameter or larger.

N. Severe Thunderstorm Warning

1. A Severe Thunderstorm Warning is issued when severe thunderstorms are occurring or imminent in the warning area.
2. Severe thunderstorms are defined as follows:
 - a. Winds of 58 mph or higher, AND/OR
 - b. Hail 3/4 of an inch in diameter or larger.

O. Tornado Watch

1. A Tornado Watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.
2. Severe thunderstorms are defined as follows:
 - a. Winds of 58 mph or higher, AND/OR
 - b. Hail 3/4 of an inch in diameter or larger.

P. Tornado Warning

1. A Tornado Warning is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.

Q. Tropical Storm Watch

1. A Tropical Storm Watch is issued when a tropical cyclone containing winds of 34 to 63 kt (39 to 73 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding.
2. The watch is issued for areas that border the Potomac River from Washington DC southward and for areas that border the Chesapeake Bay.
3. The watch does not mean that tropical storm conditions will occur. It only means that these conditions are possible.

R. Tropical Storm Warning

1. A Tropical Storm Warning is issued when sustained winds of 34 to 63 kt (39 to 73 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding.
2. The warning is issued for areas that border the Potomac River from Washington DC southward and for areas that border the Chesapeake Bay.

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S. Tropical Storm Wind Watch

1. A Tropical Storm Wind Watch is issued for inland counties when there is a possibility that sustained winds of 34 to 63 kt (39 to 73 mph) may move inland from the coast beyond areas that are covered by a Tropical Storm Watch. The watch does not mean that the conditions will occur, just that they are possible.

T. Tropical Storm Wind Warning

1. A Tropical Storm Wind Warning is issued when sustained winds of 34 to 63 kt (39 to 73 mph) are expected to move inland from the coast beyond areas that are covered by a Tropical Storm Warning.

III. Flooding Watches, Warnings, & Advisories

A. Coastal Flood Watch

1. A Coastal Flood Watch is issued when moderate to severe coastal flooding is possible. Such flooding would potentially pose a serious risk to life and property.
2. Coastal Flood Watches are issued for areas along the Tidal Potomac River and areas along the Chesapeake Bay.

B. Coastal Flood Warning

1. A Coastal Flood Warning is issued when moderate to severe coastal flooding is occurring or imminent. This flooding will pose a serious risk to life and property.
2. Coastal Flood Warnings are issued for areas along the Tidal Potomac River and areas along the Chesapeake Bay.

C. Coastal Flood Advisory

1. A Coastal Flood Advisory is issued when minor or nuisance coastal flooding is occurring or imminent.
2. Coastal Flood Advisories are issued for areas along the Tidal Potomac River and areas along the Chesapeake Bay.

D. Flash Flood Watch

1. A Flash Flood Watch is issued when conditions are favorable for flash flooding. It does not mean that flash flooding will occur, but it is possible.

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E. Flash Flood Warning

1. A Flash Flood Warning is issued when flash flooding is imminent or occurring.

F. Flood Watch

1. A Flood Watch is issued when conditions are favorable for flooding. It does not mean flooding will occur, but it is possible.

G. Flood Warning

1. A Flood Warning is issued when flooding is imminent or occurring.

H. River Flood Watch

1. A River Flood Watch is issued when river flooding is possible at one or more forecast points along a river.

I. River Flood Warning

1. A River Flood Warning is issued when river flooding is occurring or imminent at one or more forecast points along a river.

IV. Excessive Heat Watches, Warnings, & Advisories

A. Excessive Heat Outlook

1. This is issued when the heat index value is expected to reach or exceed 110 degrees within the next 2 1/2 to 5 days.

B. Excessive Heat Watch

1. The Excessive Heat Watch shall be issued when the heat index value is expected to reach or exceed 110 degrees within the next 24 to 48 hours.

C. Excessive Heat Warning

1. The Excessive Heat Warning shall be issued when the heat index value is expected to reach or exceed 110 degrees within the next 12 to 24 hours.

D. Heat Advisory

1. The Heat Advisory shall be issued when the heat index value is expected to reach 105 to 109 degrees within the next 12 to 24 hours.

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Appendix 1 – Flooding Checklist

FLOODING INCIDENT CHECKLIST			
READY STATE			
January 1st through December 31st			
The two types of flooding that could affect the State of Maryland are inland flash flooding and tidal flooding. Inland flash flooding can be caused by heavy rain, riverine (coming from upstream), tidal action, wind, excessive river flow and or tropical weather systems. This is based upon a sudden flooding event. If the flooding is of a more predictable nature, then this plan can be adjusted accordingly and used in conjunction with other Emergency Operations Plans. Law enforcement’s role should be to provide resources and equipment to assist in minimizing damage to property, saving lives and assisting with recovery.			
ACTIVITY	RESPONSIBILITY	DATE	
1. <input type="checkbox"/> Review and update, as needed, the Flooding Annex.	NRP Emergency Operations Committee		
2. <input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee		
3. <input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee		
4. <input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC.	NRP SEOC Representatives		
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team		
6. <input type="checkbox"/> Participate in any MEMA or Governor related Flood Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative		
7. <input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee		
8. <input type="checkbox"/> Conduct maintenance and testing of equipment, particularly generators under full load for a minimum of 2 hours. Generators must be capable of supporting operations for 14 days.	NRP Area/Unit Facility Managers		
9. <input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: boater safety, waterway restrictions, and other protective public measures.	NRP PIO		
10. <input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders		

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**MARYLAND NATURAL RESOURCES POLICE
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FLOODING INCIDENT CHECKLIST			
ELEVATED THREAT ALERT			
Impending Flooding Event			
This state includes activities addressing the preparations for a flooding event. It will include any and all actions necessary to save lives, protect property and meet basic human needs.			
	ACTIVITY	RESPONSIBILITY	DATE
11.	<input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	SEOC Representatives	
12.	<input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Deputy Superintendent or designee Bureau Commanders Regional Commanders Area Commanders	
13.	<input type="checkbox"/> NRP-604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the DNR Communication Center and NRP SEOC representatives.	Area and Unit Commanders	
14.	<input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the effects of the flooding are expected to impact.	Area Commanders	
15.	<input type="checkbox"/> The NRP SEOC representative will provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
16.	<input type="checkbox"/> All NRP personnel will document incident related costs on the NRP 441-O (Special Event Expenditure Form). <input type="checkbox"/> Each Officer will track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs on the NRP-441-O.	All NRP Personnel	
17.	<input type="checkbox"/> As dictated by the size and scope of the flooding, make requests to other Areas for response personnel.	Bureau Commanders	
18.	<input type="checkbox"/> In coordination with District Supervisors, Commanders will develop a plan and method for prepositioning essential equipment, such as identifying areas to stage small patrol vessels on trailers in strategic locations for an immediate response regarding evacuations and or rescues.	Area Commanders	
19.	<input type="checkbox"/> Coordinate in facilitating support to local jurisdictions for the protection, evacuation and/or sheltering of vulnerable populations identified in at-risk areas.	Area Commanders	
20.	<input type="checkbox"/> Identify and stage Special Operations Division units (UOU, K-9, TRT, and Search Managers) as requested.	Area Commanders and Commanders from SOD	

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FLOODING INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
21. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	NRP Officers	
22. <input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations <input type="checkbox"/> Flood evacuation <input type="checkbox"/> Law enforcement protective measures in an evacuated area to prevent looting and other related property crimes. <input type="checkbox"/> Provide transportation needs as may be needed.	NRP Officers	
23. <input type="checkbox"/> Once the flooding has subsided, intelligence reports related to loss of life and damage of NRP facilities and property are to be forwarded to the NRP MEMA Representative through the chain-of-command.	NRP Officers Duty Officers Area Commanders	
24. <input type="checkbox"/> The Superintendent may adjust patrol scheduling back to 8 hour shifts as well as re-implementing approved leave requests.	Superintendent	
25. <input type="checkbox"/> An After Action Report will be completed with input from all NRP personnel involved. This should be accomplished within two weeks of the end of the event.	SEOC Representatives or Area Commanders	
26. <input type="checkbox"/> All completed NRP 441-O forms and supporting documentation should be routed to Headquarters to the respective Bureau Major when directed.	All NRP Officers	
27. <input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander	

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Annex C – Severe Winter Storm

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

Severe winter storms can cause significant property damage and economic loss within the State, as well as the loss of life.

The purpose of this annex is to enable the State to prepare for, respond to, and recover from a Severe Winter Storm event.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. This annex is designed for Severe Winter Storm events.

C. Situation Overview

1. In Maryland, snowfall ranges from 10 inches on the lower Eastern Shore to 110 inches in Garrett County.
2. The most snowfall ever recorded in a single winter in Maryland was during the winter of 2009-10, when 262.5 inches of snow fell at Keyzers Ridge in Garrett County.

D. Planning Assumptions

1. Severe winter storms will impact NRP Operations.
2. NRP personnel should ensure they have a Personal Preparedness Plan for the safety of their family members prior to the event.
3. Power outages will have significant impacts throughout the state.
4. Communications outages are likely.
5. Downed trees may prevent the NRP employees from getting to work in a timely manner or prevent them from returning to their residence after their scheduled shift.
6. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation.
7. It is also assumed that these contingencies will vary in scope and intensity, from affecting a specific Area or Region in the state to one that is wide-ranging (statewide) and extremely devastated.
8. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible.
9. A Severe Winter Storm checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix C1 of this annex).

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II. Concept of Operations

A. General

1. To ensure that all essential NRP personnel are available for immediate response to calls for assistance. Plans include guidelines for emergency situations that require large scale preparedness for mobilization, and response regionally and throughout the State.
2. The NRP Bureau Commanders will be responsible for the implementation of the checklist found in Appendix 1 of this Annex. Once implemented, it will be the responsibility of all NRP personnel to ensure that the checklist duties and tasks are completed.

B. Hazard Control and Response

The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:

1. Ready State
2. Elevated Threat Alert
3. Imminent Threat Alert

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Severe Winter Storm Checklist

SEVERE WINTER STORM INCIDENT CHECKLIST			
READY STATE			
April 1 – November 30			
Before the coldest temperatures and the potential for severe winter storms come to Maryland (December 1 through March 31), the Maryland Natural Resources Police (NRP) will conduct preparatory activities. This phase includes critical tasks and activities necessary to build and improve operational capabilities of the NRP to prevent, protect against, respond to, and recover from the impact of a severe winter storm. During this phase, the NRP will engage in preparedness activities which may include reviewing and updating the Severe Winter Storm Annex, updating equipment and resource lists, and participating in allied agency drills and exercises for severe winter storm preparedness.			
	ACTIVITY	RESPONSIBILITY	DATE
1.	<input type="checkbox"/> During the quarterly Emergency Operations Committee meeting prior to October 1, committee members to conduct a pre-season severe winter storm planning meeting to discuss issues and concerns for the upcoming severe winter storm season.	NRP Emergency Operations Committee	
2.	<input type="checkbox"/> Review and update, as needed, the Severe Winter Storm Annex.	NRP Emergency Operations Committee	
3.	<input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee	
4.	<input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee	
5.	<input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
6.	<input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning, NRP COOP Leadership Team	
7.	<input type="checkbox"/> Participate in any MEMA or Governor related Severe Winter Storm Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative	
8.	<input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency's Web EOC.	NRP SEOC Representatives	
9.	<input type="checkbox"/> Conduct maintenance and testing of equipment, particularly generators under full load for a minimum of 2 hours. Generators must be capable of supporting operations for 14 days.	NRP Area/Unit Facility Managers	
10.	<input type="checkbox"/> Review and update Public Preparedness Messaging and Materials.	NRP PIO	
11.	<input type="checkbox"/> Review and update Area Office snow removal plan, as needed.	Area Commander	
12.	<input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

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SEVERE WINTER STORM INCIDENT CHECKLIST

ELEVATED THREAT ALERT

Day 5 (120 to 96 hours)

The National Weather Service (NWS) will initiate a severe winter storm warning statement up to 5-days (120 hours) prior to projected impact on the State. When the NWS warnings begin, the NRP MEMA representatives will participate in MEMA weather related conference calls and will advise senior DNR leadership of any weather advisories at the conclusion of the daily conference calls.

This phase includes activities addressing the short-term, direct effects of a severe winter storm. This phase includes the execution of emergency operations plans and mitigation activities with the goal of limiting the loss of life, personal injury, property damage and other unforeseen outcomes.

ACTIVITY		RESPONSIBILITY	DATE
13.	<input type="checkbox"/> Once notified that a Severe Winter Storm may impact the State within 5 Days, advise the NRP Command Staff and other DNR Unit Leadership Team Members for awareness and planning.	NRP SEOC Representatives	
14.	<input type="checkbox"/> If the NWS Advisory storm track error cone encompasses any portion of Maryland, notification to NRP Commanders to begin checklist tasks/activities based on the lead-time outlined by the error cone.	Bureau Commanders	
15.	<input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	NRP SEOC Representatives	
16.	<input type="checkbox"/> Area Commanders should ensure District supervisors make contact with local EOC's and ensure contact information is correct and that the local EOC's are aware of NRP's resources and capabilities.	Area Commanders	
17.	<input type="checkbox"/> In coordination with Area supervisory personnel develop a plan and method for prepositioning essential equipment, such as ensuring that officers working have 4x4 patrol vehicles and ensuring snow mobiles are staged on trailers in strategic locations, if needed.	Area Commanders	
18.	<input type="checkbox"/> Alert and notify certified SAR Volunteer groups and NRP Reserve Officer Search Unit of impending situation and update their status for availability for SAR.	Supervisor of NRP TRT	

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SEVERE WINTER STORM INCIDENT CHECKLIST			
ELEVATED THREAT ALERT Day 4 & 3 (96 to 72 hours)			
This phase includes activities addressing the short-term, direct effects of a severe winter storm. It will include any and all immediate actions required to save lives and protect property and meet basic human needs. This phase will focus on evacuation planning decisions that are coordinated with local EOC and MPS Senior Staff.			
	ACTIVITY	RESPONSIBILITY	DATE
19.	<input type="checkbox"/> Coordinate in facilitating support to local jurisdictions for the protection, evacuation and/or sheltering of vulnerable populations.	Area Commanders	
20.	<input type="checkbox"/> Coordination of any planned waterborne evacuations with DNR's Boating Services Hydrographic's Engineering section for possible assistance for the use of their watercraft.	Area Commanders	
21.	<input type="checkbox"/> Monitor and deploy resources and essential equipment in support of evacuation, potential response for SAR and other Law Enforcement protective measures commensurate to the impact of the winter storm.	Regional Commanders	
22.	<input type="checkbox"/> Personnel should take protective measures for their home and family, as they may be working during the impact of the storm.	All NRP Personnel	
23.	<input type="checkbox"/> Coordinate the evacuation and if warranted closure of State Parks.	Area Commanders and MPS Staff	
24.	<input type="checkbox"/> DNR Communications Center coordinates with area offices to provide transportation for the PCOs to and from the Communications Center.	Communications Center Commander	
25.	<input type="checkbox"/> NRP SEOC representatives will continually participate in weather related conference calls and provide situational awareness to NRP senior leadership and DNR leadership team.	SEOC Representatives	

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SEVERE WINTER STORM INCIDENT CHECKLIST		
IMMINENT THREAT ALERT		
Day 2 (48 hours)		
Prior to the arrival of the storm, emergency activities at jurisdictional levels will escalate, using available resources and requesting assistance as needed.		
ACTIVITY	RESPONSIBILITY	DATE
26. <input type="checkbox"/> Based on the latest NWS advisory information, NRP small vessels shall be trailered and secured in strategic locations. Large patrol vessels should be brought to “safe harbors” and secured accordingly to weather out the storm. All vessels should be refueled to full.	Area Commanders All NRP personnel.	
27. <input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Bureau Commander Regional Commander Area Commander	
28. <input type="checkbox"/> PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA Joint Information Center (JIC).	NRP PIO	
29. <input type="checkbox"/> NRP 604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the Communication Center and NRP SEOC Representatives.	Area and Divisional Commanders	
30. <input type="checkbox"/> The Communication Center or Commanders should provide a “Universal” CAD number to all NRP officers, so that the tracking of costs can be consistent.	NRP/DNR SEOC Representative	
31. <input type="checkbox"/> All NRP personnel should be documenting costs on the NRP 441 – O (Special Event Expenditure Form). When directed each officer will complete the NRP441-I (Goggle Form) for the duration of the event.	All NRP Personnel Field Operations Bureau Chiefs	
32. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC’s, as personnel and resources will allow.	Area Commanders	
33. <input type="checkbox"/> NRP facility managers/commanders should prepare and secure their facilities and any satellite offices within their Area to mitigate any potential damages during the storms impact. Vessels and vehicles should not be stored where trees can fall on them or where downed power lines could damage State vehicles / vessels.	Area Commanders/Facility Managers	

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SEVERE WINTER STORM INCIDENT CHECKLIST			
IMMINENT THREAT ALERT			
DAY 1 (24 to 0 hours)			
Having received a Severe Winter Storm warning for any portion of Maryland the full resources of the State shall be focused on the saving of lives and protection of property.			
	ACTIVITY	RESPONSIBILITY	DATE
34.	<input type="checkbox"/> NRP MEMA Representatives will most likely be staffing MEMA at the SEOC. Any NRP responses or protective measures should be communicated to them through their respective Area Duty Officer.	SEOC Representative and Area Duty Officers.	
35.	<input type="checkbox"/> NRP PIO will communicate with MEMA personnel at the JIC to coordinate storm related messaging. Media interviews may be requested.	NRP PIO	
36.	<input type="checkbox"/> NRP Officers will be scheduled to make rounds to check on agency vessels both at their trailered sites and at “safe harbors.” <input type="checkbox"/> Any accumulated snow or water should be removed if safe to do so. It is advisable that two officers working together accomplish this task for officer safety.	Area Duty Officer NRP Officers	
37.	<input type="checkbox"/> Officers may be directed to take safe shelter at local area offices, local fire departments or other public safety facilities. NRP Regional Commanders or Area Commanders will provide guidance through DNR Communications or other means to ensure their officers working receive this direction.	NRP Officers Area Commanders Regional Commanders	
38.	<input type="checkbox"/> NRP officers will ensure that their State vehicles are prepared for response. Care should be taken to pre-position state vehicles to ensure personnel and equipment can respond.	All NRP Personnel	
39.	<input type="checkbox"/> Personnel are responsible for and should ensure they have sufficient food, beverages, and clothing to sustain them for an extended period of time.	All NRP Personnel	

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SEVERE WINTER STORM INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
40. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of vessels and facilities and report their findings to the Duty Officer.	NRP Officers	
41. <input type="checkbox"/> Once the storm has subsided provide intelligence reports related to loss of life and damage of NRP facilities and property are forwarded to the NRP MEMA Representative through the respective duty officer.	NRP Officers Duty Officers	
42. <input type="checkbox"/> The Superintendent may adjust patrol scheduling back to 8 hour shifts as well as re-implementing approved leave requests.	Superintendent	
43. <input type="checkbox"/> An After Action Report (NRP-601) will be completed with input from all NRP personnel involved. This should be accomplished within two weeks of the end of the event. When warranted a debrief will be conducted at the next command staff meeting	NRP Captains	
44. <input type="checkbox"/> All completed NRP 441-I (Google Form) forms and supporting documentation will be routed to the Bureau Commanders when directed.	All NRP Officers	
45. <input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander	

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Appendix 2 – Severe Winter Storm Definitions

The following winter weather related Watches, Warnings, and Advisories definitions were compiled from the National Weather Service’s (NWS) Forecast Office for the Baltimore/Washington area. The internet link for the NWS Office is: <http://www.erh.noaa.gov/lwx/Defined/index.htm>

I. General Definitions	II. <u>Winter Weather/Cold Weather</u>
<ul style="list-style-type: none">● Outlooks● Advisories● Watches● Warnings● Potential Winter Storm Conditions	<ul style="list-style-type: none">● Winter Storm Outlook● Blizzard Warning● Winter Storm Warning● Ice Storm Warning● Freezing Rain Advisory● Winter Storm Watch● Winter Weather Advisory● Freeze Warning● Frost Warning● Wind Chill Advisory● Wind Chill Warning

I. General Definitions

A. Outlooks

1. An outlook is used to indicate that a hazardous weather event may develop. It is intended to provide information to those who need considerable lead time to prepare for the event.

B. Advisories

1. An advisory highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

C. Watches

1. A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

D. Warnings

1. A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

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E. Potential Winter Storm Conditions

1. **Snow Flurries**
 - a. Light snow falling for short durations. No accumulation or light dusting is all that is expected.
2. **Snow Showers**
 - a. Snow falling at varying intensities for brief periods of time. Some accumulation is possible.
3. **Heavy Snow**
 - a. Snowfall accumulating to 4 inches or more in depth in 12 hours or less, OR
 - b. Snowfall accumulating to 6 inches or more in depth in 24 hours or less.
4. **Snow Squalls**
 - a. Brief, intense snow showers accompanied by strong, gusty winds. Accumulation may be significant. Snow squalls are best known in the Great Lakes region.
5. **Blowing Snow**
 - a. Wind-driven snow that reduces visibility and causes significant drifting. Blowing snow may be snow that is falling and/or loose snow on the ground picked up by the wind.
6. **Blizzard**
 - a. Winds over 35 mph with snow and blowing snow reducing visibility to near zero.
7. **Sleet**
 - a. Rain drops that freeze into ice pellets before reaching the ground. Sleet usually bounces when hitting a surface and does not stick to objects. However, it can accumulate like snow and cause a hazard to motorists.
8. **Freezing Rain**
 - a. Rain that falls onto a surface with a temperature below freezing. This causes it to freeze to surfaces, such as trees, cars, and roads, forming a coating or glaze of ice. Even small accumulations of ice can cause a significant hazard.

II. Winter Weather / Cold Weather Watches, Warnings, & Advisories

A. Winter Storm Outlook

1. Issued 3-7 days in advance for anticipated snow/ice.

B. Blizzard Warning

1. A Blizzard Warning means that the following conditions are occurring or expected within the next 12 to 18 hours.
 - a. Snow and/or blowing snow reducing visibility to 1/4 mile or less for 3 hours or longer, AND
 - b. Sustained winds of 35 mph or greater or frequent gusts to 35 mph or greater.

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2. There is no temperature requirement that must be met to achieve blizzard conditions.

C. Winter Storm Warning

1. A Winter Storm Warning is issued when a significant combination of hazardous winter weather is occurring or imminent.
2. Significant and hazardous winter weather is defined as a combination of:
 - a. Over 5 inches of snow/sleet, AND/OR
 - b. Glaze accumulation (freezing rain) of 1/4 inch or more, AND/OR
 - c. Enough ice accumulation to cause damage to trees or power lines, AND/OR
 - d. A life threatening or damaging combination of snow and/or ice accumulation with wind.

D. Ice Storm Warning

1. ¼ inch or more of ice accumulation.

E. Freezing Rain Advisory

1. Ice accumulations of less than 1/4 inch.

F. Winter Storm Watch

1. A Winter Storm Watch is issued when there is the potential for significant and hazardous winter weather within 48 hours. It does not mean that significant and hazardous winter weather will occur...it only means it is possible.
2. Significant and hazardous winter weather is defined as:
 - a. Over 5 inches of snow (and/or sleet), OR
 - b. Glaze accumulation (freezing rain) of 1/4 inch or more, OR
 - c. Enough ice accumulation to cause damage to trees or power lines, OR
 - d. A life threatening or damaging combination of snow and/or ice accumulation with wind.

G. Winter Weather Advisory

1. A Winter Weather Advisory will be issued when 2 to 4 inches of snow, alone or in combination with sleet and freezing rain, is expected to cause a significant inconvenience, but not serious enough to warrant a warning. If the event is expected to impact the Baltimore/Washington metro areas during rush hours (4-9 am or 2-7 pm on weekdays) forecasted snow totals of one inch will necessitate the issuance of winter weather advisory.

H. Freeze Warning

1. A Freeze Warning is issued when significant, widespread freezing temperatures are expected.
2. A Freeze Warning is issued in the autumn until October 15th west of a line from Frederick, Maryland to Charlottesville, Virginia. It is issued in the autumn until November 1st east of that line.

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3. A Freeze Warning is issued in the spring when it is late enough to cause damage to new plants and crops.

I. Frost Warning

1. A Frost Warning is issued when significant, widespread frost is expected.
2. A Frost Warning is issued in the autumn until October 15th west of a line from Frederick, Maryland to Charlottesville, Virginia. It is issued in the autumn until November 1st east of that line.
3. A Frost Warning is issued in the spring when it is late enough to cause damage to new plants and crops.

J. Wind Chill Advisory

1. A Wind Chill Advisory is issued when wind chills of -5F to -19F are expected.

K. Wind Chill Warning

1. A Wind Chill Warning is issued when wind chills of -20F or lower are expected.

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Annex D – Dam Failure

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

The purpose of this Annex is to safeguard lives and secondarily to reduce property damage in the event that a dam should fail. The purpose of this annex is to enable the State to prepare for, respond to, and recover from a dam failure.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. This annex is designed for dam failures.

C. Situation Overview

1. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).
2. Considering the failure of a dam, law enforcement’s role should be focused to provide resources and equipment for emergency response during a disaster or emergency incident and to assist in minimizing damage to property, save lives and assist with recovery.
3. There are over 400 dams in Maryland, ranging in height from 6 to 296 feet. The majority of Maryland's dams are earth-fill or earth and rock-fill embankment dams such as Savage River Dam. There are also several large concrete gravity dams such as Liberty and Prettyboy Dams, and a few “slab and buttress” dams like Brighton Dam that provide storage for drinking water. Most of the dams are designed to store water and a combination of spillways designed to pass water safely around or through the facility. Millions of Marylanders are dependent on these dams for water supply, flood control, power generation, recreation, and irrigation.
4. Dams are not without risk and they represent a potential danger. With the exception of a nuclear power plant, few manmade structures have the potential to cause catastrophic disaster as dams do if they fail. Dam failure could either be prolonged, structural failure, or sudden, catastrophic failure. This plan is based upon a sudden catastrophic failure. If the possibility of a dam failure exists due to a known structural deficiency this plan can be adjusted accordingly This country has witnessed some tremendous tragedies caused by dam failures including :
 - The South Fork Dam failure (Johnson Flood) of 1889 which took the lives of 2,209 people in Johnstown, Pennsylvania;
 - The Buffalo Creek Dam failure in 1972 killed 125 people in West Virginia ;
 - The Teton Dam failure of 1976 caused 14 deaths and over \$400 million in damages;
 - The Laurel Run Dam failure in 1977 killed 40 people in Pennsylvania ; and
 - The Kelly Barns Dam failure in 1977 killed 39 people and \$2.5 million in damages.

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5. The State of Maryland has been assuring the safety of dams since 1934 through a permit and inspection program. The laws governing dam safety are administered by the Maryland Department of Environment's (MDE's) Dam Safety Division.

D. Planning Assumptions

1. Dam failures may impact operations, the NRP may be called upon to assist the MDE and other state and local agencies in the preservation of life and property, and any recovery or mitigation efforts
2. NRP personnel should ensure they have a Personal Preparedness Plan for the safety of their family members prior to the event if necessary.
3. Power outages may have significant impact throughout the state.
4. High water may prevent the NRP employees from getting to work in a timely manner or prevent them from returning to their residence after their scheduled shift.
5. It is also assumed that contingencies will vary in scope and intensity, from affecting a specific Area or Region in the state to one that is wide-ranging (statewide) and extremely devastating.
6. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible.
7. A dam failure checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix 1 of this annex).
8. To ensure that all essential NRP personnel in the area of the dam failure are available for assistance.

II. Concept of Operations

A. General

1. To ensure that all essential NRP personnel are available for immediate response to calls for assistance. Plans include guidelines for emergency situations that require large scale preparedness for mobilization, and response regionally and throughout the State.
2. The responsibilities of the Natural Resources Police will be:
 - a. To ensure all boats, vehicles and equipment are protected from the elements as thoroughly as possible, so as to be readily available for rescue or assistance as needed.
 - b. When a dam failure is imminent personnel will be alerted by the appropriate Field Operations Commanders or through the DNR communications center.
 - c. To provide search and rescue assistance at the site.
 - d. Take whatever immediate action is necessary.
 - e. Notify Communications and Incident Commander of immediate needs.
 - f. Provide assistance to the On-Scene Commander.
 - g. Ensure the safety of personnel and equipment.

B. Hazard Control and Assessment

1. The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:
 - a. Ready State
 - b. Elevated Threat Alert

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- c. Imminent Threat Alert
- 2. NRP personnel shall do whatever is necessary to bring people in immediate danger (anyone on the dam, downstream from the dam, boating on the reservoir, or evacuees) to safety.
- 3. In the case of fatalities, and when a body must be moved (into the boat, etc.), an exact location must be recorded (GPS coordinates, compass bearings, wind and tide, landmarks, aids to navigation, etc.). Upon recovery of deceased victims, the On Scene Commander / Incident Commander is to be notified immediately. The Incident Commander will determine disposition of the body and personal effects.

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Dam Failure Checklist

DAM FAILURE INCIDENT ANNEX CHECKLIST			
READY STATE January 1st through December 31st			
This plan provides guidance in the event of a dam failure. Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. The principle consequences of dam failure are injury, loss of life, and significant downstream property damage. Although many agencies may play a role in the response to a dam failure, law enforcement’s role should be focused on providing resources and equipment during an emergency incident.			
	ACTIVITY	RESPONSIBILITY	DATE
1.	<input type="checkbox"/> Review and update, as needed, the Dam Failure Annex.	NRP Emergency Operations Committee	
2.	<input type="checkbox"/> Review and update, as needed, the NRP 604	NRP Emergency Operations Committee	
3.	<input type="checkbox"/> Review and update, as needed, the NRP 441	NRP Emergency Operations Committee	
4.	<input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC	NRP SEOC Representatives	
5.	<input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. <input type="checkbox"/> Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6.	<input type="checkbox"/> Participate in any MEMA or Governor related Dam Failure Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative	
7.	<input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
8.	<input type="checkbox"/> Conduct maintenance and testing of equipment, particularly generators under full load for a minimum of 2 hours. <input type="checkbox"/> Generators must be capable of supporting operations for 14 days.	NRP Area/Unit Facility Managers	
9.	<input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: boater safety, waterway restrictions, and other protective public measures.	NRP PIO	
10.	<input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed	Bureau Commanders	

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DAM FAILURE INCIDENT ANNEX CHECKLIST			
ELEVATED THREAT ALERT			
This state includes activities addressing the preparations for a pending dam failure. It will include any and all actions necessary to save lives, protect property and meet basic human needs.			
	ACTIVITY	RESPONSIBILITY	DATE
11.	<input type="checkbox"/> Upon MEMA activation, DNR MEMA Representative(s) will staff MEMA at the SEOC. <input type="checkbox"/> Any NRP response(s) or protective measures should be communicated to the DNR MEMA Representative through the Area Duty Officers.	SEOC Representatives & Area Duty Officers	
12.	<input type="checkbox"/> NRP duty shifts will be identified and essential personnel notified. <input type="checkbox"/> Extended shifts may be implemented and should be communicated to the appropriate NRP personnel. <input type="checkbox"/> Leave restrictions will be identified as needed.	Superintendent, Deputy Superintendent, or designee, & Bureau Commanders	
13.	<input type="checkbox"/> NRP 604 Status Report will be completed, listing available personnel and resources for the projected operational period. <input type="checkbox"/> The NRP-604 will be provided to the Communication Center Personnel and NRP SEOC representatives.	Area and Divisional Commanders	
14.	<input type="checkbox"/> All NRP personnel will document incident related costs on the NRP 441-O (Special Event Expenditure Form). <input type="checkbox"/> Each Officer will track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs on the NRP-441-O.	All NRP Personnel	
15.	<input type="checkbox"/> The NRP SEOC representative will provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
16.	<input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the effects of the flooding are expected to impact.	Duty Officer	
17.	<input type="checkbox"/> NRP PIO should be communicating with MEMA personnel at the JIC to coordinate flooding/evacuation messaging. <input type="checkbox"/> Media interviews may be requested.	NRP PIO	
18.	<input type="checkbox"/> As dictated by the size and scope of the flooding, make requests to other Areas for response personnel.	Bureau Commanders	
19.	<input type="checkbox"/> In coordination with District Supervisors, Commanders will develop a plan and method for prepositioning essential equipment, such as identifying areas to stage small patrol vessels on trailers in strategic locations for an immediate response regarding evacuations and or rescues.	Area Commanders	

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DAM FAILURE INCIDENT ANNEX CHECKLIST		
ELEVATED THREAT ALERT		
This state includes activities addressing the preparations for a pending dam failure. It will include any and all actions necessary to save lives, protect property and meet basic human needs.		
ACTIVITY	RESPONSIBILITY	DATE
20. <input type="checkbox"/> Coordinate in facilitating support to local jurisdictions for the protection, evacuation and/or sheltering of vulnerable populations identified in at-risk areas.	Area Commanders	
21. <input type="checkbox"/> Identify and stage Special Operations Division units (UOU, K-9, TRT, Search Managers, and SSU.) as requested.	Area Commanders	

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DAM FAILURE INCIDENT ANNEX CHECKLIST			
IMMINENT THREAT LEVEL			
Post Event			
Response, Recovery and Public Safety Services			
This state includes emergency activities and public safety protective measures in response to a dam failure.			
	ACTIVITY	RESPONSIBILITY	DATE
22.	<input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	NRP Officers	
23.	<input type="checkbox"/> Provide public safety as requested (coordinated with Federal, State and Local agencies) which may include: Search and Rescue operations, recovery operations, and other law enforcement protective measures to prevent looting and other related property crimes. <input type="checkbox"/> Provide other transportation needs if requested or required.	NRP Officers	
24.	<input type="checkbox"/> Offer Critical Incident Stress Management (CISM) to requesting officers.	Regional or Divisional Commander	

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Annex E – Earthquake

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

The purpose of this annex is to enable the State to prepare for, respond to, and recover from a seismic event (Earthquake).

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. This annex is designed for Earthquake related events.

C. Situation Overview

1. Earthquakes are relatively rare in Maryland.
2. Seismically quiet compared to neighboring states, Maryland has experienced only 64 recorded earthquakes within its borders since 1758. Most earthquakes are minor, and rate less than 3.0 on the Richter scale. This means that while they may be recorded and perceived, it is unlikely that they are felt at any distance from the epicenter. These lesser earthquakes occur at least once a year along the east coast.

D. Planning Assumptions

1. An Earthquake will impact NRP Operations.
2. NRP personnel should ensure they have a Personal Preparedness Plan for the safety of their family members prior to the event.
3. Power outages will have significant impacts throughout the state.
4. Communications outages are likely.
5. Downed trees and damaged roadways may prevent the NRP employees from getting to work in a timely manner or prevent them from returning to their residence after their scheduled shift.
6. It is assumed that any of the disaster contingencies could individually, or in combination, cause a grave emergency situation.
7. It is also assumed that these contingencies will vary in scope and intensity, from affecting a specific Area or Region in the state to one that is wide-ranging (statewide) and extremely devastating.
8. Initial actions to mitigate the effects of emergency situations or potential disaster conditions will be conducted as soon as possible.
9. An Earthquake checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix E1 of this annex).

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II. Concept of Operations

A. General

1. To ensure that all essential NRP personnel are available for immediate response to calls for assistance. Plans include guidelines for emergency situations that require large scale preparedness for mobilization, and response regionally and throughout the State.
2. The NRP Bureau Commanders will be responsible for the implementation of the checklist found in Appendix 1 of this Annex. Once implemented, it will be the responsibility of all NRP personnel to ensure that the checklist duties and tasks are completed.

B. Hazard Control and Response

1. The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:
 - a. Ready State
 - b. Elevated Threat Alert
 - c. Imminent Threat Alert
2. Personnel should be prepared for aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures.

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Earthquake Checklist

EARTHQUAKE INCIDENT CHECKLIST		
READY STATE		
January 1st through December 31st		
Earthquakes or other seismic events are unexpected and unpredictable. This being the situation, NRP personnel need to be ever vigilant of unsafe conditions in or around NRP facilities in order to prevent injuries from falling objects or collapse of structures. Maintenance of PPE equipment is also necessary to ensure readiness for response to these emergencies.		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> Review and update, as needed, the Earthquake Annex.	NRP Emergency Operations Committee	
2. <input type="checkbox"/> Review and update, as needed, the NRP-604.	NRP Emergency Operations Committee	
3. <input type="checkbox"/> Review and update, as needed, the NRP-441.	NRP Emergency Operations Committee	
4. <input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency's Web EOC.	NRP SEOC Representatives	
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6. <input type="checkbox"/> Participate in any MEMA or Governor related Earthquake Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative	
7. <input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

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EARTHQUAKE INCIDENT CHECKLIST			
IMMINENT THREAT STATE			
Post Event			
Recovery and Public Safety Services			
NRP personnel will likely be called upon to assist in evacuation, search, and rescue operations post-event. Commanders and supervisors shall insure the safety of all personnel required to respond and that only personnel properly equipped to prevent inhalation of dust or other airborne threats are placed in a response role. NRP facility managers shall also conduct post-event inspections of buildings under their purview to ensure their structural integrity and the safety of employees.			
	ACTIVITY	RESPONSIBILITY	DATE
8.	<input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations. <input type="checkbox"/> Law enforcement protective measures in an evacuated area to prevent looting and other related property crimes. <input type="checkbox"/> Other transportation needs as may be needed.	NRP Officers	
9.	<input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	NRP Officers	
10.	<input type="checkbox"/> Once the earthquake has subsided provide intelligence reports related to loss of life and damage of NRP facilities and property are forwarded to the NRP MEMA Representative through the chain-of-command.	Area / Unit Duty Officer	
11.	<input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent, Deputy Superintendent, or designee & Bureau Commanders	
12.	<input type="checkbox"/> DNR MEMA representative shall respond as directed to the SEOC. NRP Commanders and Supervisors shall be scheduled to staff local EOC's as needed.	DNR MEMA Representatives, Commanders, and Supervisors	
13.	<input type="checkbox"/> NRP 604 Status Reports shall be promptly completed and forwarded as needed to Office of the Superintendent, DNR Communications Center, and NRP SEOC representatives.	NRP Area Commanders and Supervisors	
14.	<input type="checkbox"/> Participate in Search and Rescue and Search Management Operations as directed by the SEOC.	NRP TRT, SSU, and Search Managers	
15.	<input type="checkbox"/> An After Action Report (NRP-601) should be completed, as needed, and all NRP personnel should be offered the opportunity to participate. This should be accomplished within two weeks of the end of the event.	Area Commanders	
16.	<input type="checkbox"/> All completed NRP 441-O forms and supporting documentation should be routed to Headquarters to the respective Bureau Major when directed.	All NRP Officers	

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EARTHQUAKE INCIDENT CHECKLIST		
IMMINENT THREAT STATE		
Post Event		
Recovery and Public Safety Services		
<p>NRP personnel will likely be called upon to assist in evacuation, search, and rescue operations post-event. Commanders and supervisors shall insure the safety of all personnel required to respond and that only personnel properly equipped to prevent inhalation of dust or other airborne threats are placed in a response role. NRP facility managers shall also conduct post-event inspections of buildings under their purview to ensure their structural integrity and the safety of employees.</p>		
	ACTIVITY	RESPONSIBILITY
DATE		
17.	<input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander

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Annex F - Fixed Nuclear Facility

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

To assist MEMA and county governments in protecting citizens and the environment in affected areas from any adverse health effects of a radiological incident at a fixed nuclear facility.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. This annex is designed for fixed nuclear facility incident.

C. Situation Overview

1. Maryland has several fixed nuclear facilities which could have an adverse impact upon the State.
 - a. Calvert Cliffs
1650 Calvert Cliffs Parkway
Lusby, MD 20657
 - b. Peach Bottom
1848 Lay Road
Delta, PA 17314
 - c. Salem
PO Box 236
Hancocks Bridge, NJ 08038
 - d. Hope Creek
PO Box 236
Hancocks Bridge, NJ 08038
 - e. North Anna
PO Box 402
Mineral, VA 23117
2. The area surrounding a nuclear power plant falls into one of two zones used for emergency planning:
 - a. **Emergency Planning Zone (EPZ)**
 - Extends 10 miles from the nuclear power plant.
 - Exposure through direct contact with or inhalation of radioactive particles released in a plume.
 - Fixed Nuclear Facilities that have an EPZ which could have an adverse impact upon Maryland include:
 - Calvert Cliffs (MD)

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- Peach Bottom (PA)
- b. **Ingestion Pathway Zone (IPZ)**
 - Extends 50 miles from the nuclear power plant.
 - Exposure through consumption of contaminated agricultural and dairy products.
 - Fixed Nuclear Facilities that have an IPZ which could have an adverse impact upon Maryland include:
 - Calvert Cliffs (MD)
 - Peach Bottom (PA)
 - Salem (NJ)
 - Hope Creek (NJ)
 - North Anna (VA)
- 3. The counties surrounding a nuclear power plant also fall into one of three categories used for emergency planning:
 - a. **Risk County**
 - Applies to all counties within 10 miles of the nuclear power plant.
 - Shelter or evacuation orders are likely.
 - b. **Host County**
 - Applies to counties outside of the 10 mile EPZ that have been designated to provide shelter for risk county evacuees.
 - c. **Ingestion County**
 - Applies to all counties, including host counties, outside the 10 mile EPZ but within the 50 mile IPZ.
 - Agricultural embargoes likely to prevent the consumption of contaminated agricultural and dairy products.
- 4. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

D. Planning Assumptions

- 1. The primary responsibility of the Natural Resources Police in a fixed nuclear facility incident will be to assist other State and local agencies in the evacuation of citizens within the EPZ and/or IPZ.
- 2. The Natural Resources Police will provide assistance requested by MEMA and/or the local jurisdiction in need of assistance.

II. Concept of Operations

A. General

- 1. To ensure that all essential NRP personnel in the area of the fixed nuclear facility are available for assistance.

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2. The responsibilities of the NRP will be:
 - a. Provide personnel and equipment for evacuations of citizens within the EPZ or IPZ to include the waterways surrounding a fixed facility or a state owned park or managed land within this area.
 - b. Take whatever immediate action is necessary.
 - c. Notify Communications and Incident Commander of immediate needs.
 - d. Provide assistance to the On-Scene Commander.
 - e. Staff a local EOC in the affected county and / or staff MEMA's SEOC to support a statewide response to this incident.
 - f. Ensure the safety of personnel and equipment.
 - g. To provide support if the NRP activate the agency SNS plan, to serve as a transportation security for the delivery of medications or supplies to county points of distribution.

B. Commander

1. Detailed information on the actions to be taken by NRP personnel is in the attached appendixes.
2. In most cases, notification and requests for assistance will come from the Governor's Office or the Maryland Emergency Management Agency (MEMA) at Camp Fretterd. However, in isolated cases, requests for assistance may come from local law enforcement or rescue officials.

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Fixed Nuclear Facility Checklist

FIXED NUCLEAR FACILITY CHECKLIST		
READY STATE PREPAREDNESS THROUGHOUT THE YEAR		
Pre-Emergency / Event Planning Activities – Before an event, the Maryland Natural Resources Police (NRP) will conduct preparatory activities that will include but are not limited to the following items listed below. This phase includes critical tasks and activities necessary to build and improve operational capabilities of the NRP to prevent, protect against, respond to, and recover from the impact of an Incident at a Fixed Nuclear Facility. During this phase, the NRP will engage in preparedness activities which may include reviewing and updating the Fixed Nuclear Facility Incidents Checklist, updating equipment and resource lists, and participating in allied agency drills and exercises for incidents at Fixed Nuclear Facilities preparedness.		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> Ensure that NRP 406, 407, and 408 Inventory and Inspection Reports are completed as required in the NRP Manual of Policies, Procedures, and Regulations.	NRP Officers & NRP Supervisors	
2. <input type="checkbox"/> Ensure the NRP Strategic National Stockpile (SNS) Standard Operating Procedure (SOP) is updated annually or as needed, and that NRP officers are aware of their role if this SOP gets activated.	SOD Commander or designee for updating & All NRP Officers for Awareness	
3. <input type="checkbox"/> Ensure that NRP officers who are issued an agency respirator are current with their fit testing and that the equipment is operational and available while on patrol.	NRP Health Safety Officer All NRP Officers issued a respirator	
4. <input type="checkbox"/> Ensure Matapeake maintains a supply of Potassium Iodine (KI) that is not expired and annually reminds agency personnel the process to request this protective measure.	NRP Health Safety Officer	
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and update, as needed, all related plans, annexes, and checklists.	Planning Administration COOP Manager NRP Emergency Operations Committee	
6. <input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: Boater safety, waterway restrictions, and other protective public measures. Much of this messaging can be pre-scripted.	NRP PIO	
7. <input type="checkbox"/> Participation in the “CALVEX” & “PEACHBOTTOM” statewide exercises when they are implemented by MEMA and or by FEMA.	DNR Primary MEMA Representative Field Supervisors and Commanders in the respective areas affected by the exercise.	
8. <input type="checkbox"/> Ensure officers are trained in the use of the agency owned Radiological (RAD) Pagers and ensure they are in working order.	NRP Area Lieutenant for where the RAD Pagers are deployed.	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

FIXED NUCLEAR FACILITY CHECKLIST		
ELEVATED THREAT LEVEL POST EVENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after an incident at a Fixed Nuclear Facility incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
9. <input type="checkbox"/> NRP duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate NRP personnel. Leave restrictions will be identified.	Superintendent, Deputy Superintendent, or designee & Bureau Commanders	
10. <input type="checkbox"/> NRP 604 Status Report will be completed, listing available personnel and resources for the projected time period. This form will be provided to the Communication Center Personnel and NRP SEOC MEMA representatives.	Area and Divisional Commanders	
11. <input type="checkbox"/> NRP DNR / MEMA representatives will report to the SEOC upon activation.	SEOC Representatives	
12. <input type="checkbox"/> Notify MDE Emergency Response or the Department of Health and Mental Hygiene	Communication Center	
13. <input type="checkbox"/> Notify the United States Coast Guard if any waterways are in the affected area.	Communication Center	
14. <input type="checkbox"/> Take Shelter - The NRP will support MEMA in take shelter operations by providing notification to Mariners of the Take Shelter actions and procedures. Notifications will be made through the use of Public Address Systems on both vessels and vehicles, by personal contact, and by the use of VHF or Citizens Band radios as applicable.	All NRP Officers	
15. <input type="checkbox"/> Access Control - The NRP will be the lead State Agency in waterway access control operations working in conjunction with the United States Coast Guard. This will be accomplished by enforcing access of water craft along waterways through the establishment and maintenance of access control points. Coordination with the USCG, local law enforcement with marine units and even fire departments with maritime resources for the evacuation and enforcement of established Safety Zones on Maryland waterways.	NRP Area Commanders NRP SEOC Representatives	
16. <input type="checkbox"/> If Suspected Terrorism Notify the FBI, MCAC, and other Federal Authorizes	NRP SEOC Representatives	
17. <input type="checkbox"/> Activate the NRP SNS Standard Operating Procedure and assign tasking to support the statewide implementation of the SNS plan.	Superintendent, Deputy Superintendent, or designee	
18. <input type="checkbox"/> Emergency Medical Services - The NRP will support the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in emergency medical services operations. NRP will provide transportation for injured persons as directed by MIEMSS.	All NRP Officers	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

FIXED NUCLEAR FACILITY CHECKLIST		
ELEVATED THREAT LEVEL POST EVENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after an incident at a Fixed Nuclear Facility incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
19. <input type="checkbox"/> Law Enforcement and Crime Prevention for evacuated areas - NRP will be the lead Agency for Law Enforcement and Crime Prevention upon the waters of the State as well as on State managed lands and in State Parks. NRP will support the MSP in Law Enforcement and Crime Prevention operations in other areas of the State as requested.	All NRP Officers	
20. <input type="checkbox"/> All NRP personnel should be documenting costs on the NRP 441-O Special Event Expenditure Form. Each Officer should track regular and overtime, vehicle and vessel fuel utilized and any other associated costs.	All NRP Officers	
21. <input type="checkbox"/> The Communication Center Supervisors or Commanders should provide a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	Communications Center Supervisors or Commanders	
22. <input type="checkbox"/> PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA's Joint Information Center (JIC).	NRP PIO	
23. <input type="checkbox"/> Coordinate with the MPS the evacuation and if warranted closure of State Parks and other at risk areas such as private camp grounds.	Area Commanders MPS staff All NRP Officers	
24. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the effects of the incident is expected to impact.	Area Commanders Area Supervisors	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

Annex G – Aircraft Accidents

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

Aircraft accidents, either on land or water, are considered an event in the Emergency Operations Plan. Aircraft accidents can occur anytime and anywhere within the NRP area of responsibility.

The purpose of this annex is to enable the State to prepare for, respond to, and recover from an Aircraft Accident event.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. Aircraft accidents are usually very localized to the point of aircraft impact. This annex is designed for Aircraft Accident events.

C. Situation Overview

All aircraft accidents will be investigated, either by the National Transportation Safety Board (civilian aircraft) or by the appropriate Military authority (military aircraft).¹ The efforts of the Natural Resources Police will in most instances be under the direction of a Federal authority and/or the Maryland State Police², and through the direction of the Natural Resources Police On-Scene Commander / Incident Commander.

D. Planning Assumptions

1. The initial responsibility of the Natural Resources Police will be to preserve life and property. In addition, the Agency will conduct recovery operations (Search & Rescue) as needed or requested.
2. The Natural Resources Police will provide assistance as requested by the lead investigative agency.
3. An Aircraft Accident checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix M1 of this annex).

II. Concept of Operations

A. General

1. To ensure that NRP personnel within the area of the aircraft accident are available for immediate response.
2. The responsibilities of the NRP will be:
 - a. Take whatever immediate action is necessary to save lives and or protect property.
 - b. To provide search and rescue assistance at the site.
 - c. Preserve scene, wreckage, and debris.

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

- d. Notify Communications and Incident Commander of immediate needs.
- e. Provide assistance to the On-Scene Commander.

B. Hazard Control and Response

The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:

- 1. Ready State
- 2. Elevated Threat Alert
- 3. Imminent Threat Alert

- 4. Except when disruption of the aircraft is necessary to rescue survivors; no part, regardless of size, should be disturbed. Wreckage debris is to remain in government custody until released by the appropriate agency. It should be mentioned that downed military aircraft may be restricted by the authorities for such things as search and rescue and scene control. Close coordination with the appropriate federal agencies will need to be taken into consideration during the response and assessment phase.

- 5. Every effort should be made to prevent theft and souvenir hunting.

- 6. In the case of fatalities on land accident, and when a body must be moved, an exact location shall be recorded, and a stake or some type of marker placed at the body's location. In the case of fatalities on water accident, and when a body must be moved (into the boat, etc.), an exact location must be recorded (GPS coordinates, compass bearings, wind and tide, landmarks, buoys, etc.).

- 7. Upon recovery of deceased victims, the On Scene Commander/Incident Commander is to be notified immediately. In consultation with the lead investigating agency, the Incident Commander will determine disposition of the body and personal effects.

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

¹ Federal Statute

² Transportation Article '5-206(C)(2)

**MARYLAND NATURAL RESOURCES POLICE
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Appendix I – Aircraft Accidents Checklist

AIRCRAFT ACCIDENT INCIDENT CHECKLIST		
Ready State January 1st through December 31st		
Aircraft accidents are unexpected and unpredictable. This being the situation, NRP personnel need to be ever vigilant and they must maintain all of their equipment in a state of operational readiness.		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> Review and update, as needed, the Aircraft Accident Annex.	NRP Emergency Operations Committee	
2. <input type="checkbox"/> Review and update, as needed, the NRP-604.	NRP Emergency Operations Committee	
3. <input type="checkbox"/> Review and update, as needed, the NRP-441-O.	NRP Emergency Operations Committee	
4. <input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency's Web EOC.	NRP SEOC Representatives	
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6. <input type="checkbox"/> Area Commander meets with jurisdiction's 911 centers, as needed.	Area Commander	
7. <input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

AIRCRAFT ACCIDENT INCIDENT CHECKLIST			
IMMINENT THREAT LEVEL			
All aircraft accidents that occur on State waters or lands will be handled as an imminent threat level incident. This requires an immediate response from available NRP units. This response will focus attention on life saving measures, SAR, protection of property / evidence, and protection of the environment.			
	ACTIVITY	RESPONSIBILITY	DATE
8.	<input type="checkbox"/> Assume command until relieved by a senior officer or the Incident Commander. <input type="checkbox"/> Take appropriate life saving measures. <input type="checkbox"/> Triage victims. <input type="checkbox"/> Coordinate with local EMS units. <input type="checkbox"/> Initiate SAR operations as needed. <input type="checkbox"/> Once on scene, give accurate GPS incident location to the DNR Communications Center. <input type="checkbox"/> Preserve scene, wreckage, and debris.	First officer on scene until relieved by a senior officer or the Incident Commander	
9.	<input type="checkbox"/> Duty Officer (DO) / Supervisor notified and gives ETA.	Duty Officer (DO) / Supervisor	
10.	<input type="checkbox"/> Duty Officer (DO) / Supervisor response initiated.	Duty Officer (DO) / Supervisor	
11.	<input type="checkbox"/> Notify the DNR Communications Center of the following: <input type="checkbox"/> ETA to the scene. <input type="checkbox"/> Whether or not fire is involved <input type="checkbox"/> Number of and location of: <input type="checkbox"/> Persons involved (if known). <input type="checkbox"/> Survivors (if any) <input type="checkbox"/> Witnesses (if any) <input type="checkbox"/> Aircraft's Tail Number <input type="checkbox"/> Type of aircraft(s) involved	First officer on scene until relieved by a senior officer or the Incident Commander	
12.	<input type="checkbox"/> Advise Communications and Incident Commander of immediate needs. <input type="checkbox"/> As appropriate, contact MSP, military, NTSB, Maryland Department of Environment (MDE), and/or USCG (if water related). <input type="checkbox"/> Additional personnel <input type="checkbox"/> Request supervisor <input type="checkbox"/> Rescue equipment <input type="checkbox"/> Scuba divers <input type="checkbox"/> Emergency medical needs	First officer on scene until relieved by a senior officer or the Incident Commander	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

AIRCRAFT ACCIDENT INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
All aircraft accidents that occur on State waters or lands will be handled as an imminent threat level incident. This requires an immediate response from available NRP units. This response will focus attention on life saving measures, SAR, protection of property / evidence, and protection of the environment.		
	ACTIVITY	RESPONSIBILITY
13.	<input type="checkbox"/> On-Scene Commander arrives, assumes command, and is responsible for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Sending out command text page when notified of the incident and at conclusion of the incident. <input type="checkbox"/> Briefing by first officer on scene / On Scene Commander and notes: <ul style="list-style-type: none"> <input type="checkbox"/> Existing conditions <input type="checkbox"/> Latest developments <input type="checkbox"/> Operational efforts to date <input type="checkbox"/> Consulting with other officials (MDE, USCG, NTSB, military, State, or local agencies). <input type="checkbox"/> Requesting any additional personnel or equipment needed <input type="checkbox"/> Determine the following: <ul style="list-style-type: none"> <input type="checkbox"/> Are there seriously injured persons <input type="checkbox"/> Is there imminent danger of fire, explosion, or sinking? <input type="checkbox"/> What rescue operations should be initiated <input type="checkbox"/> What other support assistance is needed 	Incident Commander
14.	<input type="checkbox"/> Duties and responsibilities for involved personnel. <ul style="list-style-type: none"> <input type="checkbox"/> Locate witnesses <ul style="list-style-type: none"> <input type="checkbox"/> Witnesses' names, addresses and telephone numbers <input type="checkbox"/> Weather conditions at time of accident <input type="checkbox"/> Operation of aircraft(s) involved at time of accident <ul style="list-style-type: none"> <input type="checkbox"/> Any fire observed <input type="checkbox"/> Any explosion observed <input type="checkbox"/> What were the various sounds heard (engine noise, etc.) 	Incident Commander

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

AIRCRAFT ACCIDENT INCIDENT CHECKLIST			
IMMINENT THREAT LEVEL			
All aircraft accidents that occur on State waters or lands will be handled as an imminent threat level incident. This requires an immediate response from available NRP units. This response will focus attention on life saving measures, SAR, protection of property / evidence, and protection of the environment.			
	ACTIVITY	RESPONSIBILITY	DATE
15.	<input type="checkbox"/> Coordinates actions with lead investigating agency <input type="checkbox"/> Coordinates efforts with assisting Areas/Regions, local assets, and the lead investigating agency. <input type="checkbox"/> Assigns search and recovery efforts as needed or requested. <input type="checkbox"/> Advise appropriate personnel at Headquarters and/or Regional/Area Offices <input type="checkbox"/> Gathers all pertinent information, logs activities and personnel involved <input type="checkbox"/> Responsible for planning continued efforts as requested by the lead investigating agency. <input type="checkbox"/> Responsible for compiling report when operation is concluded <input type="checkbox"/> Shall submit completed After Action report on incident operations to the Emergency Operations Committee	Incident Commander	
16.	<input type="checkbox"/> Ensure personnel receive appropriate decontamination, if necessary, due to JET-A fuel, or other hazardous substances.	Incident Commander	
17.	<input type="checkbox"/> Insure PIO has been contacted	Incident Commander	
18.	<input type="checkbox"/> Coordinate with the lead investigating agency in setting-up staging area for PIO and media	Incident Commander	
19.	<input type="checkbox"/> Complete NRP-601 (After Action Report) as needed.	Incident Commander	
20.	<input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional / Area Commander	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

Annex H – Boating Accidents / Marine Casualty

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

Serious boating accidents and boating fatalities are considered a “Priority 1” in the Emergency Operations Plan. Boating accidents can occur anytime and anywhere within the NRP nautical area of responsibility.

The purpose of this annex is to enable the State to prepare for, respond to, and recover from a Serious Boating Accident / Marine Casualty event.

B. Scope

The NRP is subjected to the effects of many disasters, varying widely in type and magnitude from local community to statewide in scope. Boating accidents are usually very localized. This annex is designed for Serious Boating Accidents / Marine Casualty events.

C. Situation Overview

1. There are an average of 200 boating accidents that are reported in the State each year resulting in over one (1) million dollars in property damage, 140 injuries, and 15 deaths.
2. The Natural Resources Police shall be the lead investigative agency for recreational and uninspected vessel boating accidents, and the United States Coast Guard shall be the lead investigative agency for commercial boating accidents.
3. As part of its mission, the Agency provides emergency response, investigation, and assistance in the event of a serious boating accident or marine casualty.

D. Planning Assumptions

1. The initial responsibility of the Natural Resources Police will be to preserve life and property. In addition, the Agency will conduct recovery operations (Search & Rescue) as needed or requested.
2. The Natural Resources Police will provide assistance as requested by the lead investigative agency.
3. A Serious Boating Accident / Marine Casualty checklist will be utilized to guide the NRP preparedness and response activities. (See Appendix H1 of this annex).

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

II. Concept of Operations

B. Hazard Control and Response

The NRP operates on three (3) levels of hazard threats and hazard responses as described in the Base Plan:

1. Ready State
2. Elevated Threat Alert
3. Imminent Threat Alert

Serious Boating Accidents / Marine Casualties shall be considered an Imminent Threat Alert and responded to accordingly.

1. Except when disruption of the wreckage is necessary to rescue survivors, no part, regardless of size, should be disturbed. Wreckage debris is to remain in government custody until released by the appropriate authority.
2. Every effort should be made to prevent theft and souvenir hunting.
3. In the case of fatalities, and when a body must be moved (into the boat, etc.), an exact location must be recorded (GPS coordinates, compass bearings, wind and tide, landmarks, aids to navigation, etc.).
4. Upon recovery of deceased victims, the On Scene Commander / Incident Commander is to be notified immediately. The Incident Commander will determine disposition of the body and personal effects.

III. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

IV. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

Appendix 1 – Boating Accidents Checklist

BOAT ACCIDENT / MARINE CASUALTIES INCIDENT CHECKLIST			
READY STATE			
January 1st through December 31st			
Serious Boating Accidents are unexpected and unpredictable. This being the situation, NRP personnel need to be ever vigilant and they must maintain all of their equipment in a state of operational readiness.			
Maintain Ready State - All of the following items must be available and/or operational: body drags, camera, hooks, shrouds, search light, marker buoy, all necessary reports.			
	ACTIVITY	RESPONSIBILITY	DATE
1.	<input type="checkbox"/> Review and update, as needed, the Serious Boating Accident Annex.	NRP Emergency Operations Committee	
2.	<input type="checkbox"/> Review and update, as needed, the NRP-604.	NRP Emergency Operations Committee	
3.	<input type="checkbox"/> Review and update, as needed, the NRP-441.	NRP Emergency Operations Committee	
4.	<input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
5.	<input type="checkbox"/> Area Commander meets with jurisdiction's 911 centers, as needed.	Area Commander	
6.	<input type="checkbox"/> Participate in any MEMA, USCG or other marine related casualty accident type exercise Preparedness Exercises.	DNR Secretary, NRP Superintendent NRP SEOC Representatives NRP command staff as needed.	
7.	<input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

BOAT ACCIDENT / MARINE CASUALTIES INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
The Emergency Operations Plan for serious personal injury or fatal boating accidents and multiple marine casualties is developed to provide guidance and direction for these emergencies. The Maryland Natural Resources Police (NRP) shall be the lead investigative agency for recreational and uninspected vessel boating accidents. The immediate responsibility of NRP responding to a boating accident scene will be to preserve and protect life, and to search for and rescue survivors.		
ACTIVITY	RESPONSIBILITY	DATE
8. <input type="checkbox"/> Assume command until relieved by a senior officer or the Incident Commander. <input type="checkbox"/> Take appropriate life saving measures. <input type="checkbox"/> Triage victims. <input type="checkbox"/> Coordinate with local EMS units. <input type="checkbox"/> Initiate SAR operations as needed. <input type="checkbox"/> Once on scene, give accurate GPS incident location to the DNR Communications Center. <input type="checkbox"/> Preserve scene, wreckage, and debris.	First officer on scene until relieved by a senior officer or the Incident Commander	
9. <input type="checkbox"/> Duty Officer (DO) / Supervisor notified and gives ETA.	Duty Officer (DO) / Supervisor	
10. <input type="checkbox"/> Duty Officer (DO) / Supervisor response initiated.	Duty Officer (DO) / Supervisor	
11. <input type="checkbox"/> Notify the DNR Communications Center of the following: <input type="checkbox"/> ETA to the scene. <input type="checkbox"/> Whether or not fire is involved <input type="checkbox"/> Number of and location of: <input type="checkbox"/> Persons involved (if known). <input type="checkbox"/> Survivors (if any). <input type="checkbox"/> Witnesses (if any). <input type="checkbox"/> Vessel(s) Registration Number. <input type="checkbox"/> Type of vessel(s) involved.	First officer on scene until relieved by a senior officer or the Incident Commander	

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

BOAT ACCIDENT / MARINE CASUALTIES INCIDENT CHECKLIST

IMMINENT THREAT LEVEL

The Emergency Operations Plan for serious personal injury or fatal boating accidents and multiple marine casualties is developed to provide guidance and direction for these emergencies. The Maryland Natural Resources Police (NRP) shall be the lead investigative agency for recreational and uninspected vessel boating accidents. The immediate responsibility of NRP responding to a boating accident scene will be to preserve and protect life, and to search for and rescue survivors.

ACTIVITY	RESPONSIBILITY	DATE
12. <ul style="list-style-type: none"> <input type="checkbox"/> Advise Communications and Incident Commander of immediate needs. <input type="checkbox"/> Additional personnel. <input type="checkbox"/> Request supervisor. <input type="checkbox"/> Rescue equipment. <input type="checkbox"/> Dive Team Support <input type="checkbox"/> Emergency medical needs. <input type="checkbox"/> Firefighting / Dewatering Equipment. <input type="checkbox"/> Investigation personnel. <input type="checkbox"/> Determine and advise location for Command Post or Incident Base and notify responding personnel. <input type="checkbox"/> Identifying vessel operators involved in the accident. <input type="checkbox"/> Aviation <input type="checkbox"/> Search Manager 	First officer on scene until relieved by a senior officer or the Incident Commander	
13. <ul style="list-style-type: none"> <input type="checkbox"/> Involved personnel ensure that the following information is obtained. <input type="checkbox"/> Location and identification of witnesses. <input type="checkbox"/> Witnesses' names, addresses, and telephone numbers. <input type="checkbox"/> Weather conditions at time of accident. <input type="checkbox"/> Operation of vessel(s) involved at time of accident. <input type="checkbox"/> Any fire observed. <input type="checkbox"/> Any explosion observed. <input type="checkbox"/> What were the various sounds heard (engine, noise, etc.). <input type="checkbox"/> Collection and disposition of evidence. 	Incident Commander Assigned Investigator	

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

BOAT ACCIDENT / MARINE CASUALTIES INCIDENT CHECKLIST

IMMINENT THREAT LEVEL

The Emergency Operations Plan for serious personal injury or fatal boating accidents and multiple marine casualties is developed to provide guidance and direction for these emergencies. The Maryland Natural Resources Police (NRP) shall be the lead investigative agency for recreational and uninspected vessel boating accidents. The immediate responsibility of NRP responding to a boating accident scene will be to preserve and protect life, and to search for and rescue survivors.

ACTIVITY	RESPONSIBILITY	DATE
14. <ul style="list-style-type: none"> <input type="checkbox"/> On-Scene Commander arrives, assumes command, and is responsible for the following: <input type="checkbox"/> Important immediate questions. <input type="checkbox"/> Are there seriously injured persons. <input type="checkbox"/> Is there imminent danger of fire, explosion, sinking or capsizing? <input type="checkbox"/> What additional rescue operations should be initiated (if any)? <input type="checkbox"/> What other support assistance is needed. <input type="checkbox"/> What condition is the operator of the vessels involved in the accident (i.e., Impaired or Intoxicated)? <input type="checkbox"/> Briefing by first officer on scene / On Scene Commander and notes: <input type="checkbox"/> Existing conditions. <input type="checkbox"/> Latest developments. <input type="checkbox"/> Operational efforts to date. <input type="checkbox"/> Sending out command text page when notified of the incident and at conclusion of the incident. <input type="checkbox"/> Consulting with other officials (USCG, NTSB, military, State, or local agencies). <input type="checkbox"/> Requesting any additional personnel or equipment needed. <input type="checkbox"/> Ensure through DNR Communications that USCG & Other Local marine responders are notified. 	Incident Commander or First Officer on scene	

**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

BOAT ACCIDENT / MARINE CASUALTIES INCIDENT CHECKLIST

IMMINENT THREAT LEVEL

The Emergency Operations Plan for serious personal injury or fatal boating accidents and multiple marine casualties is developed to provide guidance and direction for these emergencies. The Maryland Natural Resources Police (NRP) shall be the lead investigative agency for recreational and uninspected vessel boating accidents. The immediate responsibility of NRP responding to a boating accident scene will be to preserve and protect life, and to search for and rescue survivors.

ACTIVITY		RESPONSIBILITY	DATE
15.	<input type="checkbox"/> Coordinates or assigns the following: <input type="checkbox"/> Assigns search and recovery efforts, and documents actions taken. <input type="checkbox"/> Coordinates actions and efforts with assisting Areas/Regions, USCG, local assets, and other agencies. <input type="checkbox"/> Advise appropriate personnel at Headquarters and/or Regional/Area Offices. <input type="checkbox"/> Gathers all pertinent information, logs activities and personnel involved. <input type="checkbox"/> Responsible for planning continued efforts for multi-day search or recovery. <input type="checkbox"/> Responsible for compiling report when operation is concluded. <input type="checkbox"/> Shall submit completed After Action report on incident operations to the Emergency Operations Committee.	Incident Commander	
16.	<input type="checkbox"/> Complete an RMS Boating Accident Investigation Report.	Assigned Investigator or Officer	
17.	<input type="checkbox"/> Insure PIO has been contacted.	Incident Commander	
18.	<input type="checkbox"/> Set up Staging Area for PIO and Media.	Incident Commander	
19.	<input type="checkbox"/> Complete After Action Report (NRP-601).	Incident Commander	
20.	<input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional / Area Commander	

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Annex I – Acts of Terrorism (In General)

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) is to develop a plan for responding to and recovering from a terrorist incident, particularly one involving weapons of mass destruction (WMD). The TIA supplements the Emergency Operations Plan (EOP) already in effect. This Annex contains a hazard specific Appendix for each of the following potential incident types: Biological, Chemical, Cyber, Explosive, Nuclear, and Radiological.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a terrorist incident involving Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Devices.

C. Situation Overview

1. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident is relatively high.
2. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

D. Planning Assumptions

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, maritime critical infrastructure, public gatherings, and individuals or groups. Such acts may involve arson, shootings, and bombings, including use of chemical or biological agents, radiological dispersion devices, or nuclear detonations.
2. Terrorist attacks may or may not be preceded by a warning or a threat and may first appear to be an ordinary hazardous materials incident. Attacks may occur at multiple locations and may be accompanied by fire, explosion, or other acts of sabotage.
3. A device may be set off to attract emergency responders, and then a second device set off for the purpose of injuring emergency responders.
4. Effective response to the use of CBRNE may require:
 - a. Specialized equipment to detect and identify chemical, biological, or radiological hazards.
 - b. A mass decontamination capability.
 - c. The means to treat mass casualties, including conducting triage and using specialized pharmaceuticals that have a narrow window of effect.

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- d. The capability to deal with mass fatalities.
5. Injuries from a terrorist attack may be both physical and psychological.
6. Recovery from a terrorist attack can be complicated by the presence of persistent agents, additional threats, extensive physical damages, and mass casualties.
7. In most cases, significant State and Federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable State and Federal terrorism response resources will be available and must be accommodated after a few hours.
8. A terrorist incident could be a large-scale event that would rapidly overwhelm local response and medical resources.
9. Local response and medical resources might be degraded due to location in a contaminated area.

II. Concept of Operations

A. General

1. This Annex applies to all threats or acts of terrorism within the state that requires a coordinated response.
2. This Annex will be activated, where applicable, as a precautionary measure for any emergency situation initially resembling a potential terrorist incident.
3. This Annex applies to the NRP and the assistance it may give to other state, county, and municipal agencies.
4. This Annex may be activated at the direction of the Governor's Office or MEMA. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP).
5. It is essential that the provisions of this Annex be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning, this Annex must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

B. Hazard Control and Assessment

1. Perceive Threat

- a. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident is relatively high.
- b. The type of terrorist incident may range from a Chemical, Biological, Radiological, Nuclear, or

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Explosive (CBRNE) incident.

2. Assess the Hazard

- a. Should there be a terrorist incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role. The Federal Bureau of Investigation (FBI) will be the lead law enforcement agency on any incident of terrorism.
- b. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Control Strategy

- a. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if additional NRP resources are needed.
- b. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.

4. Control Hazard

- a. Working with other State, Federal, or local government agencies, the NRP Incident Commander will utilize the necessary Agency resources to control the hazard and continue to provide public safety measures to mitigate the incident.
- b. As appropriate, personnel assigned to the incident may begin to identify potential evidentiary materials.

5. Monitor Hazard

- a. All personnel assigned to the incident must be on constant alert for changes that could affect the initial assessment of the hazard.
- b. If not already performed or completed, NRP personnel will assist in collecting evidentiary materials as directed or required.

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III. Protective Action Selection

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

A. Analyze the Hazard

The Emergency Response Guidebook and other tools will be used to assess the potential extent of the hazard.

B. Determine Protective Action

Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders. NRP Officers should ensure their issued Personal Protective Equipment (PPE) is available and operational at all times, as one cannot predict when an incident will happen.

C. Determine Public Warning

Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.) The NRP PIO will play an integral role with the Joint Information Center (JIC) at MEMA.

D. Determine Protective Action Implementation Plan

Select the means of available public warning systems appropriate to the extent and location of the incident.

E. Public Warnings

Disseminate Public Warnings as directed, especially in State Parks and on Maryland's waterways with the affected areas.

F. Protective Action Implementation

1. Control Access and Isolate Danger Area
2. Evacuation Support (State Parks and affected waterways)
3. Decontamination Support
4. Medical Treatment
5. Special Population Support
6. Search and Rescue
7. Participation in the statewide SNS plan as the transportation security lead to the local points of distribution.

G. Short Term Stabilization

1. Shelter Operations
2. Unite Families
3. Continued Medical Treatment

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4. Increase Security, especially in evacuated areas
5. Stabilize affected area

H. Recovery

1. Reentry
2. Recovery

I. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic
3. Protecting vital installations
4. Controlling and limiting access to the scene of the disaster, such as maintaining safety or security zones on Maryland's waterways
5. Supplementing communications
6. Assisting with all evacuation efforts
7. Participation in the statewide activation of the SNS.

J. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

IV. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA's Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to NRP command staff and NRP Officers. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

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V. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.

- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VI. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Annex J – Act of Terrorism: Biological Incident

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) Appendix is to develop a plan for responding to and recovering from a biological incident. This TIA supplements the EOP already in effect. This Appendix contains hazard specific information in support of the TIA.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a terrorist incident involving Biological Devices.

C. Situation

1. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Biological Device is relatively high.
2. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

B. Assumptions

1. A biological terrorist incident could be carried out using commercial laboratory or military laboratory biological organisms.
2. A biological terrorist incident would be a large-scale event that would rapidly overwhelm local response and medical resources.
3. Local response and medical resources might be degraded due to location in a contaminated area.

II. Concept of Operations

A. General

1. Unlike any other type of weapon of mass destruction attack, a biological incident is likely to occur without anyone knowing it. It is highly likely that the medical community will be the first to connect the dots when victims present themselves for medical treatment and a pattern is identified. Biological incidents may present themselves in two other ways. The second method is a deliberate release of a biological agent with an announcement of the act. The third method may occur in a

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communication threatening to release a biological agent.

2. When the origin of the release is known, response should be directed toward the appropriate responding agencies and immediate verification of the source location, weather conditions, modeling, evacuation or sheltering in place, activation of specialty teams (National Guard Civil Support Team), and public service announcements.
3. A biological agent released in the open air may not present the same lethality as an agent released in a building or confined space. However, the actual origin of the release may not be known for days and the agent may have been diluted or neutralized due to the environment. Additionally, the origin of release may never be determined (i.e., the 2001 Anthrax attacks in the United States.) Building interior exposures via HVAC systems may render a facility uninhabitable for an extended period. Sampling and monitoring becomes crucial in determining action plans. There may be many variables in the clean-up operation that must be considered after lengthy consultation and planning.

B. Hazard Assessment and Control

During an overt biological incident, 911 personnel must obtain as much information as possible concerning the incident to ensure first responder ingress routes are made safely. Initial scene assessment must be done upwind and at a distance, utilizing any personal protective equipment, shields, and barriers that may be available. Weather conditions and modeling may be crucial in determining whether to evacuate or shelter in place. An outdoor, biological incident may offer little opportunity to control the exposure area; however, the agent may be diluted quickly due to weather conditions. Planners must consider this eventuality and consider sheltering in place procedures, utilizing weather as an ally. Input from the scientific community including meteorologists should be considered. Continuous monitoring of biological levels must be conducted. Information gained from monitoring, with the proper science assessment, will provide vital planning information.

A covert biological incident may negate a determination of the exact point of origin. However, controlling the spread of an infectious organism may prove a monumental task. Public health officials, hospitals, and doctors must work with law enforcement and emergency management personnel to quickly identify those exposed. Victims' movements may need to be restricted. A request for the activation of the Strategic National Stockpile (SNS) may be necessary. With that, preplanned SNS delivery procedures should be implemented. These plans must provide security for the movement of the stockpile and security during the administration of the medication. Include information in this section about evidence gathering and secondary devices.

1. Perceive Threat

Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Biological Device is relatively high.

2. Assess the Hazard

- a. Should there be a terrorist related biological incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role. The Federal

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Bureau of Investigation (FBI) will be the law enforcement agency with legal jurisdiction and investigatory responsibility.

- b. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Control Strategy

- a. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if NRP resources are needed.
- b. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.

4. Control Hazard

- a. Working with other State and Federal agencies, the NRP Incident Commander will utilize the necessary Agency resources to control the hazard.
- b. As appropriate, personnel assigned to the incident will begin to identify potential evidentiary materials.

5. Monitor Hazard

- a. All personnel assigned to the incident must be on constant alert for changes that could affect the initial assessment of the hazard.
- b. If not already performed or completed, NRP personnel will assist in collecting evidentiary materials as directed or required.

III. Protective Action Selection

Any biological attack must be assessed with the greatest care, precision, and accuracy. The issue of quarantine must be carefully considered and implemented only if necessary for public safety. Unless police officers are properly trained and equipped, expectations for enforcement of the quarantine may be minimal. Activation of the National Guard may be necessary to enforce the quarantine. A detailed protective action plan should be developed in concert by public health, law enforcement, and emergency management officials. It is equally important to provide the public with timely information concerning the event and any instructions that may enhance their safety and prevent a panic. Once a Protective Action Plan has been finalized, it should be carefully implemented, after thoroughly briefing all parties.

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The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

A. Analyze the Hazard

The Emergency Response Guidebook and other tools will be used to assess the potential extent of the hazard.

B. Determine Protective Action

Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders.

C. Determine Public Warning

Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.)

D. Determine Protective Action Implementation Plan

Select the means of available public warning systems appropriate to the extent and location of the incident.

E. Public Warnings

Disseminate Public Warnings.

F. Protective Action Implementation

1. Control Access and Isolate Danger Area
2. Establish staging areas for receipt, control, and deployment of resources
3. Evacuation Support
4. Decontamination Support
5. Medical Treatment
6. Special Population Support
7. Search and Rescue

G. Short Term Stabilization

1. Shelter Operations
2. Unite Families
3. Continued Medical Treatment
4. Increase Security
5. Stabilize affected area

H. Recovery

1. Reentry
2. Recovery

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IV. Assignment Of Responsibilities

A. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic
3. Protecting vital installations
4. Controlling and limiting access to the scene of the disaster
5. Supplementing communications
6. Assisting with all evacuation efforts

B. Fire Department Responsibilities:

1. Lead Agency for response to Biological Incidents (Appendix 2)
2. Providing for fire protection and the combating of fires
3. Search and rescue
4. Decontamination
5. Damage assessment

C. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

V. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA's Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to field personnel. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

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VI. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 700 MHz, 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VII. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VIII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Act of Terrorism: Biological Incident Checklist

BIOLOGICAL INCIDENT CHECKLIST			
READY STATE			
PREPAREDNESS THROUGHOUT THE YEAR			
Pre-Emergency / Event Planning Activities – Before an event, the Maryland Natural Resources Police (NRP) will conduct preparatory activities that will include but are not limited to the following items listed below. This phase includes critical tasks and activities necessary to build and improve operational capabilities of the NRP to prevent, protect against, respond to and recover from the impact of a Biological or Chemical Event. During this phase, the NRP will engage in preparedness activities which may include reviewing and updating the Biological or Chemical Incidents Checklist, updating equipment and resource lists, and participating in allied agency drills and exercises for Biological or Chemical preparedness.			
	ACTIVITY	RESPONSIBILITY	DATE
1.	Ensure that NRP 406, 407, and 408 Inventory and Inspection Reports are completed as required in the NRP Manual of Policies, Procedures, and Regulations.	NRP Officers & NRP Supervisors	
2.	Ensure the NRP Strategic National Stockpile (SNS) Standard Operating Procedure (SOP) is updated annually or as needed, and that NRP officers are aware of their role if this SOP gets activated.	SOD Commander or designee for updating & All NRP Officers for Awareness	
3.	Ensure that NRP officers who are issued an agency respirator are current with their fit testing and that the equipment is operational and available while on patrol.	NRP Health Safety Officer All NRP Officers issued a respirator	
4.	Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and update, as needed, all related plans, annexes, and checklists.	Planning Administration COOP Manager , NRP Emergency Operations Committee	
5.	Review and update Public Preparedness Messaging and Materials to include: Boater safety, waterway restrictions, and other protective public measures. Much of this messaging can be pre-scripted.	NRP PIO	

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BIOLOGICAL INCIDENT CHECKLIST		
ELEVATED THREAT LEVEL		
POST EVENT BIOLOGICAL OR CHEMICAL INCIDENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after a Biological or Chemical release or incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
6. NRP duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate NRP personnel. Leave restrictions will be identified.	Superintendent, Deputy Superintendent or designee & Bureau Commanders	
7. NRP 604 Status Report will be completed, listing available personnel and resources for the projected time period. This form will be provided to the Communication Center Personnel and NRP SEOC MEMA representatives.	Area and Divisional Commanders	
8. NRP DNR / MEMA representatives will report to the SEOC upon activation.	SEOC Representatives	
9. Notify MDE Emergency Response or the Department of Health and Mental Hygiene	Communication Center	
10. Notify the United States Coast Guard if any waterways are in the affected area.	Communication Center	
11. Take Shelter - The NRP will support MEMA in take shelter operations by providing notification to Mariners of the Take Shelter actions and procedures. Notifications will be made through the use of Public Address Systems on both vessels and vehicles, by personal contact, and by the use of VHF or Citizens Band radios as applicable.	All NRP Officers	
12. Access Control - The NRP will be the lead State Agency in waterway access control operations working in conjunction with the United States Coast Guard. This will be accomplished by enforcing access of water craft along waterways through the establishment and maintenance of access control points. Coordination with the USCG, local law enforcement with marine units and even fire departments with maritime resources for the evacuation and enforcement of established Safety Zones on Maryland waterways.	NRP Area Commanders NRP SEOC Representatives	
13. If Suspected Terrorism Notify the FBI, MCAC, and other Federal Authorizes	NRP SEOC Representatives	
14. Activate the NRP SNS Standard Operating Procedure and assign tasking to support the statewide implementation of the SNS plan.	Superintendent, Deputy Superintendent or designee	
15. Emergency Medical Services - The NRP will support the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in emergency medical services operations. NRP will provide transportation for injured persons as directed by MIEMSS.	All NRP Officers	

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BIOLOGICAL INCIDENT CHECKLIST		
ELEVATED THREAT LEVEL POST EVENT BIOLOGICAL OR CHEMICAL INCIDENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after a Biological or Chemical release or incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
16. Law Enforcement and Crime Prevention for evacuated areas - NRP will be the lead Agency for Law Enforcement and Crime Prevention upon the waters of the State as well as on State managed lands and in State Parks. NRP will support the MSP in Law Enforcement and Crime Prevention operations in other areas of the State as requested.	All NRP Officers	
17. All NRP personnel should be documenting costs on the NRP 441-O Special Event Expenditure Form. Each Officer should track regular and overtime, vehicle and vessel fuel utilized and any other associated costs.	All NRP Officers	
18. The Communication Center Supervisors or Commanders should provide a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	Communications Center Supervisors or Commanders	
19. PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA's Joint Information Center (JIC).	NRP PIO	
20. Coordinate with the MPS the evacuation and if warranted closure of State Parks and other at risk areas such as private camp grounds.	Area Commanders and MPS staff	
21. Schedule NRP supervisors to work in local EOC's, as needed, especially where the effects of the incident is expected to impact.	Area Commanders and Area Supervisors	

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Annex K – Act of Terrorism: Chemical Incident

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) Appendix is to develop a plan for responding to and recovering from a chemical incident. This TIA supplements the EOP already in effect. This Appendix contains hazard specific information in support of the TIA.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a terrorist incident involving Chemical Devices.

C. Situation

1. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Chemical Device is relatively high.
2. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

E. Assumptions

1. A chemical terrorist incident could be carried out using commercial hazardous chemicals or military chemical agents.
2. A chemical terrorist incident could be a large-scale event that would rapidly overwhelm local response and medical resources.
3. Local response and medical resources might be degraded due to location in a contaminated area.

II. Concept of Operations

A. General

1. This Appendix applies to all threats or acts of a terrorism related chemical incident within the State that require a coordinated response.
2. This Appendix will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential chemical terrorist incident.

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3. This Appendix applies to the Maryland Natural Resources Police.
4. This Appendix may be activated at the direction of the Governor's Office, MEMA, the NRP Superintendent, or the NRP MEMA Representative. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor's Emergency Proclamation, the affected jurisdictions will immediately evaluate the requirement for a local emergency declaration.
5. It is essential that the provisions of this Appendix be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Appendix must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

B. Hazard Assessment and Control

1. Perceive Threat

- a. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Chemical Device is relatively high.
- b. Indications of a possible chemical incident include:
 - i. Prior warning or threat
 - ii. Explosions that disperse mists, gases, or oily film
 - iii. Presence of spray devices or pesticide/chemical containers
 - iv. Unexplained mass casualties without obvious trauma
 - v. Casualties that exhibit nausea, breather difficulty, convulsions, or other symptoms of poisoning
 - vi. Unexplained odors
 - vii. Dead birds, fish, or other animals and lack of insects in the incident site and downwind

2. Assess the Hazard

- a. Should there be a terrorist related chemical incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role.
- b. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

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3. Control Strategy

- a. For a chemical incident, the agency head most suited to commanding a chemical incident response will normally be the Fire Department, so they will normally assume the Incident Commander role.
- b. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if NRP resources are needed.
- c. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.

4. Control Hazard

- a. Working with other State and Federal agencies, the NRP Incident Commander will utilize the necessary Agency resources to control the hazard.
- b. As appropriate, personnel assigned to the incident will begin to identify potential evidentiary materials.

5. Monitor Hazard

- a. Be alert to changing wind direction and speed that could affect the initial assessment of the hazard.
- b. All personnel assigned to the incident must be on constant alert for changes that could affect the initial assessment of the hazard.
- c. If not already performed or completed, NRP personnel will assist in collecting evidentiary materials as directed or required.

III. Protective Action Selection

Any chemical attack must be assessed with the greatest care, precision, and accuracy. The issue of quarantine must be carefully considered and implemented only if necessary for public safety. Unless police officers are properly trained and equipped, expectations for enforcement of the quarantine may be minimal. Activation of the National Guard may be necessary to enforce the quarantine. A detailed protective action plan should be developed in concert with public health, law enforcement, and emergency management officials. It is equally important to provide the public with timely information concerning the event and any instructions that may enhance their safety and prevent a panic. Once a Protective Action Plan has been finalized, it should be carefully implemented, after thoroughly briefing all parties.

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

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A. Analyze the Hazard

The Emergency Response Guidebook and other tools will be used to assess the potential extent of the hazard.

B. Determine Protective Action

Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders.

C. Determine Public Warning

Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.)

D. Determine Protective Action Implementation Plan

Select the means of available public warning systems appropriate to the extent and location of the incident.

E. Public Warnings

Disseminate Public Warnings.

F. Protective Action Implementation

1. Control Access and Isolate Danger Area
2. Establish staging areas for receipt, control, and deployment of resources
3. Evacuation Support
4. Implement and maintain maritime safety zones as needed or assist in maritime evacuations in any affected areas.
5. Decontamination Support
6. Medical Treatment
7. Special Population Support
8. Search and Rescue
9. Assist in the activation of the statewide SNS Plan. NRP is the lead for the transportation security element within the plan.

G. Short Term Stabilization

1. Shelter Operations
2. Unite Families
3. Continued Medical Treatment
4. Increase Security
5. Stabilize affected area

H. Recovery

1. Reentry
2. Recovery

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IV. Assignment Of Responsibilities

A. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic
3. Enforcing maritime safety or security zones
4. Protecting vital installations
5. Controlling and limiting access to the scene of the disaster
6. Supplementing communications
7. Assisting with all evacuation efforts
8. Participating in the statewide SNS Plan, as NRP is the lead agency responsible for the transportation security.

B. Fire Department Responsibilities:

1. Lead Agency for response to Chemical Incidents (Appendix 2)
2. Providing for fire protection and the combating of fires
3. Search and rescue
4. Decontamination
5. Damage assessment

C. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

V. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA's Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to field personnel. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

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VI. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VII. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VIII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Act of Terrorism: Chemical Incident Checklist

CHEMICAL INCIDENT CHECKLIST			
READY STATE PREPAREDNESS THROUGHOUT THE YEAR			
Pre-Emergency / Event Planning Activities – Before an event, the Maryland Natural Resources Police (NRP) will conduct preparatory activities that will include but are not limited to the following items listed below. This phase includes critical tasks and activities necessary to build and improve operational capabilities of the NRP to prevent, protect against, respond to and recover from the impact of a Biological or Chemical Event. During this phase, the NRP will engage in preparedness activities which may include reviewing and updating the Biological or Chemical Incidents Checklist, updating equipment and resource lists, and participating in allied agency drills and exercises for Biological or Chemical preparedness.			
ACTIVITY	RESPONSIBILITY	DATE	
1. Ensure that NRP 406, 407, and 408 Inventory and Inspection Reports are completed as required in the NRP Manual of Policies, Procedures, and Regulations.	NRP Officers & NRP Supervisors		
2. Ensure the NRP Strategic National Stockpile (SNS) Standard Operating Procedure (SOP) is updated annually or as needed, and that NRP officers are aware of their role if this SOP gets activated.	SOD Commander or designee for updating & All NRP Officers for Awareness		
3. Ensure that NRP officers who are issued an agency respirator are current with their fit testing and that the equipment is operational and available while on patrol.	NRP Health Safety Officer All NRP Officers issued a respirator		
4. Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and update, as needed, all related plans, annexes, and checklists.	Planning Administration COOP Manager , NRP Emergency Operations Committee		
5. Review and update Public Preparedness Messaging and Materials to include: Boater safety, waterway restrictions, and other protective public measures. Much of this messaging can be pre-scripted.	NRP PIO		

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CHEMICAL INCIDENT CHECKLIST		
ELEVATED THREAT LEVEL POST EVENT BIOLOGICAL OR CHEMICAL INCIDENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after a Biological or Chemical release or incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
6. NRP duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented and should be communicated to the appropriate NRP personnel. Leave restrictions will be identified.	Superintendent, Deputy Superintendent or designee & Bureau Commanders	
7. NRP 604 Status Report will be completed, listing available personnel and resources for the projected time period. This form will be provided to the Communication Center Personnel and NRP SEOC MEMA representatives.	Area and Divisional Commanders	
8. NRP DNR / MEMA representatives will report to the SEOC upon activation.	SEOC Representatives	
9. Notify MDE Emergency Response or the Department of Health and Mental Hygiene	Communication Center	
10. Notify the United States Coast Guard if any waterways are in the affected area.	Communication Center	
11. Take Shelter - The NRP will support MEMA in take shelter operations by providing notification to Mariners of the Take Shelter actions and procedures. Notifications will be made through the use of Public Address Systems on both vessels and vehicles, by personal contact, and by the use of VHF or Citizens Band radios as applicable.	All NRP Officers	
12. Access Control - The NRP will be the lead State Agency in waterway access control operations working in conjunction with the United States Coast Guard. This will be accomplished by enforcing access of water craft along waterways through the establishment and maintenance of access control points. Coordination with the USCG, local law enforcement with marine units and even fire departments with maritime resources for the evacuation and enforcement of established Safety Zones on Maryland waterways.	NRP Area Commanders NRP SEOC Representatives	
13. If Suspected Terrorism Notify the FBI, MCAC, and other Federal Authorizes	NRP SEOC Representatives	
14. Activate the NRP SNS Standard Operating Procedure and assign tasking to support the statewide implementation of the SNS plan.	Superintendent, Deputy Superintendent or designee	
15. Emergency Medical Services - The NRP will support the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in emergency medical services operations. NRP will provide transportation for injured persons as directed by MIEMSS.	All NRP Officers	

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ELEVATED THREAT LEVEL POST EVENT BIOLOGICAL OR CHEMICAL INCIDENT		
As one of the State's first responder's the Maryland Natural Resources Police (NRP) will be involved in a variety of tasks or functions after a Biological or Chemical release or incident. During this phase, the NRP will engage in response and public safety activities.		
ACTIVITY	RESPONSIBILITY	DATE
16. Law Enforcement and Crime Prevention for evacuated areas - NRP will be the lead Agency for Law Enforcement and Crime Prevention upon the waters of the State as well as on State managed lands and in State Parks. NRP will support the MSP in Law Enforcement and Crime Prevention operations in other areas of the State as requested.	All NRP Officers	
17. All NRP personnel should be documenting costs on the NRP 441-O Special Event Expenditure Form. Each Officer should track regular and overtime, vehicle and vessel fuel utilized and any other associated costs.	All NRP Officers	
18. The Communication Center Supervisors or Commanders should provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	Communications Center Supervisors or Commanders	
19. PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA's Joint Information Center (JIC).	NRP PIO	
20. Coordinate with the MPS the evacuation and if warranted closure of State Parks and other at risk areas such as private camp grounds.	Area Commanders and MPS staff	
21. Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the effects of the incident is expected to impact.	Area Commanders	

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Annex L – Act of Terrorism: Cyber Incident

I. Purpose, Scope, Situation Overview, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) is to develop a plan for responding to and recovering from a terrorist incident, particularly one involving an attack on cyber security. The TIA supplements the Emergency Operations Plan (EOP) already in effect. This Annex contains a hazard specific Appendix for cyber security related incidents.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a terrorist incident involving Cyber Security. Cyber Security involves the prevention of damage to, unauthorized use of, or exploitation of, and, if needed, the restoration of electronic information and communications systems and the information contained therein to ensure confidentiality, integrity, and availability.

C. Situation Overview

1. Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace. State, Federal, and local government rely on a vast array of networks to communicate and travel, power our businesses, run our daily operations, and provide government public safety services.
2. Yet cyber intrusions and attacks have increased dramatically over the last decade, exposing sensitive personal and business information, disrupting critical operations, and imposing high costs on the economy. The use of innovative technology and interconnected networks in operations improves productivity and efficiency, but also increases the Nation’s risk to cyber threats if cyber security is not addressed and integrated appropriately.
3. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident is relatively high. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated *State of Maryland Hazard Mitigation Plan (2011)*.

D. Planning Assumptions

1. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and maritime critical infrastructure through the use of technology to exploit these locations. Cyber-attacks on individual citizens, communities, or organizations can have instant, wide-ranging consequences for the nation’s broader national and economic security interests. No country, industry, community, or individual is immune to cyber risks, and no one government agency, company, or individual can thwart risks alone. We all have a role to play in stopping cybercrime – criminal activities that either target or are facilitated through a computer or network, such as through hacking, fraud, identity theft, and copyright infringement.

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2. A cyber incident is a past, ongoing, or threatened intrusion, disruption, or other event that impairs or is likely to impair the confidentiality, integrity, or availability of electronic information, information systems, services, or networks. A cyber incident may:
 - Impact national security,
 - Impact economic security,
 - Impact public health and safety,
 - Result in a significant loss of data,
 - Result in system availability,
 - Result in the loss of control of systems
3. Billions of dollars are lost every year repairing systems hit by such attacks. Some take down vital systems, disrupting and sometimes disabling the work of hospitals, banks, and 9-1-1 services around the country.
4. Every day, criminals are invading countless homes and offices across the nation—not by breaking down windows and doors, but by breaking into laptops, personal computers, and wireless devices via hacks and bits of malicious code.
5. The diverse threats we face are increasingly cyber-based. Much of America’s most sensitive data is stored on computers. We are losing data, money, and ideas through cyber intrusions.

II. Concept of Operations

A. General

1. This Annex applies to all threats or acts of terrorism within the state that requires a coordinated response to any cyber security incident.
2. This Annex will be activated, where applicable, as a precautionary measure for any emergency situation initially resembling a potential terrorist incident that is cyber related.
3. This Annex applies to the NRP and the assistance it may give to other state, county, and municipal agencies.
4. This Annex may be activated at the direction of the Governor’s Office or MEMA. Under certain circumstances, information available at the federal or state level may precipitate a Governor’s Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP).
5. It is essential that the provisions of this Annex be thoroughly compatible with federal and state plans and directives addressing response to terrorism that include cyber related incidents. Since many of these documents are classified and unavailable for planning, this Annex must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

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B. Hazard Control and Assessment

1. Perceive Threat

- a. Terrorist attacks may be directed at government facilities, public and private institutions, business or industry, transportation, and maritime critical infrastructure through the use of technology to exploit these locations.
- b. Our daily life, economic vitality, and national security depend on a stable, safe, and resilient cyberspace. State, Federal, and local government rely on a vast array of networks to communicate and travel, power our businesses, run our daily operations, and provide government public safety services.

2. Assess the Hazard

- a. Should there be a terrorist cyber security incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role. The Federal Bureau of Investigation (FBI) will be the lead law enforcement agency on any incident of terrorism of cyber security.
- b. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential cyber-attack incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist cyber related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Control Strategy

- a. If required, the NRP in concert with DNR's Information Technology and the Department of Information and Technology (Do IT) will assist in matters of mitigation, protection, recovery and represent the interests of the NRP to determine if additional resources or protective measures are needed.

4. Control Hazard

- a. Working with other State, Federal, or local government agencies, the NRP Incident Commander will utilize the necessary Agency resources to control the cyber security and continue to provide information to the agency on safety measures to mitigate the incident.
- b. As appropriate, personnel assigned to the incident may begin to identify potential evidentiary materials.

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5. Monitor Hazard

- a. All personnel assigned to the cyber security incident must be on constant alert for changes that could affect the initial assessment of the hazard.
- b. If not already performed or completed, NRP personnel will assist in collecting evidentiary materials as directed or required.

III. Protective Action Selection

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

A. Analyze the Hazard

Any perceived cyber security threat should be immediately reported to the DNR Information Technology Unit through your respective NRP supervisor. DNR IT along with members from the Department of Information Technology (Do IT) may help to analyze the potential cyber security threat. Additional assistance through the Federal Bureau of Investigation's National Cyber Investigative Joint Task Force (NCIJTF) can also be sought.

B. Determine Protective Action

Select the most appropriate protective action based upon guidance from DNR IT and Do IT. If you think your computer is compromised:

- Shutdown your computer.
- Contact the DNR IT help desk to get your workstation scanned as soon as possible.
- From a known good computer, change your passwords for all accounts that you know you've used on the possibly infected computer.
- Check your accounts to look for possible unapproved use.
- Avoid utilizing any applications on the workstation at all costs until DNR IT has had a chance to clear it of possible infection.

C. Determine Public Warning

Determine the content of the message to be issued to the agency. (Ideally, pre-scripted messages will be developed and available for use.) The NRP Command Staff will work with the NRP PIO to determine the messaging. The DNR/NRP MEMA representative will also play an integral role with the MCAC, MEMA, and the Governor's Office of Homeland Security.

D. Determine Protective Action Implementation Plan

Select the means of available warning systems appropriate and the methods these could be disseminated throughout the agency.

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E. Public Warnings

Disseminate Public Warnings (when applicable) and in concert with the Do IT.

F. Protective Action Implementation

1. Control Access and Isolate Danger of the cyber security threat
2. Make the proper notifications as soon as possible
3. Determine whether there is any documentation of the cyber security threat that can be used as evidentiary in the future.

G. Short Term Stabilization

1. Shut down your computer & immediately contact the DNR IT for directions.

H. Recovery

1. Recovery efforts by DNR IT, and or Do IT.

I. Law Enforcement Responsibilities

1. Notification to the Maryland State Police cyber-crimes unit and other state and federal agencies should be made through your chain of command.

J. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan that is maintained by Do IT.
2. The NRP/DNR MEMA representative may staff the SEOC at MEMA or participate in joint meetings with MCAC to determine the threat, develop protective recommendations, and act as the agency liaison.

IV. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA’s Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to NRP command staff and NRP Officers. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage

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emergency operations.

- B. The MEMA representative will keep the On-Scene Incident Commander (if applicable) and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

V. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s *Statewide Communications Interoperability Plan, 2008*).

VI. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Act of Terrorism: Cyber Incident Checklist

CYBER TERRORISM INCIDENT CHECKLIST		
READY STATE PREPAREDNESS THROUGHOUT THE YEAR		
<p>Cyber terrorism is "The premeditated, politically motivated attack against information, computer systems, computer programs, and data which result in violence against noncombatant targets by sub-national groups or clandestine agents." This cyber incident checklist provides guidance for The Maryland Natural Resources Police in the initial and continued steps of a cyber-incident. These steps should be taken after a cyber-incident occurs or an intrusion is detected. This checklist is meant to provide basic steps that should be taken; it does not replace the need to take proactive steps to protect agency networks and to develop robust agency protocols. For additional guidance, please contact DNR's IT staff.</p>		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> DNR IT is responsible for maintaining & monitoring the DNR statewide network and will notify NRP's Superintendent in a timely manner of any abnormal activity. DNR IT will determine if activity warrants further investigation and will engage Do IT Staff & any other needed resources in its research. Any NRP LEO or civilian who experiences any abnormal activity is responsible for reporting this to the DNR IT Help Desk immediately.	Do IT All NRP Officers (LEOs & Civilians)	
2. <input type="checkbox"/> Continue to receive updated training on cyber security as needed, such as through the Statewide "Security Mentor" on-line training.	All NRP Officers (LEOs & Civilians)	
3. <input type="checkbox"/> Safeguard external drives or other external memory devices which have sensitive information.	All NRP Officers (LEOs & Civilians)	
4. <input type="checkbox"/> Follow DNR & Maryland's IT Policy; Protect sensitive information; Safeguard login credentials; Protect mobile devices and media; and report security incidents to DNR IT.	All NRP Officers (LEOs & Civilians)	
5. <input type="checkbox"/> DNR IT is on the mailing list for emergency notification of cyber events from MS-ISAC and US-Cert. MS-ISAC = Multi-State Information Sharing and Analysis Center US-Cert = United States, Computer Emergency Response Team	Do IT	
6. <input type="checkbox"/> DNR IT will continue to apply appropriate patches to software in a timely manner.	Do IT	

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CYBER TERRORISM INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
This phase of a terrorist cyber incident will involve a breach of security to the agency's networks and or other agency technology. Actions and responsibilities will mainly fall to the DNR IT or to the Department of Information Technology DoIT, however there are activities that each NRP employee can take to minimize the damage of a cyber-incident. The below activities are recommended to safe guard information systems and to eliminate the further spread of any cyber incident to other NRP related systems.		
ACTIVITY	RESPONSIBILITY	DATE
7. <input type="checkbox"/> If a cyber-attack is experienced, alert DNR IT staff immediately. Follow up with notifications to your supervisor immediately. In most cases, unplug the machine(s) affected.	All NRP Officers (LEOs & Civilians)	
8. <input type="checkbox"/> Determine what kind of breach that occurred.	DNR IT Staff	
9. <input type="checkbox"/> Determine what information is at risk (e.g., names, social security numbers, account passwords, etc.).	All NRP Officers (LEOs & Civilians) DNR IT Staff	
10. <input type="checkbox"/> Determine if the incident can be mitigated with internal resources or if additional assistance is needed. If the incident can be handled internally, develop a plan of action.	DNR IT Staff DoIT Staff	
11. <input type="checkbox"/> If the incident is large and/or complex, request assistance from: <ul style="list-style-type: none"> ● Maryland State CISO (DoIT) / DoIT 24/7 Network Operations Center Phone: 877-664-6963 Email: noc@networkmaryland.gov ● Outside vendors ● Additional agency IT staff 	DNR IT Staff	
12. <input type="checkbox"/> Conduct additional notifications to: <ul style="list-style-type: none"> ➤ Law enforcement (MCAC), Go through NRP SOD to make this notification. ➤ Attorney General ➤ Internal communications department 	DNR IT Staff NRP Bureau Commanders	
13. <input type="checkbox"/> Estimate the number of individuals potentially affected.	DNR IT Staff	
14. <input type="checkbox"/> If applicable and under advisement of DNR IT and NRP's Criminal Investigation Unit, or DOIT, determine if the breach should be contained or left open for investigative purposes.	All NRP Officers (LEOs & Civilians)	
15. <input type="checkbox"/> DNR IT staff will notify the DNR, Chief Information Officer (CIO) of any violation of network security and take immediate action to mitigate the situation.	DNR IT Staff	
16. <input type="checkbox"/> The CIO will notify DNR executive staff, if warranted.		
17. <input type="checkbox"/> The CIO will notify DoIT, if warranted.	DNR, Chief Information Officer (CIO)	

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CYBER TERRORISM INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
<p>This phase of a terrorist cyber incident will involve a breach of security to the agency's networks and or other agency technology. Actions and responsibilities will mainly fall to the DNR IT or to the Department of Information Technology DoIT, however there are activities that each NRP employee can take to minimize the damage of a cyber-incident. The below activities are recommended to safe guard information systems and to eliminate the further spread of any cyber incident to other NRP related systems.</p>		
ACTIVITY	RESPONSIBILITY	DATE
18. <input type="checkbox"/> If the situation is criminal, the CIO will enlist the help of the Maryland State Police, Computer Crimes Unit, who will be the primary investigative body for any criminal matters. If determined to be terrorist in nature, MSP may solicit the aid of the FBI.	DNR, Chief Information Officer (CIO)	
19. <input type="checkbox"/> A plan of action will be developed to address the specific situation.	DNR, Chief Information Officer (CIO)	

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Appendix 2 – Act of Terrorism: MEMA Cyber Incident Checklist for Directors

Purpose

This cyber incident checklist provides guidance for Maryland State Agency executives in the initial and continued steps of a cyber-incident. These steps should be taken after a cyber-incident occurs or an intrusion is detected. This checklist is meant to provide basic steps that should be taken; it does not replace the need to take proactive steps to protect agency networks and to develop robust agency protocols. For additional guidance, please contact your internal IT staff or the DoIT Chief Information Security Officer.

Immediate Actions for a Cyber Incident

- Alert IT staff.
- Conduct a Preliminary Assessment.
- Develop a Plan of Action.
- Contain the Situation.
- Execute IT Disaster Recovery Plans.
- Notify Affected Individuals.

1 Alert IT Staff

- Notify agency Information Technology officer and/or Chief Information Security Officer (CISO).
- Notify Maryland State CISO.
- Alert key management staff that an incident is occurring.
- Advise staff on initial precautionary steps.

2 Conduct a Preliminary Assessment

- Determine what kind of breach occurred.
- Determine what information is at risk (e.g., names, social security numbers, account passwords, etc.).
- Determine if the incident can be mitigated with internal resources or if additional assistance is needed.
If the incident can be handled internally, proceed to step 3.
- If the incident is large and/or complex, request assistance from:
 - o Maryland State CISO (DOIT)
 - o Outside vendors
 - o Additional agency IT staff
- Conduct additional notifications to:
 - o Law enforcement (MCAC)
 - o Attorney General
 - o Internal communications department
- Estimate the number of individuals potentially affected.

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3 Develop a Plan of Action

- Attempt to determine the type of incident that is occurring (e.g., root/user level compromise, malware, spyware, etc.).
- Determine reasonable solutions to correct the problem.
- Develop a series of systematic steps to stabilize the situation.
- Facilitate a coordinated discussion regarding the problem with key internal and external partners (as identified).

4 Contain the Situation

- In most cases, unplug the machine(s) affected.
- If applicable and under advisement of law enforcement or DoIT, determine if the breach should be contained or left open for investigative purposes.
- Isolate non-affected portions of the network.
- If possible, take steps to isolate compromised personally identifiable information (PII) or personal health information (PHI) from affected areas.
- Require staff to immediately change log-in passwords.
- Conduct a focused investigation to refine the estimates of individuals affected.

5 Execute IT Disaster Recovery Plans

- Once situation is contained, ask IT officials to restore systems to previously backed-up versions.
- Calculate the cost of damage.
- Complete required documentation including:
 - o DoIT Incident Form
 - o MD Attorney General report

6 Notify Affected Individuals

- Develop a coordinated notification strategy for those affected by the incident, such as:
 - o Email
 - o Conference call
 - o Written letters
 - o In-person
- Determine best course of action for offering supplemental services such as identify protection.
 - o Conduct formal media release after notification of individuals has occurred.

Contact Information	
DoIT 24/7 Network Operations Center 877-664-6963 noc@networkmaryland.gov	Maryland Coordination & Analysis Center 1-800-492-TIPS (8477) mdwatch@leo.gov
	Maryland Joint Operations Center 410-517-3600 mjoc.mema@maryland.gov

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Annex M – Act of Terrorism: Explosive Incident

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) Appendix is to develop a plan for responding to and recovering from an explosive device incident to include a situation that involves multiple explosive devices at multiple locations in the State. This TIA supplements the EOP already in effect. This Appendix contains hazard specific information in support of the TIA.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a terrorist incident involving Explosive Devices.

C. Situation

1. Explosive or incendiary devices are those that employ high or low filler explosive materials to explode and/or cause fires. An Improvised Explosive Device (IED) is an explosive or incendiary device built in an improvised manner, incorporating destructive, lethal, noxious, pyrotechnic, or incendiary chemicals. It is used to destroy, disfigure, distract and otherwise terrorize its victims and create a sense of insecurity among a population. Explosive and Incendiary devices are used in nearly ¾'s of all terrorist incidents.
2. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving an Explosive Device is relatively high.
3. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

D. Assumptions

1. Explosive devices are the number one weapon of choice for terrorist. The chances that a terrorist will use an explosive device as a method are very high. The consequences of explosions are tremendous and the psychological impact on people is significant.
2. Procurement of materials to make IEDs is comparatively easy and the instructions for construction of the devices are readily available.
3. Explosive devices may also be used as dispersal methods for biological and chemical agents and radiological materials.

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4. It would be prudent to assume other hazards and secondary devices until proven otherwise.
5. Included as part of the definition of terrorism is the statement that all terrorist incidents are criminal in nature, thus all incident sites of should be considered crime scenes. Not every use of an IED is terrorism but all illegal use will cause the area to be considered a crime scene.
6. An explosive device incident could be a large-scale event that has the potential to rapidly overwhelm local response and medical resources.

II. Concept of Operations

A. General

1. Basic explosive blast preparedness and response measures normally implemented by emergency response agencies and personnel should be the primary guiding principles. Transition to or inclusion of other procedures or appendices during the active event may be necessary as the situation dictates.
2. This Appendix applies to all threats or acts of terrorism related explosive device incidents within the State that require a coordinated response.
3. This Appendix will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential explosive device terrorist incident.
4. This Appendix applies to the Maryland Natural Resources Police.
5. This Appendix may be activated at the direction of the Governor’s Office, MEMA, the NRP Superintendent, or his/her designee. Under certain circumstances, information available at the federal or state level may precipitate a Governor’s Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor’s Emergency Proclamation, the affected jurisdictions will immediately evaluate the requirement for a local emergency declaration.
6. It is essential that the provisions of this Appendix be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Appendix must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

B. Hazard Assessment and Control

1. Perceive Threat
 - a. Explosive threats may be communicated verbally or written, perceived or discovered visually, or realized from an actual detonation and explosion. Standard bomb threat information cards should be used for bomb threats communicated verbally and then given to law enforcement. As with all events that are perceived to be or established as terrorism, appropriate federal authorities

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should be notified.

- b. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Chemical Device is relatively high.

2. Assess the Hazard

- a. Regardless of the method of perception, law enforcement must be notified immediately.
- b. Communicated bomb threats should be confirmed with searches. The use of K-9 detection teams specially trained for bomb detection should be considered.
- c. Details about the location and size of visualized devices should be communicated to the responding agency and officer(s).
- d. The possibility of secondary devices should be assumed for all explosive incidents.
- e. The explosive blast potential should be determined based on the size of the device.
- f. Secondary hazards, such as chemical and fuel storage within the blast radius should be considered.
- g. Response agencies trained with proper hazard detection equipment should assess the incident for all potential hazards. The State Fire Marshall and Bomb Squad or local county Bomb Squad should be contacted as they have expertise in handling these types of incidents.
- h. Should there be a terrorist related explosive device incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role.
- i. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
- j. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
- k. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Select Control Strategy

- a. Control strategies should be focused on reducing the impact of consequences. Selection of control strategies is affected by whether or not an explosion has or has not occurred, and the damage realized if it has.

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- b. Pre-blast incidents means that a blast has not actually taken place and post-blast strategies are required after at least one explosion.
 - c. Responders should gain on-scene control of persons and the situation as early as possible.
 - d. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if NRP resources are needed.
 - e. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.
4. Control Hazard
- a. If a device has not yet detonated, controlling it is dependent upon evacuating the area, reducing the effects of secondary hazards, and calling the appropriate response agency.
 - b. If an explosion has occurred, the initial shock wave and blast damage has occurred and in large part is not controllable. Other hazards may be from weakened and falling structures or hazardous material release. Fire is also a secondary effect of explosives. Other hazards may require actions to eliminate them from complicating the situation or reducing the impact if they cannot be completely removed from the area.
 - c. Actions to control damage or injuries from weakened structures or other dangerous situations are hazards that should be given attention.
 - d. Working with other State and Federal agencies, the NRP Incident Commander will utilize the necessary Agency resources to control the hazard.
 - e. As appropriate, personnel assigned to the incident will begin to identify potential evidentiary materials.
5. Monitor Hazard
- a. Additional searches should rule out secondary devices if possible.
 - b. The explosive device may have been a method of dispersal for other hazards, such as chemical and biological agents and radiological material, therefore, it is important to test and monitor the area for these additional hazards.
 - c. Monitoring secondary hazards may require the use of other professionals, like engineers.
 - d. Monitoring the hazards and secondary dangerous effects due to explosions is critical to ensure no further injuries or loss of life occurs. Include information about evidence gathering.
 - e. Responding personnel must remain alert for secondary explosive devices and other hazards that could affect the initial assessment of the hazard.

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- f. If not already performed or completed, NRP personnel will assist in collecting evidentiary materials as directed or required.

C. Protective Action Selection

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

1. Analyze the Hazard

- a. Standard protocol should be followed for threats, which may or may not include searches, and is dependent on the procedures adopted by the responsible authority.
- b. For actual or suspected unexploded IEDs, the size is the most important factor for determining the explosive blast damage potential.
- c. Wind speed and direction should be noted for potential release and dissemination of other hazardous agents and materials.
- d. NRP Patrol vessels that are installed with roof mounted cameras may be utilized to zoom in on a potential bomb threat that is maritime related, where this information could be feedback through MLEIN to provide situational awareness.

2. Determine Protective Action

- a. Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders.
- b. Evacuation is not necessarily required for communicated explosive threats; however, the on scene incident commander will have to determine the best course of action.
- c. Minimum evacuation distances should be followed for discovered devices based on their size.
- d. The IED Minimum Evacuation Distances card recommended from the Technical Support Working Group Terrorist Bomb Threat Stand-Off Card is ideal for determining initial evacuation distances for IEDs.



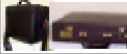


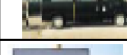
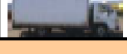
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Note: The following information has been provided by the Technical Support Working Group (TSWG) and is to be used as Resource Information Only.

 Terrorist Bomb Threat Stand-Off	THREAT	THREAT DESCRIPTION	EXPLOSIVES CAPACITY (TNT Equivalent)	BUILDING EVACUATION DISTANCE	OUTDOOR EVACUATION DISTANCE
		PIPE BOMB	5 LBS/ 2.3 KG	70 FT/ 21 M	850 FT ¹ / 259 M
		BRIEFCASE/ SUITCASE BOMB	50 LBS/ 23 KG	150 FT/ 46 M	1,850 FT ¹ / 564 M
		COMPACT SEDAN	500 LBS/ 227 KG	320 FT/ 98 M	1,500 FT ² / 457 M
		SEDAN	1,000 LBS/ 454 KG	400 FT/ 122 M	1,750 FT ² / 534 M
		PASSENGER/ CARGO VAN	4,000 LBS/ 1,814 KG	640 FT/ 195 M	2,750 FT ² / 838 M
		SMALL MOVING VAN/DELIVERY TRUCK	10,000 LBS/ 4,536 KG	860 FT/ 263 M	3,750 FT ³ / 1,143 M

 Terrorist Bomb Threat Stand-Off	THREAT	THREAT DESCRIPTION	EXPLOSIVES CAPACITY (TNT Equivalent)	BUILDING EVACUATION DISTANCE	OUTDOOR EVACUATION DISTANCE
		MOVING VAN/ WATER TRUCK	30,000 LBS/ 13,608 KG	1,240 FT/ 375 M	6,500 FT ³ / 1,982 M
		SEMI-TRAILER	60,000 LBS/ 27,216 KG	1,570 FT/ 475 M	7,000 FT ³ / 2,134 M

• **Explosive Capacity** based on maximum volume or weight of explosives (TNT equivalent) that could reasonably fit in a suitcase or vehicle.
 • **Building Evacuation Distance** is the range to which all buildings must be evacuated. From this range to the Outdoor Evacuation Distance personnel may remain inside the building (with some risk) but must move to a safe area in the interior of the building away from windows and exterior walls. Evacuated personnel must move to the Outdoor Evacuation Distance.
 • **Outdoor Evacuation Distance** is the range to which all personnel in the open must be evacuated and the preferred range for building evacuation.

¹ Distances governed by shrapnel throw for cased charge
² Distances governed by vehicle fragment throw. (Note that vehicle fragments don't typically travel as far as cased charge.)
³ Distance governed by glass breakage

This card supersedes any previous undated versions 10/00

e. In the case of radiological materials, reduced time of exposure, distance one's self from the radioactive material and utilize available shielding i.e. buildings and stone walls, are protective concepts to be applied.

3. Determine Public Warning

- a. Special consideration should be given to vulnerable populations such as schools, homes for the elderly and highly populated areas. It is imperative to evacuate the immediate danger areas first and to ensure that others are appropriately informed to stay clear of the area.
- b. Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.)

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4. Determine Protective Action Implementation Plan
 - a. Based on the hazard assessment, appropriate protective action plans should be selected.
 - b. Medical response plans may be executed in conjunction with fire suppression, etc.

D. Public Warnings

1. Disseminate Public Warnings
 - a. Appropriate warnings should be released early as possible.
 - b. The general staff of the incident command should determine the best method of warning.
 - c. Public warnings should not complicate controlled evacuations but should be used to ensure that persons do not enter the hazard area, as well as provide information on evacuation routes if necessary.

E. Protective Action Implementation

1. Control Access and Isolate Danger Area
 - a. Access control is extremely important with IEDs. Considered a criminal event, it is important to ensure that law enforcement is participating with access control, both in and out of the area.
 - b. All persons may be considered witnesses and/or potential suspects of a criminal action.
 - c. It is important to maintain the effectiveness of evacuation by ensuring that unauthorized persons do not enter the danger zone.
2. Evacuation Support
 - a. Primary evacuations will be the immediate vicinity of the item and at a minimum distance determined by the stand-off card.
 - b. Buildings may require support from tenant employees to assist with evacuation proceedings.
 - c. Law enforcement or other emergency response personnel should assist or coordinate as appropriate.
 - d. Additional support should be considered especially if the hazard area is made larger by wind or other complicating factors.
3. Decontamination Support
 - a. In consideration of specific hazard analysis, such as the potential use of biological or chemical agents and radiological materials, specific decontamination methods or chemicals may be

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required.

- b. Criminal evidence may be contaminated, and special handling procedures may be required to ensure the evidence is properly and safely handled and stored. Victims may also require decontamination.

4. Medical Treatment

- a. Medical personnel should be available for potential blast injuries. Many injuries are caused by flying glass and debris and may extend over a thousand feet.
- b. Emergency Room personnel at hospitals should keep in mind the possibility that persons checking themselves in may be contaminated. Triage of injured personnel may become all more important in a contamination scenario.

5. Special Population Support

- a. Considerations for special needs population such as the elderly or mentally disabled should be given to the evacuation or transportation as well as potential decontamination processes. Special needs population must be identified and located as early as possible. Special transportation resources should be identified and prepared for use if necessary.
- b. Search and rescue operations should consider secondary devices and hazards, as well as adjust protective equipment usage and rescue procedures accordingly. In some instances, rescue personnel may become victims and or become incapacitated and thus generate a need for additional resources.

F. Short Term Stabilization

1. Shelter Operations

- a. Special shelters may be required for contaminated personnel.

2. Unite Families

- a. Consideration should be given to ensuring that persons previously in the hazard area are not contaminated prior to being reunited with family.

3. Continued Medical Treatment

- a. Provisions may be required to establish a safe and secure medical treatment and/or triage location near the incident site.

4. Increase Security

- a. As in the case of all terrorist events, the area is a crime scene and should be protected and cordoned off accordingly.

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5. Stabilize Affected Area(s)
 - a. Special decontamination may be required prior to re-entry

G. Recovery

1. Re-Entry
 - a. The area should be re-evaluated after cleaning and decontamination and determined safe prior to re-entry by persons without protective equipment.
 - b. In addition, it should be ascertained that buildings and other structures are structurally sound.
2. Recovery
 - a. Recovery involves more than equipment and tangible losses, the well-being of the public and the psychological impact is essential. Responders should maintain a visible presence to boost public confidence.

III. Assignment of Responsibilities

Following is the assignment of primary law enforcement and emergency functions for the NRP and other associated departments and agencies. Assignment of support emergency functions to certain agencies is also included.

A. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic (air, land, & sea)
3. Patrolling established maritime safety zones if the IED is aboard a vessel.
4. Protecting vital installations
5. Controlling and limiting access to the scene of the terrorist incident
6. Supplementing communications
7. Assisting with all evacuation efforts

B. Fire Department Responsibilities:

1. Lead Agency for response to Chemical Incidents (Appendix 2)
2. Providing for fire protection and the combating of fires
3. Search and rescue
4. Decontamination
5. Damage assessment

C. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.

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3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

IV. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA’s Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to field personnel. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

V. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VI. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Act of Terrorism: Explosive Incident Checklist

ACT OF TERRORISM - EXPLOSIVE INCIDENT CHECKLIST			
READY STATE			
January 1st through December 31st			
The purpose of this Terrorism Incident Annex (TIA) Appendix is to enhance and ensure preparedness efforts are in place prior to any act of terrorism that involves explosive devices.			
	ACTIVITY	RESPONSIBILITY	DATE
1.	<input type="checkbox"/> Review and update, as needed, the Act of Terrorism – Explosive Annex.	NRP Emergency Operations Committee	
2.	<input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee	
3.	<input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee	
4.	<input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC.	NRP SEOC Representatives	
5.	<input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6.	<input type="checkbox"/> Participate in any MEMA or Governor related Terrorism or Explosive Incidents Preparedness Exercises or drills.	DNR Secretary, NRP Superintendent & NRP SEOC Representative	
7.	<input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
8.	<input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: boater safety, waterway restrictions, and other protective public measures.	NRP PIO	
9.	<input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	

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ACT OF TERRORISM - EXPLOSIVE INCIDENT CHECKLIST		
ELEVATED THREAT ALERT		
Impending Threat of an Explosive Incident or Event		
This state includes activities addressing the preparations for a terrorism incident where the threat of an explosive device has been determined by authorities to be a creditable threat and the likelihood of the terrorist using an explosive device is high.		
ACTIVITY	RESPONSIBILITY	DATE
11. <input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	SEOC Representatives	
12. <input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented to address an increased law enforcement presence and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Deputy Superintendent or designee Bureau Commanders Regional Commanders Area Commanders	
13. <input type="checkbox"/> NRP-604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the DNR Communication Center and NRP SEOC representatives.	Area and Unit Commanders	
14. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the creditable threat may be directed against.	Area Duty Officer	
15. <input type="checkbox"/> The NRP SEOC representative will provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
16. <input type="checkbox"/> All NRP personnel will document incident related costs on the NRP 441-O (Special Event Expenditure Form). <input type="checkbox"/> Each Officer will track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs on the NRP-441-O.	All NRP Personnel	
17. <input type="checkbox"/> Ensure that each officer Personal Protective Equipment (PPE) is immediately available for patrol and the use of body armor issued to all officers is readily available.	All NRP Personnel	
18. <input type="checkbox"/> Ensure that each officer has a copy available of the "Terrorist Bomb Stand-Off" guidance chart that is mentioned in the Annex M, section for the Hazard Assessment and Control.	All NRP Personnel	

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ACT OF TERRORISM - EXPLOSIVE INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
19. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	NRP Officers	
20. <input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations <input type="checkbox"/> Law enforcement protective measures in an evacuated area to prevent looting and other related property crimes. <input type="checkbox"/> Provide transportation needs as may be needed. <input type="checkbox"/> Provide services associated with the State's Strategic National Stockpile (SNS) plan (if activated).	NRP Officers SOD Command Supervisors & Commanders	
21. <input type="checkbox"/> Once the immediate area is deemed safe after an explosive device has gone off, intelligence reports related to loss of life and damage of NRP facilities and other property are to be forwarded to the NRP MEMA Representative through the DNR communications center.	NRP Officers Duty Officers Area Commanders	
22. <input type="checkbox"/> Continue to interface with local, state, or federal law enforcement to render assistance in the affected area.	NRP Duty Officer Area Commanders NRP MEMA Representative	
23. <input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander	

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Annex N – Acts of Terrorism: Nuclear Incident

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) Appendix is to develop a plan for responding to and recovering from a nuclear incident. This TIA supplements the EOP already in effect. This Appendix contains hazard specific information in support of the TIA. Additionally, this Annex may have similar information as Annex 6 Radiological Incidents.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a nuclear related terrorist incident.

C. Situation

1. The Effects of Nuclear Weapons (DOE, 1977) defines nuclear weapons as weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.
2. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential nuclear related terrorist incident is relatively high.
3. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

D. Assumptions

1. Radiological/nuclear incidents can be postulated as ranging from a minor emergency with no incident site effects to a major emergency that may result in an incident site release of radioactive materials. This may include acts of terrorism associated with nuclear power plants, nuclear weapons detonations, radiological dispersal devices (RDD), radiation exposure devices (RED), various radiological accidents including those associated with transportation of radioactive materials, and incidents associated with industries using radioactive materials including hospitals, commercial food irradiators, and similar operations.
2. The overall objective of radiological/nuclear incident response planning and preparedness is to minimize radiation exposure from a spectrum of emergencies that could produce incident site radiation doses in excess of protective action guides established by the Environmental Protection Agency. Minimizing radiation exposure will reduce the consequences of an emergency to persons in the area.

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3. If terrorists were to detonate an actual nuclear bomb, casualties would be enormous. For instance, estimates for even a relatively small nuclear weapon detonated in Manhattan, New York are more than 100,000 immediate deaths and comparable numbers of subsequent deaths from the effects.
4. A nuclear related terrorist incident would be a large-scale event that would rapidly overwhelm local response and medical resources.

II. Concept of Operations

A. General

1. Even a relatively small nuclear device detonation would cause massive destruction and devastation and would require the implementation of multiple response plans. It is likely that response agencies would be from another jurisdiction than the one that the device exploded. Therefore, it should be considered that the Nuclear Incident Response plan might be used for responding to another city or state.
2. This Appendix applies to all threats or acts of a nuclear related terrorist incident within the State that requires a coordinated response.
3. This Appendix will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential nuclear related terrorist incident.
4. This Appendix applies to the Maryland Natural Resources Police.
5. This Appendix may be activated at the direction of the Governor's Office, MEMA, the NRP Superintendent, or his or her designee. Under certain circumstances, information available at the federal or state level may precipitate a Governor's Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor's Emergency Proclamation, the affected jurisdictions will immediately evaluate the requirement for a local emergency declaration.
6. It is essential that the provisions of this Appendix be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Appendix must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.

B. Hazard Assessment and Control

1. Perceive Threat
 - a. Threats of a nuclear related terrorist incident may be communicated verbally or written, perceived or discovered from intelligence resources, or realized from an actual nuclear detonation and explosion. As with all events that are perceived to be or established as terrorism,

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appropriate federal authorities should be notified immediately.

- b. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving a Chemical Device is relatively high.

2. Assess the Hazard

- a. Regardless of the method of perception, law enforcement and the FBI must be notified immediately.
- b. If a threat of a nuclear bomb has been communicated verbally or written, then response agencies specially trained with proper nuclear detection equipment should assess the potential area of incident for all potential nuclear threats.
- c. Should there be a nuclear related terrorist incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role.
- d. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Select Control Strategy

- a. Control strategies should be focused on reducing the impact of consequences. Selection of control strategies is affected by whether or not a nuclear explosion has or has not occurred, and the damage realized if it has.
- b. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if NRP resources are needed.
- c. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.

4. Control Hazard

- a. If a nuclear device has not yet detonated, controlling it is dependent upon evacuating the area, and calling the appropriate response agency that is specially equipped to locate and render the nuclear device safe.
- b. If a nuclear explosion has occurred, the initial shock wave and blast damage will be far-reaching

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and devastating. Other hazards may be from weakened and falling structures and hazardous material release. Fire is also a secondary effect of a nuclear explosion. Other hazards may require actions to eliminate them from complicating the situation or reducing the impact if they cannot be completely removed from the area.

- c. Actions to control damage or injuries from weakened structures or other dangerous situations are hazards that should be given attention.
- d. Working with other State and Federal agencies, the NRP Incident Commander will utilize the necessary Agency resources to assist in controlling the hazards.
- e. If feasible, personnel assigned to the incident will begin to identify potential evidentiary materials.

5. Monitor Hazard

- a. Monitoring secondary hazards may require the use of other professionals like nuclear and/or structural engineers.
- b. Monitoring the hazards and secondary dangerous effects of a nuclear detonation is critical to reducing the likelihood of further injuries or loss of life.
- c. Responding personnel must be alert for other hazards that could affect the initial assessment of the hazard.
- d. If not already performed or completed, and if feasible, NRP personnel will assist in collecting evidentiary materials as directed or required.

C. Protective Action Selection

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

1. Analyze the Hazard

- a. Standard protocol should be followed for threats, which may or may not include searches, and is dependent on the procedures adopted by the responsible authority
- b. Wind speed and direction should be noted for potential release and dissemination of radiological materials.

2. Determine Protective Action

- a. Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders.
- b. Evacuation is not necessarily required for communicated explosive threats; however, the on

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scene incident commander will have to determine the best course of action.

- c. Minimum evacuation distances should be followed for discovered devices based on their potential blast areas.
- d. In the case of radiological materials, reduced time of exposure, distance one's self from the radioactive material and utilize available shielding, i.e. buildings and stone walls, are protective concepts to be applied.

3. Determine Public Warning

- a. Special consideration should be given to vulnerable populations such as schools, homes for the elderly and highly populated areas. It is imperative to evacuate the immediate danger areas first and to ensure that others are appropriately informed to stay clear of the area.
- b. Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.)

4. Determine Protective Action Implementation Plan

- a. Based on the hazard assessment, appropriate protective action plans should be selected.
- b. Medical response plans may be executed in conjunction with size of radiological blast area, the size, and direction of the radiological plume, and fire suppression.

D. Public Warnings

1. Disseminate Public Warnings

- a. Appropriate warnings should be released early as possible.
- b. The general staff of the incident command should determine the best method of warning.
- c. Public warnings should not complicate controlled evacuations but should be used to ensure that persons do not enter the hazard area, as well as provide information on evacuation routes if necessary.

E. Protective Action Implementation

1. Control Access and Isolate Danger Area

- a. All persons may be considered witnesses and/or potential perpetrators.
- b. It is important to maintain the effectiveness of evacuation by ensuring that unauthorized persons do not enter the danger zone.

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2. Evacuation Support

- a. Primary evacuations will be the immediate vicinity of the item and at a minimum distance determined by the nature of the nuclear threat.
- b. Buildings may require support from tenant employees to assist with evacuation proceedings.
- c. Law enforcement or other emergency response personnel should assist or coordinate as appropriate.
- d. Additional support should be considered especially if the hazard area is made larger by wind or other complicating factors.

3. Decontamination Support

- a. In consideration of specific hazard analysis, such as the potential use of biological or chemical agents and radiological materials, specific decontamination methods or chemicals may be required.
- b. Criminal evidence may be contaminated, and special handling procedures may be required to ensure the evidence is properly and safely handled and stored. Victims may also require decontamination.

4. Medical Treatment

- a. Medical personnel should be available for potential blast injuries. Many injuries are caused by extreme heat, flying glass and debris, and exposure to radiological materials. Given the size of a nuclear blast, the blast area may extend for several miles to several thousand feet.
- b. Emergency Room personnel at hospitals should keep in mind the possibility that persons checking themselves in may be contaminated. Triage of injured personnel may become all more important in a contamination scenario.

5. Special Population Support

- a. Considerations for special needs population such as the elderly or mentally disabled should be given to the evacuation or transportation as well as potential decontamination processes. Special needs population must be identified and located as early as possible. Special transportation resources should be identified and prepared for use if necessary.
- b. With any nuclear blast, search and rescue operations should adjust protective equipment usage and rescue procedures accordingly. In some instances, rescue personnel may become victims and or become incapacitated and thus generate a need for additional resources.

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F. Short Term Stabilization

1. Shelter Operations
 - a. Special shelters may be required for contaminated personnel.
2. Unite Families
 - a. Consideration should be given to ensuring that persons previously in the hazard area are not contaminated prior to being reunited with family.
3. Continued Medical Treatment
 - a. Provisions may be required to establish a safe and secure medical treatment and/or triage location near the incident site.
4. Increase Security
 - a. As in the case of all terrorist events, the area is a crime scene and should be protected and cordoned off accordingly.
5. Stabilize Affected Area(s)
 - a. Special decontamination may be required prior to re-entry

G. Recovery

1. Re-Entry
 - a. The area should be re-evaluated after cleaning and decontamination and determined safe prior to re-entry by persons without protective equipment.
 - b. In addition, it should be ascertained that buildings and other structures are structurally sound.
2. Recovery
 - a. Recovery involves more than equipment and tangible losses, the well-being of the public and the psychological impact is essential. Responders should maintain a visible presence to boost public confidence.

III. Assignment of Responsibilities

Following is the assignment of primary law enforcement and emergency functions for the NRP and other associated departments and agencies. Assignment of support emergency functions to certain agencies is also included.

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A. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic (air, land, & sea)
3. Patrolling established maritime Security or Safety Zones
4. Protecting vital installations
5. Controlling and limiting access to the scene of the terrorist incident
6. Supplementing communications
7. Assisting with all evacuation efforts
8. Participating in the implementation of the State's SNS plan. NRP is identified as the lead for the transportation security group and will assist with law enforcement escorts of medications and supplies to the local points of distribution.

B. Fire Department Responsibilities:

1. Lead Agency for response to Chemical Incidents (Appendix 2)
2. Providing for fire protection and the combating of fires
3. Search and rescue
4. Decontamination
5. Damage assessment

C. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

IV. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA's Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to field personnel. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

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V. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 700 MHz, 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VI. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Act of Terrorism: Nuclear Incident Checklist

ACT OF TERRORISM – NUCLEAR INCIDENT CHECKLIST		
READY STATE		
January 1st through December 31st		
The purpose of this Terrorism Incident Annex (TIA) Appendix is to enhance and ensure preparedness efforts are in place prior to any act of terrorism that involves a radiological/nuclear incident.		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> Review and update, as needed, the Act of Terrorism – Nuclear Incident Annex.	NRP Emergency Operations Committee	
2. <input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee	
3. <input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee	
4. <input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC.	NRP SEOC Representatives	
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6. <input type="checkbox"/> Participate in any MEMA or Governor related Terrorism or Nuclear Incidents Preparedness Exercises or drills.	DNR Secretary NRP Superintendent NRP SEOC Representative	
7. <input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
8. <input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: boater safety, waterway restrictions, and other protective public measures.	NRP PIO	
9. <input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	
10. <input type="checkbox"/> Ensure that NRP officers who are issued an agency respirator are current with their fit testing and that the equipment is operational and available while on patrol.	NRP Health Safety Officer All NRP Officers issued a respirator	
11. <input type="checkbox"/> Ensure Matapeake maintains a supply of Potassium Iodine (KI) that is not expired and annually reminds agency personnel the process to request this protective measure.	NRP Health Safety Officer	
12. <input type="checkbox"/> Ensure officers are trained in the use of the agency owned Radiological (RAD) Pagers and ensure they are in working order.	NRP Area Lieutenant for where the RAD Pagers are deployed.	

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ACT OF TERRORISM – NUCLEAR INCIDENT CHECKLIST		
ELEVATED THREAT ALERT		
Impending Threat of an Radiological/Nuclear Incident or Event		
This state includes activities addressing the preparations for a terrorism incident where the threat of a nuclear incident has been determined by authorities to be a creditable threat and the likelihood of the terrorist using a radiological/nuclear device is high.		
ACTIVITY	RESPONSIBILITY	DATE
13. <input type="checkbox"/> NRP DNR / MEMA representatives will report to the SEOC upon activation.	SEOC Representatives	
14. <input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	SEOC Representatives	
15. <input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented to address an increased law enforcement presence and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Deputy Superintendent or designee Bureau Commanders Regional Commanders Area Commanders	
16. <input type="checkbox"/> NRP-604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the DNR Communication Center and NRP SEOC representatives.	Area and Unit Commanders	
17. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as needed, especially where the creditable threat may be directed against.	Area Duty Officer	
18. <input type="checkbox"/> The NRP SEOC representative will provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
19. <input type="checkbox"/> All NRP personnel will document incident related costs on the NRP 441-O (Special Event Expenditure Form). <input type="checkbox"/> Each Officer will track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs on the NRP-441-O.	All NRP Personnel	
20. <input type="checkbox"/> Ensure that each officer's Personal Protective Equipment (PPE) is immediately available for patrol and the use of body armor issued to all officers is readily available.	All NRP Personnel	
21. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	All NRP Personnel	
22. <input type="checkbox"/> Notify MDE Emergency Response or the Department of Health and Mental Hygiene.	Duty Officers Area Commanders Communication Center NRP MEMA Representative	

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ELEVATED THREAT ALERT		
Impending Threat of an Radiological/Nuclear Incident or Event		
This state includes activities addressing the preparations for a terrorism incident where the threat of a nuclear incident has been determined by authorities to be a creditable threat and the likelihood of the terrorist using a radiological/nuclear device is high.		
ACTIVITY	RESPONSIBILITY	DATE
23. <input type="checkbox"/> Notify the United States Coast Guard if any waterways are in the affected area.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative	
24. <input type="checkbox"/> Take Shelter - The NRP will support MEMA in take shelter operations by providing notification to Mariners of the Take Shelter actions and procedures. Notifications will be made through the use of Public Address Systems on both vessels and vehicles, by personal contact, and by the use of VHF or Citizens Band radios as applicable.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative	
25. <input type="checkbox"/> Access Control - The NRP will be the lead State Agency in waterway access control operations working in conjunction with the United States Coast Guard. This will be accomplished by enforcing access of water craft along waterways through the establishment and maintenance of access control points. Coordination with the USCG, local law enforcement with marine units and even fire departments with maritime resources for the evacuation and enforcement of established Safety Zones on Maryland waterways.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative NRP SEOC Representatives	
26. <input type="checkbox"/> Activate the NRP SNS Standard Operating Procedure and assign tasking to support the statewide implementation of the SNS plan.	Superintendent Deputy Superintendent or designee	
27. <input type="checkbox"/> Emergency Medical Services - The NRP will support the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in emergency medical services operations. NRP will provide transportation for injured persons as directed by MIEMSS.	All NRP Officers	
28. <input type="checkbox"/> PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA's Joint Information Center (JIC).	NRP PIO	

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ACT OF TERRORISM - NUCLEAR INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
29. <input type="checkbox"/> Provide staff and equipment for MEMA response and missions, as needed.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
30. <input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations <input type="checkbox"/> Conducting warning and evacuation of waterways in and around nuclear power plants or other facilities or sites during radiological/nuclear incident operations. <input type="checkbox"/> Law Enforcement and Crime Prevention for evacuated areas - NRP will be the lead Agency for Law Enforcement and Crime Prevention upon the waters of the State as well as on State managed lands and in State Parks. NRP will support the MSP in Law Enforcement and Crime Prevention operations in other areas of the State as requested. <input type="checkbox"/> Provide transportation needs as may be needed. <input type="checkbox"/> Provide services associated with the State's Strategic National Stockpile (SNS) plan (if activated).	NRP Officers Duty Officers Area Commanders SOD Commanders and Supervisors. NRP MEMA Representative	
31. <input type="checkbox"/> Ensure that persons are not allowed to return to a contaminated area until it is safe.	All NRP Personnel	
32. <input type="checkbox"/> Ensure that all affected NRP personnel are notified of the decontamination site(s) and procedures.	Duty Officers Area Commanders NRP MEMA Representative	
33. <input type="checkbox"/> Once the immediate area is deemed safe after a radiological/nuclear incident, intelligence reports related to loss of life and damage of NRP facilities and other property are to be forwarded to the NRP MEMA Representative through the DNR communications center.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
34. <input type="checkbox"/> Continue to interface with local, state, or federal law enforcement to render assistance in the affected area.	NRP Duty Officer Area Commanders NRP MEMA Representative	

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IMMINENT THREAT LEVEL			
Post Event			
Recovery and Public Safety Services			
	ACTIVITY	RESPONSIBILITY	DATE
35.	<input type="checkbox"/> Cooperate with the Department of Health and Mental Hygiene in collection of biota samples, as required.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
36.	<input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander	

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Annex O – Acts of Terrorism: Radiological Incident

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

The purpose of this Terrorism Incident Annex (TIA) Appendix is to develop a plan for responding to and recovering from a radiological incident. This TIA supplements the EOP already in effect. This Appendix contains hazard specific information in support of the TIA.

B. Scope

This Annex applies to the Maryland Natural Resources Police along with the private sector, volunteer organizations, citizens, and other state and local jurisdictions responding to or recovering from a radiological related terrorist incident or other radiological emergency.

C. Situation

1. There are millions of potential sources of radiation material worldwide that can be used in “dirty bombs” or Radiological Dispersal Devices (RDD). Although an RDD is not likely to cause mass casualties, the fear of radioactivity and the fact that an area may be rendered useless by contamination for a very long time, make the RDD a favorable weapon of terrorists.
2. Given Maryland’s close proximity to the nation’s capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential radiological related terrorist incident is relatively high.
3. The State identifies hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Priority for emergency management planning is based on the Hazard Identification Risk Assessment (HIRA) as documented in the updated State of Maryland Hazard Mitigation Plan (2011).

D. Assumptions

1. Radiological/nuclear incidents can be postulated as ranging from a minor emergency with no incident site effects to a major emergency that may result in an incident site release of radioactive materials. This may include acts of terrorism associated with nuclear power plants, nuclear weapons detonations, radiological dispersal devices (RDD), radiation exposure devices (RED), various radiological accidents including those associated with transportation of radioactive materials, and incidents associated with industries using radioactive materials including hospitals, commercial food irradiators, and similar operations.
2. The overall objective of radiological/nuclear incident response planning and preparedness is to minimize radiation exposure from a spectrum of emergencies that could produce incident site radiation doses in excess of protective action guides established by the Environmental Protection Agency. Minimizing radiation exposure will reduce the consequences of an emergency to persons in the area.

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1. RDD are devices, other than a nuclear explosive device, designed to disseminate radioactive material in order to cause destruction, damage, or injury. A ‘dirty bomb’ is one type of RDD, in which explosives disperse the radioactive material, but in general, RDDs do not require explosives.
2. An RDD attack might cause casualties, economic damage, and, potentially, public panic. The impact of an RDD attack would depend on many variables, such as meteorological conditions, type, and amount of radiological material, duration of exposure, and method of dispersal.

II. Concept of Operations

A. General

1. Radiological incidents may present themselves in different ways.
 - a. One concern has been about a successful terrorist attack on a nuclear facility or vehicle transporting radioactive materials. In this scenario, terrorists might attack a fixed facility or vehicle transporting radioactive materials in an attempt to cause enough damage to create a release of radiation.
 - b. Another method might be to leave radiological materials in a largely populated and public place without the use of explosives.
 - c. Another method is a deliberate release of radiological material via an explosive device (Radiological Dispersal Device, or RDD).
2. Not all dispersal devices require the use of explosives. Improvised mechanical devices may be used to spread explosive materials. Threatening to explode an RDD is another means, or a radiological threat being realized.
3. Each method may essentially be responded to utilizing similar procedures. Response should be directed toward immediate verification of the source location, weather conditions, modeling, evacuation or sheltering in place, activation of specialty teams (i.e., National Guard 32nd Civil Support Team), and public service announcements. An RDD may contain varying amounts of radiological material. Monitoring becomes crucial in determining action plans. It may be likely that the most significant damage will come from the explosion (should explosives be involved), rather than the amount of radiological material released. However, an RDD may contain high levels of radiological material that may render an exposed area uninhabitable for significant periods of time. There are many variables to the clean-up operation that must be considered after lengthy consultation and planning.
4. This Appendix applies to all threats or acts of a radiological related terrorist incident within the State that requires a coordinated response.
5. This Appendix will be activated, where applicable, as a precautionary measure for any emergency situations initially resembling a potential radiological related terrorist incident.

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6. This Appendix applies to the Maryland Natural Resources Police.
7. This Appendix may be activated at the direction of the Governor’s Office, MEMA, the NRP Superintendent, or the NRP MEMA Representative. Under certain circumstances, information available at the federal or state level may precipitate a Governor’s Emergency Proclamation with immediate notification of all jurisdictions as a precautionary measure. Such a proclamation constitutes activation of the State Emergency Operations Plan (EOP). In the event of a Governor’s Emergency Proclamation, the affected jurisdictions will immediately evaluate the requirement for a local emergency declaration.
8. It is essential that the provisions of this Appendix be thoroughly compatible with federal and state plans and directives addressing response to terrorism. Since many of these documents are classified and unavailable for planning at the municipal level, this Appendix must contain sufficient flexibility to facilitate timely interoperability throughout the federal/state/local partnership.
9. During 2013, the State of Maryland recently concluded significant efforts that involved the Maryland Preventive Radiological/Nuclear Detection (PRND) Program. The Maryland PRND program’s mission is to protect Maryland’s residents, economy, critical infrastructure, and natural resources against threats posed by the unauthorized use of radiological or nuclear materials. Members of the NRP have played a vital role in the development of this effort and served as a co-chair on the maritime component to this effort. As a result, the development of the “Maritime Annex, to the State of Maryland Preventive Radiological and Nuclear Detection Concept of Operations” was completed and could serve as guiding document in this annex.

B. Hazard Assessment and Control

9-1-1 personnel must obtain as much information as possible concerning the incident to ensure first responder ingress routes are made safely. Initial scene assessment must be done upwind and at a distance, utilizing any personal protective equipment, shields, and barriers that may be available. (Time, Distance, and Shielding should be considered for every radiological and nuclear incident.). Weather conditions and modeling may be crucial in determining whether to evacuate or shelter in place. An RDD incident may offer little opportunity to control the exposure area. Planners must consider this eventuality and consider evacuation procedures in a contaminated environment. Input from the Maryland Department of the Environment, nuclear scientific community and the Department of Energy should be considered. Continuous monitoring of radiological levels must be conducted and communicated to first responders. Information gained from monitoring, with the proper science assessment, will provide vital planning information. Evidence gathering in this environment should be left to those investigative agencies that are equipped and capable of evidence collection. Additionally, first responders should be mindful of secondary devices that may be placed at strategic locations to afflict the greatest harm on first responders.

1. Perceive Threat

- a. Threats of a radiological related terrorist incident may be communicated verbally or written, perceived or discovered from intelligence resources, or realized from an actual RDD detonation or explosion. As with all events that are perceived to be or established as terrorism, the Federal Bureau of Investigation (FBI) should be notified immediately as they will have primary law

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enforcement investigatory and response responsibilities.

- b. Given Maryland's close proximity to the nation's capital, Washington DC, and the numerous federal buildings within the State, the threat of a potential terrorist incident involving an RDD is relatively high.

2. Assess the Hazard

- a. Regardless of the method of perception, law enforcement and the FBI must be notified immediately.
- b. If a threat of an RDD has been communicated verbally or written, then response agencies specially trained with proper radiological detection equipment should assess the potential area of incident for all potential radiological threats. The NRP have 12 radiological detection pagers that are deployed to the field and to the members of the agency Tactical Response Team.
- c. Should there be a radiological related terrorist incident, normally the NRP will not be the primary investigating or initiating agency and will instead serve in a support or assist role.
- d. In those incidents when the senior first responder is an NRP officer, then based on the nature and type of incident, they will need to decide if the event is a potential terrorist incident and implement the appropriate annex.
 - i. If the NRP senior first responder determines that the incident may be terrorist related, then they will take all appropriate safety and necessary law enforcement actions and immediately relay the information to the DNR Communications Center and to their Area/Unit Commander through the chain-of-command.
 - ii. The Area/Unit Commander, through the chain-of-command, will notify the Superintendent, the Agency's MEMA Representative, and other State or Federal officials as needed.

3. Select Control Strategy

- a. Control strategies should be focused on reducing the impact of consequences. Selection of control strategies is affected by whether or not a RDD detonation or explosion has or has not occurred and the damage realized if it has.
- b. Pre-blast incidents means that a blast has not actually taken place and post-blast strategies are required after at least one explosion.
- c. Responders should gain on-scene control of persons and the situation as early as possible.
- d. If required, the NRP Incident Commander will report to the Command Post to represent the interests of the NRP and determine if NRP resources are needed.
- e. The Incident Commander will determine the appropriate measures for controlling the hazard, if appropriate.

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4. Control Hazard

- a. If an RDD has not yet detonated, controlling it is dependent upon evacuating the area, reducing the effects of secondary hazards, and calling the appropriate response agency (such as a local or state bomb squad) that is specially equipped to locate and render the device safe.
- b. If an RDD explosion has occurred, the initial shock wave and blast damage has occurred and in large part is not controllable. Other hazards may be from weakened and falling structures or radiological material release. Fire is also a secondary effect of explosives. Other hazards may require actions to eliminate them from complicating the situation or reducing the impact if they cannot be completely removed from the area.
- c. Actions to control damage or injuries from weakened structures or other dangerous situations are hazards that should be given attention.
- d. Working with other State, Local, and Federal agencies, the NRP Incident Commander will utilize the necessary Agency resources to assist in controlling the hazards and protecting the public.
- e. As appropriate, personnel assigned to the incident will begin to identify potential evidentiary materials.

5. Monitor Hazard

- a. Additional searches should rule out secondary devices if possible.
- b. An RDD is primarily designed to be a dispersal device of radiological materials, but it may be used to disperse other hazards, such as chemical and biological agents, therefore, it is important to test and monitor the area for these additional hazards.
- c. Monitoring secondary hazards may require the use of other professionals like nuclear and/or structural engineers.
- d. Monitoring the hazards and secondary dangerous effects of a radiological detonation or explosion is critical to reducing the likelihood of further injuries or loss of life.
- e. Responding personnel must be alert for secondary explosive devices and other hazards that could affect the initial assessment of the hazard.
- f. If not already performed or completed, and if feasible, NRP personnel will assist in collecting evidentiary materials as directed or required.

C. Protective Action Selection

The following activities normally take place at the EOC. In order for these things to take place information about the hazard must be communicated from the scene.

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1. Analyze the Hazard
 - a. Standard protocol should be followed for threats, which may or may not include searches, and is dependent on the procedures adopted by the responsible authority.
 - b. Wind speed and direction should be noted for potential release and dissemination of radiological materials.
2. Determine Protective Action
 - a. Select the most appropriate public protective action. Evacuation, shelter-in-place, or a combination of both may be appropriate. Also, determine appropriate protection for responders. Expertise may be sought from the MDE or from the 32nd Civil Support Team.
 - b. Evacuation is not necessarily required for communicated explosive threats; however, the on scene incident commander will have to determine the best course of action.
 - c. Minimum evacuation distances should be followed for discovered devices based on their potential blast areas.
 - d. In the case of radiological materials, reduced time of exposure, distance one's self from the radioactive material and utilize available shielding, i.e. buildings and stone walls, are protective concepts to be applied.
3. Determine Public Warning
 - a. Special consideration should be given to vulnerable populations such as schools, homes for the elderly and highly populated areas. It is imperative to evacuate the immediate danger areas first and to ensure that others are appropriately informed to stay clear of the area.
 - b. Determine the content of the message to be issued to the public. (Ideally, pre-scripted messages will be developed and available for use.). The NRP PIO may serve this function.
4. Determine Protective Action Implementation Plan
 - a. Based on the hazard assessment, appropriate protective action plans should be selected.
 - b. Medical response plans may be executed in conjunction with size of radiological blast area, the size, and direction of the radiological plume, and fire suppression.

D. Public Warnings

1. Disseminate Public Warnings
 - a. Appropriate warnings should be released early as possible.
 - b. The general staff of the incident command should determine the best method of warning.

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- c. Public warnings should not complicate controlled evacuations but should be used to ensure that persons do not enter the hazard area, as well as provide information on evacuation routes if necessary.

E. Protective Action Implementation

1. Control Access and Isolate Danger Area

- a. All persons may be considered witnesses and/or potential perpetrators.
- b. It is important to maintain the effectiveness of evacuation by ensuring that unauthorized persons do not enter the danger zone.

2. Evacuation Support

- a. Primary evacuations will be the immediate vicinity of the item and at a minimum distance determined by the nature of the radiological threat.
- b. Buildings may require support from tenant employees to assist with evacuation proceedings.
- c. Law enforcement or other emergency response personnel should assist or coordinate as appropriate.
- d. Additional support should be considered especially if the hazard area is made larger by wind or other complicating factors.

3. Decontamination Support

- a. In consideration of specific hazard analysis, such as the potential use of biological or chemical agents and radiological materials, specific decontamination methods or chemicals may be required.
- b. Criminal evidence may be contaminated, and special handling procedures may be required to ensure the evidence is properly and safely handled and stored. Victims may also require decontamination.

4. Medical Treatment

- a. Medical personnel should be available for potential blast injuries. Many injuries are caused by flying glass and debris, and exposure to radiological materials. Given the size of a RDD explosion, the blast area may extend over a thousand feet.
- b. Emergency Room personnel at hospitals should keep in mind the possibility that persons checking themselves in may be contaminated. Triage of injured personnel may become all more important in a contamination scenario.

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**MARYLAND NATURAL RESOURCES POLICE
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5. Special Population Support

- a. Considerations for special needs population such as the elderly or mentally disabled should be given to the evacuation or transportation as well as potential decontamination processes. Special needs population must be identified and located as early as possible. Special transportation resources should be identified and prepared for use if necessary.
- b. When waterborne evacuation is mandated, special attention must be made to ensure that “Live Aboard” persons are evacuated from marinas in an affected evacuation zone or area.
- c. With any radiological blast, search and rescue operations should adjust protective equipment usage and rescue procedures accordingly. In some instances, rescue personnel may become victims and or become incapacitated and thus generate a need for additional resources.

F. Short Term Stabilization

1. Shelter Operations

- a. Special shelters may be required for contaminated personnel.

2. Unite Families

- a. Consideration should be given to ensuring that persons previously in the hazard area are not contaminated prior to being reunited with family.

3. Continued Medical Treatment

- a. Provisions may be required to establish a safe and secure medical treatment and/or triage location near the incident site.

4. Increase Security

- a. As in the case of all terrorist events, the area is a crime scene and should be protected and cordoned off accordingly.

5. Stabilize Affected Area(s)

- a. Special decontamination may be required prior to re-entry

G. Recovery

1. Re-Entry

- a. The area should be re-evaluated after cleaning and decontamination and determined safe prior to re-entry by persons without protective equipment.
- b. In addition, it should be ascertained that buildings and other structures are structurally sound.

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2. Recovery
 - a. Recovery involves more than equipment and tangible losses, the well-being of the public and the psychological impact is essential. Responders should maintain a visible presence to boost public confidence.
3. The NRP may be part of a statewide effort that implements the Strategic National Stockpile (SNS) State Plan. The NRP has a specific role as the lead in the Transportation Security Group. The NRP SNS Standard Operating Procedure can be found at: <\\tawesdata2\nrp\Common\NRP-Manuals\SOD-SOPs-Forms\SNS>

III. Assignment of Responsibilities

Following is the assignment of primary law enforcement and emergency functions for the NRP and other associated departments and agencies. Assignment of support emergency functions to certain agencies is also included.

A. Law Enforcement Responsibilities

1. Maintaining law and order
2. Controlling traffic (air, land, & sea)
3. Protecting vital installations
4. Patrolling established marine security or safety zones as required
5. Controlling and limiting access to the scene of the terrorist incident
6. Supplementing communications
7. Assisting with all evacuation efforts
8. Supporting the State's implementation in the Strategic National Stockpile Plan; assist with the transportation security of medical supplies throughout the state
9. Ensuring waterways are evacuated as deemed necessary for public safety protective measures.

B. Fire Department Responsibilities:

1. Lead Agency for response to Chemical Incidents (Appendix 2)
2. Providing for fire protection and the combating of fires
3. Search and rescue
4. Decontamination
5. Damage assessment

C. Support Functions:

1. Support from State or Federal Agencies may be made available from the surrounding area in accordance with the State Plan.
2. Volunteer agencies, such as the American Red Cross and Salvation Army, are available to give assistance with sheltering, feeding, etc., as necessary.
3. Personnel and equipment from surrounding communities may be sent to assist upon authorization by the designated representatives indicated in Memorandums of Agreement or Memorandums of Understanding.

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IV. Information Collection and Dissemination

This section describes the required critical or essential information common to all operations identified during the planning process. In general terms, it identifies the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and any specific times the information is needed.

- A. Disaster information managed by MEMA’s Emergency Operations Center is coordinated through agency representatives located in the EOC. The NRP MEMA representative collects information from and disseminates information to field personnel. The MEMA representative also disseminates information within the EOC that can be used to develop courses of action and manage emergency operations.
- B. The MEMA representative will keep the On-Scene Incident Commander and appropriate Agency Command Staff apprised of vital information needed for an effective NRP response.

V. Communications

- A. The NRP Communications Center has the ability to provide tactical interoperable communications through utilization of mutual aid channels and TAC-Stack.
- B. TAC-Stack is a concept and methodology to provide basic radio interoperability to all first responders that may normally operate in the 800 MHz, UHF, VHF or other designated frequencies assigned for public safety activities. The use of nationally dedicated interoperability channels in each of the primary frequency bands provides additional radio channel capacity during mutual aid operations. Utilizing these Nationwide Interoperability Channels, the original repeater stack concept has evolved into a device referred to as the “TAC-Stack” or “Band Bridge.” This device would be capable of linking together multiple frequency bands independent of the subscriber equipment manufacturer’s protocol. As 700 MHz systems and hardware begin deployment, the 7TAC interoperability channels could also be incorporated into any TAC-Stacks already in service. (See Maryland’s Statewide Communications Interoperability Plan, 2008).

VI. Annex Development and Maintenance

Annex development and maintenance is discussed in the Base Plan.

VII. Authorities and References

Authorities and References can be reviewed in the Base Plan.

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Appendix 1 – Acts of Terrorism: Radiological Incident Checklist

ACT OF TERRORISM – RADIOLOGICAL INCIDENT CHECKLIST		
READY STATE		
January 1st through December 31st		
The purpose of this Terrorism Incident Annex (TIA) Appendix is to enhance and ensure preparedness efforts are in place prior to any act of terrorism that involves a radiological/nuclear incident.		
ACTIVITY	RESPONSIBILITY	DATE
1. <input type="checkbox"/> Review and update, as needed, the Act of Terrorism – Radiological Incident Annex.	NRP Emergency Operations Committee	
2. <input type="checkbox"/> Review and update, as needed, the NRP 604.	NRP Emergency Operations Committee	
3. <input type="checkbox"/> Review and update, as needed, the NRP 441.	NRP Emergency Operations Committee	
4. <input type="checkbox"/> Review and update resources listed in the Maryland Emergency Management Agency’s Web EOC.	NRP SEOC Representatives	
5. <input type="checkbox"/> Review and update plans/procedures to account for employee safety, emergency notification and information dissemination as well as COOP activation procedures. Review and revise as needed all pre-scripted documents.	NRP Planning NRP COOP Leadership Team	
6. <input type="checkbox"/> Participate in any MEMA or Governor related Terrorism or Radiological Incidents Preparedness Exercises or drills.	DNR Secretary NRP Superintendent NRP SEOC Representative	
7. <input type="checkbox"/> Review and update, as needed, all related plans, annexes, and checklists.	NRP Emergency Operations Committee	
8. <input type="checkbox"/> Review and update Public Preparedness Messaging and Materials to include: boater safety, waterway restrictions, and other protective public measures.	NRP PIO	
9. <input type="checkbox"/> Notification to Agency personnel of any updates to the plans and procedures as needed.	Bureau Commanders	
10. <input type="checkbox"/> Ensure that NRP officers who are issued an agency respirator are current with their fit testing and that the equipment is operational and available while on patrol.	NRP Health Safety Officer All NRP Officers issued a respirator	
11. <input type="checkbox"/> Ensure Matapeake maintains a supply of Potassium Iodine (KI) that is not expired and annually reminds agency personnel the process to request this protective measure.	NRP Health Safety Officer	
12. <input type="checkbox"/> Ensure officers are trained in the use of the agency owned Radiological (RAD) Pagers and ensure they are in working order.	NRP Area Lieutenant for where the RAD Pagers are deployed.	

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**MARYLAND NATURAL RESOURCES POLICE
EMERGENCY OPERATIONS PLAN**

ACT OF TERRORISM – RADIOLOGICAL INCIDENT CHECKLIST		
ELEVATED THREAT ALERT		
Impending Threat of an Radiological/Nuclear Incident or Event		
This state includes activities addressing the preparations for a terrorism incident where the threat of a nuclear incident has been determined by authorities to be a creditable threat and the likelihood of the terrorist using a radiological/nuclear device is high.		
ACTIVITY	RESPONSIBILITY	DATE
13. <input type="checkbox"/> NRP DNR / MEMA representatives will report to the SEOC upon activation.	SEOC Representatives	
14. <input type="checkbox"/> If the decision by MEMA is made to increase the SEOC activation level to include NRP/DNR staffing, the NRP SEOC representatives will coordinate and complete a duty schedule to cover the activation period.	SEOC Representatives	
15. <input type="checkbox"/> Duty Shifts will be identified and essential personnel notified. Extended shifts may be implemented to address an increased law enforcement presence and should be communicated to the appropriate personnel. Leave restrictions will be identified.	Superintendent or designee Deputy Superintendent or designee Bureau Commanders Regional Commanders Area Commanders	
16. <input type="checkbox"/> NRP-604 (Emergency Response - Equipment & Personnel Resource Report) will be completed for the projected time period. This form will be provided to the DNR Communication Center and NRP SEOC representatives.	Area and Unit Commanders	
17. <input type="checkbox"/> Schedule NRP supervisors to work in local EOC's, as personnel and resources will allow, especially where the creditable threat may be directed against.	Area Duty Officer	
18. <input type="checkbox"/> The NRP SEOC representative will provide for a "Universal" CAD number to all NRP officers, so that the tracking of costs can be consistent.	SEOC Representative	
19. <input type="checkbox"/> All NRP personnel will document incident related costs on the NRP 441-O (Special Event Expenditure Form). <input type="checkbox"/> Each Officer will track regular and overtime hours, vehicle and vessel fuel utilized, and any other associated costs on the NRP-441-O.	All NRP Personnel	
20. <input type="checkbox"/> Ensure that each officer's Personal Protective Equipment (PPE) is immediately available for patrol and the use of body armor issued to all officers is readily available.	All NRP Personnel	
21. <input type="checkbox"/> As soon as conditions allow, officers should begin to check the condition of equipment and facilities and report their findings to the Duty Officer.	All NRP Personnel	
22. <input type="checkbox"/> Notify MDE Emergency Response or the Department of Health and Mental Hygiene.	Duty Officers Area Commanders Communication Center NRP MEMA Representative	

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ACT OF TERRORISM – RADIOLOGICAL INCIDENT CHECKLIST		
ELEVATED THREAT ALERT		
Impending Threat of an Radiological/Nuclear Incident or Event		
This state includes activities addressing the preparations for a terrorism incident where the threat of a nuclear incident has been determined by authorities to be a creditable threat and the likelihood of the terrorist using a radiological/nuclear device is high.		
ACTIVITY	RESPONSIBILITY	DATE
23. <input type="checkbox"/> Notify the United States Coast Guard if any waterways are in the affected area.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative	
24. <input type="checkbox"/> Take Shelter - The NRP will support MEMA in take shelter operations by providing notification to Mariners of the Take Shelter actions and procedures. Notifications will be made through the use of Public Address Systems on both vessels and vehicles, by personal contact, and by the use of VHF or Citizens Band radios as applicable.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative	
25. <input type="checkbox"/> Access Control - The NRP will be the lead State Agency in waterway access control operations working in conjunction with the United States Coast Guard. This will be accomplished by enforcing access of water craft along waterways through the establishment and maintenance of access control points. Coordination with the USCG, local law enforcement with marine units and even fire departments with maritime resources for the evacuation and enforcement of established Safety Zones on Maryland waterways.	NRP Officers Duty Officers Area Commanders Communication Center NRP MEMA Representative NRP SEOC Representatives	
26. <input type="checkbox"/> Activate the NRP SNS Standard Operating Procedure and assign tasking to support the statewide implementation of the SNS plan.	Superintendent Deputy Superintendent or designee	
27. <input type="checkbox"/> Emergency Medical Services - The NRP will support the Maryland Institute for Emergency Medical Services Systems (MIEMSS) in emergency medical services operations. NRP will provide transportation for injured persons as directed by MIEMSS.	All NRP Officers	
28. <input type="checkbox"/> PIO should be putting out any proactive press releases in conjunction with DNR OCM and MEMA’s Joint Information Center (JIC).	NRP PIO	

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ACT OF TERRORISM - RADIOLOGICAL INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
29. <input type="checkbox"/> Provide staff and equipment for MEMA response and missions, as needed.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
30. <input type="checkbox"/> Provide public safety protective measures as requested which may include: <input type="checkbox"/> Search and Rescue operations <input type="checkbox"/> Conducting warning and evacuation of waterways in and around nuclear power plants or other facilities or sites during radiological/nuclear incident operations. <input type="checkbox"/> Law Enforcement and Crime Prevention for evacuated areas - NRP will be the lead Agency for Law Enforcement and Crime Prevention upon the waters of the State as well as on State managed lands and in State Parks. NRP will support the MSP in Law Enforcement and Crime Prevention operations in other areas of the State as requested. <input type="checkbox"/> Provide transportation needs as may be needed. <input type="checkbox"/> Provide services associated with the State's Strategic National Stockpile (SNS) plan (if activated).	NRP Officers Duty Officers Area Commanders SOD Commanders & Supervisors NRP MEMA Representative	
31. <input type="checkbox"/> Ensure that persons are not allowed to return to a contaminated area until it is safe.	All NRP Personnel	
32. <input type="checkbox"/> Ensure that all affected NRP personnel are notified of the decontamination site(s) and procedures.	Duty Officers Area Commanders NRP MEMA Representative	
33. <input type="checkbox"/> Once the immediate area is deemed safe after a radiological/nuclear incident, intelligence reports related to loss of life and damage of NRP facilities and other property are to be forwarded to the NRP MEMA Representative through the DNR communications center.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
34. <input type="checkbox"/> Continue to interface with local, state, or federal law enforcement to render assistance in the affected area.	NRP Duty Officer Area Commanders NRP MEMA Representative	

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ACT OF TERRORISM - RADIOLOGICAL INCIDENT CHECKLIST		
IMMINENT THREAT LEVEL		
Post Event		
Recovery and Public Safety Services		
ACTIVITY	RESPONSIBILITY	DATE
35. <input type="checkbox"/> Cooperate with the Department of Health and Mental Hygiene in collection of biota samples, as required.	NRP Officers Duty Officers Area Commanders NRP MEMA Representative	
36. <input type="checkbox"/> Offer Critical Incident Stress Management (CISM) services to involved personnel, and document that the services were offered.	Regional or Divisional Commander	

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Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-902_(Off-Ofc-SOff-MOff_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Non-Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT

Overview of Rank Responsibilities	
Officer:	The main purpose of an NRP Officer is to learn to perform progressively responsible duties under close supervision.
Officer First Class:	The main purpose of an NRP Officer First Class is to enforce conservation, criminal, civil, and boating laws, rules and regulations at the full performance level.
Senior Officer:	The main purpose of an NRP Senior Officer is to enforce conservation, criminal, civil, and boating laws, rules and regulations at the full performance level, with at least ten (10) years of experience.
Master Officer:	The main purpose of an NRP Master Officer is to enforce conservation, criminal, civil, and boating laws, rules and regulations at the full performance level, with at least fifteen (15) years of experience.
The NRP Officer, Officer First Class, Senior Officer, and Master Officer are differentiated on the basis of degree of supervisory control exercised by the supervisor over these employees.	

Name: _____		I.D. #: _____		Rank: <input type="checkbox"/> Officer <input type="checkbox"/> Officer First Class							
Appraisal Period: _____ To _____				<input type="checkbox"/> Senior Officer <input type="checkbox"/> Master Officer							
Assignment: _____											
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal											
Essential Job Functions and Other Duties					Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed	
<u>Work Effort & Initiative</u>											
1.	Demonstrates a positive and enthusiastic attitude.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits good work habits and resourcefulness.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shows an acceptable level of productivity.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Utilizes uncommitted time in a proactive and aggressive performance of work assignments.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Works toward fulfilling the mission statement of the Agency.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Quality of Work</u>											
1.	Prepares reports that are accurate, thorough, and neat.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Carries out assignments to completion with attention to detail.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Prepares reports that are legible, grammatically correct, and without spelling errors.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Problem Solving</u>											
1.	Recognizes and identifies problems.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:	Rank: <input type="checkbox"/> Officer <input type="checkbox"/> Officer First Class								
Appraisal Period:		To	<input type="checkbox"/> Senior Officer <input type="checkbox"/> Master Officer								
Assignment:											
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal											
Essential Job Functions and Other Duties						Outstanding					
						Exceeds Standard					
						Meets Standards					
						Needs Improvement					
						Unsatisfactory					
						Not Observed					
2.	Demonstrates the ability to identify and group seemingly unrelated incidents which may pose a substantive community and police concern.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Displays the willingness to explore innovative and non-traditional solutions.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Recognizes the need for follow-up to resolve problems.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates the willingness and ability to utilize good problem-solving and assessment techniques.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>											
1.	Makes sound decisions based on knowledge, common sense, and/or training.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Makes decisions in accordance with Agency mission.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Makes decisions and takes action rather than putting the decision-making on others.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Takes into account the long-range implications of their decision.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Makes decisions based on relevant facts rather than emotional responses.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communications</u>											
1.	Displays tact and courtesy when interacting with the public.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Exhibits the ability to effectively deal with others.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Demonstrates good communication and listening skills.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Communicates effectively with fellow officers.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates composure in both routine and stressful situations.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Community Involvement & Partnerships</u>											
1.	Develops citizen and business contacts.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Develops information about their assigned patrol area.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shares information about their assigned patrol area with other officers.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Participates in community functions.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains awareness of crime trends and local offenders affecting their patrol area.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Dependability</u>											
1.	Reliable and able to work effectively.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Works with minimal supervision.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Meets established deadlines.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: <input type="checkbox"/> Officer <input type="checkbox"/> Officer First Class					
Appraisal Period:		To		<input type="checkbox"/> Senior Officer <input type="checkbox"/> Master Officer					
Assignment:									
Type of Appraisal: <input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal									
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
4.	Willingly accepts additional responsibilities.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appropriately utilizes sick time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Reports to work on time.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Knowledge of Laws, Regulations, & Legal Procedures</u>									
1.	Demonstrates a working knowledge of the relevant laws and regulations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrates a working knowledge of appropriate legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Acts appropriately in applying the relevant laws, regulations, and legal procedures.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Outstanding," "Needs Improvement," or "Unsatisfactory" ratings require a written comment.

Supervisor's Comments & Signature:

Large empty rectangular area for supervisor's comments.

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.				Date

Employee's Comments & Signature:

Large empty rectangular area for employee's comments.

Employee's Printed Name:	Employee's Signature:	I.D. No.				Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.				Date

Central Region Patrol Responsibilities.pdf

CENTRAL REGION						
Area #	District #	Primary Patrol Responsibilities				
		County	Major River / Water System		DNR Public Lands	
					State Park / State Forest	Other Public Lands
Area 5	District 2	Montgomery	Rocky Gorge Triadelphia Reservoir Upper Potomac River		Seneca Creek State Park Those areas of Patuxent River State Park within MO Co.	Cherrington CWMA Dierssen WMA Mckee-Beshers WMA Islands of the Potomac WMA Strider 1& 2 WMA
	District 3	Baltimore County & Baltimore City <i>(All Marine Operations)</i>	Back River Inner Harbor Gunpowder River	Middle River Patapsco River Chesapeake Bay	Hart-Miller Island State Park Riparian and water areas of North Point State Park.	
	District 4	Carroll & Howard	Upper Patapsco RiveCer Liberty Reservoir Piney Run Reservoir		Those areas of Patuxent River State Park within HO Co. Those areas of Patapsco Valley SP within HO & CL Co.	Avondale WMA Sawmill CWMA Farver CWMA Slacks WMA Hahn CWMA Spiegel CWMA Maring CWMA Hugg-Thomas WMA Hanover Watershed CWMA Morgan Run NEA Raincliffe CWMA Woodbrook CWMA Prettyboy Res. CWMA (CL Co.) Liberty Res. CWMA (CL Co.)
Area 6	District 6	Baltimore County & Baltimore City	Loch Raven Reservoir Gunpowder River Prettyboy Reservoir		North Point State Park Those areas of Patapsco Valley SP within BA Co. Those areas of Gunpowder Falls SP within BA Co.	Soldiers Delight NEA Loch Raven Watershed Gwynnbrook WMA Prettyboy Res. CWMA (BA Co) Liberty Res. CWMA (BA Co.)
	District 7	Harford	Susquehanna River Bush River		Those areas of Gunpowder Falls SP within HA Co. Susquehanna State Park Lands in Conowingo Rocks State Park Susquehanna State Park Rocks SP (Palmer) Stoney Demonstration Forest	Bush Declaration NRMA
	District 8	Cecil	Bohemia River C&D Canal Elk River Northeast River Chesapeake Bay		Elk Neck State Park Elk Neck SP – Welch Point Area Elk Neck State Forest	Earlville WMA Fair Hill NRMA C&D Canal Lands: Bethal CWMA Court House Point CWMA Elk Forest CWMA Grove Neck CWMA Stemmers Run CWMA Welch Point CWMA

**NRP-497 (Random Testing
Notification checklist 2019-11-17).pdf**

Commander Checklist for Employee Notification of Random Drug Testing

The NRP ATR (Agency Technical Representative) will contact the Regional/Division Commander of a selected employee, by telephone and email.

The Regional/Division Commander will not notify the randomly selected employee no earlier than 8 hours prior to the scheduled test.

The Regional/Division Commander shall have 3 copies each of the MS-DT4 and the HIPAA Release of Records and Information Form available when meeting with the employee for notification.

Check when Completed	Task
	Regional/Division Commander will read Form MS-DT4 to the employee.
	The Regional/Division Commander and the employee will sign 3 (three) original copies of MS-DT4.
	Regional/Division Commander will have employee read and sign (three) original copies of the HIPAA Release of Records and Information Form.
	Regional/Division Commander will allow the employee to retain two copies. One copy goes to the on-site Collection Representative. Second copy is for the employee.
	Regional/Division Commander will notify the NRP ATR by phone and email that notification has been completed.
	Regional/Division Commander will send this form and one copy of the MS-DT4 and the HIPAA Release of Records and Information Form to the Agency ATR (NRP Personnel Section).

NAME OF EMPLOYEE TO BE TESTED: (PRINT)						
17. REGIONAL/DIVISION COMMANDER: (PRINTED NAME)	ID NO.	18. REGIONAL DIVISION COMMANDER: (SIGNATURE)	DATE			
	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					

If an employee refuses to sign the notification forms, the Regional/Division Commander shall notify the Appointing Authority.

THIS PROCESS IS CONFIDENTIAL!

Maryland Natural Resources
Police Policy Manual
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NRP-553 (Shaving Waiver Request 2019-03-12).pdf

**MARYLAND NATURAL RESOURCES POLICE
REQUEST FOR SHAVING WAIVER**

Before submitting a request for a shaving waiver, an officer must attempt each of the below mitigating shaving alternatives. If a mitigating alternative is successful, the officer shall continue the practice and comply with the agency appearance standards. Only when each of the alternatives proves unsuccessful may an officer submit a shaving waiver.

By initialing each of the below boxes, I attest that I have attempted each of the listed mitigating shaving alternatives with negative success and am now requesting a waiver to the agency grooming standards.

10. REQUIRED MITIGATING SHAVING ALTERNATIVES	Initials
A. Attempted shaving with a single blade razor.	
B. Attempted shaving with a high-end multi-blade razor	
C. Attempted shaving with an electric razor	
D. Non Drying dermatologist shave gel	
E. Dermatologist approved shave oil	
F. Post shave balm.	

I attest that I have tried all of the mitigating shaving alternatives and am submitting a request for a shaving waiver.

12. Requestor's Printed Name
13. Requestor's Signature
Date

This section to be completed by a licensed dermatologist.

Diagnosis : _____

Diagnosis Code: _____

I hereby certify I am a licensed dermatologist. I further certify I have reviewed this patient's condition in a manner consistent with the prohibitions contained in regulations adopted by the State Board of Quality Assurance or its equivalent. My opinions are based on my personal review of the patient's examination and the conclusions reached are based on a reasonable degree of medical certainty. I understand the State of Maryland Medical Director may contact me regarding the information certified herein.

Dermatologist Printed Name: _____	Office Phone: _____
Dermatologist Original Signature: _____	Office Fax: _____
Address: _____	

Officer shall submit NRP 553 Shaving Waiver Request form to the NRP Personnel Section.

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-454 (Secondary Employ Request 2005-04).pdf

**MARYLAND DEPARTMENT OF NATURAL RESOURCES
NATURAL RESOURCES POLICE / STATE FOREST & PARK SERVICE**

SECONDARY EMPLOYMENT REQUEST FORM

1. Type of Request: New: Annual Renewal: Termination:

2. Type of Secondary Employment: Off-Duty Extra-Duty

3. Employee's Name:	4. Rank:	5. Present Assignment:
6. Business Name or Prospective Employer:	7. Prospective Employer's Address:	
8. Prospective Immediate Supervisor's Name:	9. Type of Business	10. Business Phone
11. Job Title of Secondary Employment:	14. Duties of Secondary Employment:	
12. Total Weekly Hours Anticipated:		
13. Anticipated Starting Date:		

15. Is a condition of your prospective secondary employment to possess vested law enforcement powers, or to provide real or implied law enforcement service to the secondary employer?
 Yes No

I am fully aware that the Agency will not assume any liability, including Workers' Compensation, for any injury, damages or civil action incurred by personnel while they are performing secondary employment activities, unless there is a legal obligation to do so. Thus, unless there is a legal obligation placed upon the Agency, any injury or illness arising from secondary employment (not a State occupation) is not compensable by the State, and employees have only personal or job insurance and State sick and vacation leave on which to rely for income while ill or injured. Serious illness or injury may result in the employee being disqualified to resume State employment.

Additionally, I understand that the Agency will not provide a legal defense for legal claims arising from secondary employment activities of a law enforcement officer, unless there is a legal obligation to do so.

I am also aware that if my secondary employment is situated outside the jurisdictional limits of the State of Maryland, I will not represent myself as a law enforcement officer for the Maryland Department of Natural Resources Police during the performance of my duties. In addition, I accept the condition that I am not to use any Agency issued equipment without prior authorization, nor utilize any Agency records, documents, files, or computer systems for my secondary employment.

16. I am requesting to utilize the following Agency issued uniform, insignia or equipment in my secondary employment:

--

17. The usage of such uniform, insignia or equipment listed above is a requirement of my secondary employer:

Yes No



18. Your secondary employment request is approved based upon the following restrictions and conditions:

--

If at anytime you fail to adhere to the above restrictions and conditions, this approval of your secondary employment request will automatically terminate and you will not be authorized to engage in the secondary employment requested.

19. REQUESTED BY: (PRINTED NAME)	ID NO.	20. REQUESTED BY: (SIGNATURE)	DATE
21. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	APPROVAL/DENIEL
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
22. COMMANDER'S SIGNATURE:	ID NO.	DATE	APPROVAL/DENIEL
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied
23. BUREAU COMMANDER'S SIGNATURE:	ID NO.	DATE	APPROVAL/DENIEL
			<input type="checkbox"/> Approved <input type="checkbox"/> Denied

NRP-306 (Veh MoForm 2006-06).pdf

I-NRP-478 (Equipment Loan Agreement 2004-11).pdf

CHAPTER 12 SECTION II

FORMS

EQUIPMENT LOAN AGREEMENT	
NRP 478	
Use:	Utilized when the NRP loans equipment to another agency or organization.
Due:	To be completed with signatures prior to loaning the equipment.
To:	Division Commander files the original at the Division office.
Note:	Revised 11/04

Instructions:

1. Numerical day of the month that agreement is initiated.
2. Month that the agreement is initiated.
3. Year that the agreement is initiated.
4. Name of the Agency or individual who is borrowing the equipment.
5. Description of equipment borrowed.
6. Name of borrowing Agency.
7. Exact date that the equipment is borrowed.
8. Date that the equipment is expected to be returned.
9. Check box if the Guardian Covert Outdoor Surveillance equipment is borrowed.
10. If # 9 is checked, enter the serial number for the borrowed Guardian equipment.
11. If # 9 is checked, enter the serial number for the Sony 8mm Video Recorder.
12. If # 9 is checked, enter the serial number for the Sony Video Monitor.
13. Check box if equipment other than the Guardian Covert Outdoor Surveillance equipment is borrowed.

14. Description of equipment borrowed.
15. Serial number of equipment borrowed.
16. Print the name of the Unit Commander.
17. Enter the Office address of the Unit Commander.
18. Enter the name of the borrowing official or individual.
19. Enter the Title of the borrower.
20. Enter the Borrower's Agency.
21. Enter the Borrower's Agency address.
22. Enter the Borrower's telephone number.
23. Signature of witness.
24. Signature of Division Commander.
25. Print the name of borrower's Agency.
26. Second witness signature.
27. Signature of Borrower.

Maryland Natural Resources
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**NRP-513 (DNR Citation Book
Agreements-MOU 2011-05-01).pdf**

**MEMORANDUM OF UNDERSTANDING
ISSUANCE OF DNR CITATION BOOKS**

**MADE BETWEEN
MARYLAND DEPARTMENT OF NATURAL RESOURCES POLICE
AND
(INSERT THE NAME OF LAW ENFORCEMENT AGENCY REQUESTING DNR CITATION
BOOKS)**

WHEREAS, the State of Maryland has a rich and diverse collection of terrestrial and marine related natural resources, and the Maryland Natural Resources Police (NRP), a unit of the Maryland Department of Natural Resources (DNR) is charged with protecting those natural resources through conservation law enforcement efforts; and

WHEREAS, the citizens of the State of Maryland have enjoyed a long history in boating activity within the State's approximately 2,350 square miles of waterways. It is in the best interests of the citizens of Maryland that the Maryland Department of Natural Resources Police assists other law enforcement agencies in their own desire to enhance public safety and encourage safe boating practices upon Maryland's waterways; and

WHEREAS, the Department of Natural Resources Police ("NRP") and the (Insert Name of Requesting Law Enforcement Agency), herein after referred to as the "Parties", strive to increase conservation law enforcement efforts and encourage safe boating practices upon Maryland's waterways and foster an extraordinary relationship between the two law enforcement agencies; and

WHEREAS, to accomplish these goals of conservation and boating enforcement, the (Insert Name of Requesting Law Enforcement Agency), herein after referred as the "Requesting Agency," has requested the Department of Natural Resources Police to issue Department of Natural Resources (DNR) Citation Books to them.

THEREFORE, we the undersigned, on behalf of the Maryland Department of Natural Resources Police and the (Insert Name of Requesting Law Enforcement Agency) do hereby agree to the procedures and stipulations of this Memorandum.

A. Department of Natural Resources Police

The Natural Resources Police (NRP) is a public safety agency with statewide authority to enforce conservation, boating, motor vehicle, and criminal laws, as well as to provide primary law enforcement services for Maryland's State parks, State forests, and public lands owned and managed by the Maryland Department of Natural Resources. The Natural Resources Police (NRP) is also designated as the State's lead agency for homeland security on Maryland waters.

The Natural Resources Police (NRP) is headquartered at 580 Taylor Avenue, E-3, Annapolis, Maryland 21401. The telephone number at NRP Headquarters is 410-260-8880.

The NRP Records Section is located at 1072 East College Parkway, Annapolis, Maryland 21409. The telephone number for Records is 410-295-4646.

B. (Insert Name of Requesting Law Enforcement Agency)

(Give a brief description & overview of Requesting Agency and their enforcement jurisdiction)

(Enter the Requesting Agency's HQ address & phone #)

C. Issuance of DNR Citation Books to Requesting Law Enforcement Agency: (Insert Name of Requesting Law Enforcement Agency)

1. The Requesting Agency's request for DNR citation books has been approved by DNR.
 - a. The Requesting Agency's approval to utilize DNR Citation Books is limited to the following authorized enforcement actions noted below:
 - Boating Enforcement
 - b. This approval is contingent upon the following:
 - Not Applicable
2. The Requesting Agency will designate a DNR Citation Book Liaison Officer within their organization. The DNR Citation Book Liaison Officer will have the following duties and responsibilities:
 - a. Ensuring that each of the Requesting Agency's personnel selected to be issued DNR citation books, are equipped with, at the Requesting Agency's own expense, a current and updated:
 - (1) Natural Resources Law Book
 - (2) Copy of the associated Code of Maryland Regulations (COMAR) required for the approved enforcement actions.
 - (3) Natural Resources Fine and Bond Schedule.
 - b. Distributing DNR citation books to the Requesting Agency's selected and trained personnel.
 - c. As the Requesting Agency's selected personnel leave the agency or are reassigned to duties that do not require the use of DNR citations, the Liaison Officer shall collect and return to DNR all DNR issued citations and equipment.
 - d. Maintaining an accurate accounting of all books issued to the Requesting Agency. The accounting shall list each citation book received and to whom issued.
 - e. Reviewing all DNR citations that are issued by the Requesting Agency's personnel and insuring that the citations are completed correctly and appropriately. As part of this review, the Liaison Officer shall insure that no citations are issued for any unauthorized enforcement actions.
 - f. On a monthly basis, promptly mailing all completed DNR citations to the NRP Records Section.
 - g. Insuring that remedial actions are taken upon being notified by the NRP that citations are being completed or processed improperly.
3. The Requesting Agency has designated (Enter the rank and name of the designated DNR Citation Book Liaison Officer) as their DNR Citation Book Liaison Officer, and their Liaison Officer can be reached at the following telephone number: .
4. In addition to the DNR Citation Book Liaison Officer, the Requesting Agency will submit a list of those officers specifically selected to receive DNR Citation Book training to the NRP Records Section. The list must include:
 - a. Officer's rank and full name.

- b. Officer's agency issued identification number.
 - c. The Requesting Agency's agency identification code assigned by the District Court.
5. The NRP Records Section shall maintain the original list of personnel from the Requesting Agency who are to be given the DNR Citation Book training. The NRP Records Section shall send a copy of this list to the NRP Training Academy.
 6. The NRP Training Academy will arrange a block of training for the DNR Citation Book Liaison Officer and those officers specifically selected by the Requesting Agency to be issued the books.
 - a. At a minimum this training shall include training in citation preparation and the legal requirements for enforcing the relevant Natural Resources laws and regulations.
 - b. As determined by the Field Operations Bureau Commander, additional training may be given in selected enforcement areas so that the Requesting Agency's personnel are trained in specific areas of unique and specialized enforcement techniques.
 - c. Upon completion of the training, the NRP Academy shall notify the NRP Records Section those personnel from the Requesting Agency who have successfully completed the training.
 - d. The NRP Records Section shall ensure that DNR Citation Books are issued to the DNR Citation Book Liaison Officer who will be responsible for distribution of the books to their trained personnel.
 7. The Requesting Agency may have their use of DNR citation books revoked for any of the following reasons:
 - a. Failure to maintain an accurate accounting of DNR citation books issued to the outside agency.
 - b. Failure to take all remedial actions necessary to insure that the DNR citations are reviewed, completed, and processed properly.
 - c. Failure to pass a yearly audit, which will include an audit of:
 - (1) DNR citation books issued.
 - (2) Updated and current copies of the following for each officer issued DNR citation books:
 - (a) Natural Resources Law Book
 - (b) Copy of the associated Code of Maryland Regulations (COMAR) required for the approved enforcement actions.
 - (c) Natural Resources Fine and Bond Schedule.
 - d. Issuing DNR citations for enforcement actions which are not authorized.
 - e. Issuing DNR citation books to personnel who have not received training in DNR citation preparation and/or those who have not received training in boating enforcement or other authorized enforcement actions and techniques.
 - f. Issuing DNR citation books to personnel whose information has not been sent to the NRP Records Section.
 - g. Failure to attend any mandated training as determined by the NRP.
- D.** Nothing contained in this MOU shall be deemed to constitute a waiver of the sovereign immunity of the State or provide indemnification for negligent acts by NRP or the Requesting Agency, their officers, employees and/or agents.
- E.** It is agreed that the NRP and the Requesting Agency will defend, indemnify, and hold harmless each other for all claims or suits initiated by third parties against either agency for property damage, personal injury, or death, which may arise out of the actions or negligence of employees

or agents of the NRP or Requesting Agency. Additionally, each of the Parties will permit the other to participate in the defense of third-party claims or suit, if liability of the jurisdiction, or its employees or agents, is alleged. The obligation of both parties under this paragraph is limited by the liability under the State Government Tort Claims Act.

- F. The NRP and the Requesting Agency shall not be responsible for any damage, loss, or injury sustained by any member, employee, servant, or agent of the other agency while carrying out the terms of this MOU, including workers compensation claims.
- G. Should any clause in this MOU be construed or deemed invalid or unenforceable, for any reason whatsoever, the remaining provisions shall continue and remain in full force and effect.
- H. This MOU constitutes the entire and full understanding between the Parties hereto and neither Party shall be bound by any representations, statement, promises or agreements not expressly set forth herein. Any and all modifications of this MOU shall be by written amendment approved by both Parties.
- I. This MOU shall become effective upon the date of its approval and execution by the Parties. Either Party may, at anytime during the term of this MOU, terminate this MOU by sending a thirty (30) days notice of termination to the other Party. If this MOU is not terminated in accordance with the provisions of this MOU, it shall be automatically renewed.

AS WITNESSETH our hands this day of , 20 .

Colonel George F. Johnson IV
Superintendent
Maryland Natural Resources Police

(Enter rank & name of Requesting Agency's official signing MOU)
(Enter Requesting Agency's official organizational position: ie, Chief, Superintendent, Secretary)
(Insert Name of Requesting Law Enforcement Agency)

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I-NRP-450 (Volunteer Employee Proof of Claim).pdf

CHAPTER 12 SECTION II FORMS

VOLUNTEER EMPLOYEE'S PROOF OF CLAIM – ACCIDENT MEDICAL EXPENSE	
NRP-450A	
Use:	To document a work related injury or illness to a volunteer/non-paid employee.
Due:	Verbal Confirmation - Supervisor must call the NRP Personnel Section within 24 hours of the work related injury/illness to file an initial proof of claim. During non-business hours, the supervisor will leave a message regarding the initial proof of claim. Fax Copy - As soon as practical to the NRP Personnel Section. Original – Send to NRP Personnel Section within 48 hours.
To:	Supervisor, who will forward through chain of command to NRP Personnel Section, E-3.
Note:	Revised 10/10

Instructions:

Completed by the injured volunteer employee and their supervisor.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the volunteer's name.
2. Enter the volunteer's home telephone number.
3. Enter the volunteer's home address.
4. Enter the age of the volunteer at the time of the injury.
5. If the injured volunteer employee saw a physician due to the injury, then give the name of the attending physician.
6. Enter the attending physician's address, if applicable.

7. Enter the date the accident occurred.
8. Enter the place the accident occurred.
9. Enter a brief description as to the nature of the volunteer employee's injuries.
10. Briefly describe what caused the accident.
11. Briefly describe the activity the volunteer was engaged in when the accident occurred.
12. Answer yes or no as to whether or not the accident occurred while the volunteer was traveling to or from the NRP sponsored activity. If yes, briefly describe.
13. List the names and addresses of any persons who witnessed the accident.
14. Enter the name of the volunteer's NRP supervisor. The volunteer's supervisor shall place their signature in the appropriate block, along with their work phone number and the date signed.
15. The volunteer employee must enter the appropriate information to authorize a release of information.
16. Enter the printed name and I.D. number, if applicable, of the person completing report.
17. Enter the signature of the person completing report and the date the report was prepared.
18. The supervisor reviewing the report, (usually a sergeant or acting sergeant), will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
19. Signature of supervisor or administrator, (normally a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report

CHAPTER 12 SECTION II FORMS

and indicates concurrence with the investigative actions described therein and that conformity with all Agency policies and procedures has been met.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

NRP-437 (Juvenile Release Form 2017-12-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
JUVENILE RELEASE FORM**

1. Report Number	2. Area	3. Violator #

4. Pursuant to Courts and Judicial Proceeding Article, section 3-814 (b) of the Annotated Code of Maryland, the Maryland Natural Resources Police releases _____, a juvenile to the care and custody of _____, whose responsibility it will be to produce said juvenile at such time and place as he or she may be directed by the Juvenile Services Administration or the Juvenile Court of _____ County, Maryland

Failure to produce said juvenile when so directed will be cause for a warrant to be issued by the courts for the juvenile and contempt proceedings may be instituted against you.

I hereby acknowledge the release of _____ to my care and custody and fully understand and agree to the terms and conditions of this release.

Signature of Parent/Guardian/Custodian Police Officer / Witness Date Released Time Released

5. JUVENILE INFORMATION							
Juvenile's Name:	Driver License Number & (State):			Race / Sex:		D.O.B.:	
Street Address:	City:	State:	Zip:	County:	Home #:	Work #:	

6. PARENTAL / GUARDIAN / CUSTODIAN INFORMATION							
Mother's Name:	Driver License Number & (State):			Race / Sex:		D.O.B.:	
Street Address:	City:	State:	Zip:	County:	Home #:	Work #:	
Father's Name:	Driver License Number & (State):			Race / Sex:		D.O.B.:	
Street Address:	City:	State:	Zip:	County:	Home #:	Work #:	
Guardian's / Custodian's Name:	Driver License Number & (State):			Race / Sex:		D.O.B.:	
Street Address:	City:	State:	Zip:	County:	Home #:	Work #:	

7. VICTIM INFORMATION							
Victim's Name:	Driver License Number & (State):			Race / Sex:		D.O.B.:	
Street Address:	City:	State:	Zip:	County:	Home #:	Work #:	

8. VIOLATION INFORMATION			
Charge(s):	Violation Code:	Location Code:	Date / Time of Offense:
A.			/
B.			/
C.			/
D.			/

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**NRP-866 (Officer - Reinstatement
Med. Condition 2007-08).pdf**



TO: _____, ID # _____

SUBJECT: Order of Reinstatement of Police Powers

Dear _____,

As you are aware, on _____ you were issued an Order of Emergency Suspension of your Police Powers due to your medical condition. Upon a review of your updated medical condition and status, I have determined that you may return to full-duty status effective _____.

Sincerely,



Maryland Natural Resources
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NRP-424 (Advisement of Rights 2014-04-15).pdf

**MARYLAND NATURAL RESOURCES POLICE
ADVISEMENT OF RIGHTS STATEMENT**

1. Interviewee:		2. Report Number:	
3. Location of Interview:			
4. Date Began:	5. Date Ended:	6. Time Began:	7. Time Ended:
8. Interviewed By:			
9. Officers Present			

10. YOUR CONSTITUTIONAL RIGHTS		Initials
A.	You have the right to remain silent.	
B.	Anything you say can and will be used against you in a court of law.	
C.	You have the right to talk to a lawyer and have him present with you while you are being questioned.	
D.	If you cannot afford to hire a lawyer, one will be appointed to represent you before any questioning, if you wish.	
E.	If you decide to answer questions now, without a lawyer being present, you will still have the right to stop answering at any time until you talk to a lawyer.	

11. WAIVER OF RIGHTS		Initials
F.	Do you understand each of these rights which I have explained to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
G.	Having these rights in mind, do you wish to talk to us now?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Interviewee's Name & Signature:

12. Printed Name
13. Signature
Date

14. COMPLETED BY: (PRINTED NAME)		ID NO.	15. COMPLETED BY: (SIGNATURE)		DATE
16. WITNESSED BY: (PRINTED NAME)	ID NO.	DATE	17. WITNESSED BY: (SIGNATURE)	ID NO.	DATE

**NRP-880 (Truthfulness Statement
Acknowledgement 2015-10-26).pdf**



Truthfulness Statement

A critical issue that impacts the effectiveness of any organization is its credibility. Central to that image is the integrity and truthfulness of its members, from the newest entrant to its top-level management

The need for honest, impartial, and accurate representation of facts is nowhere more vital than within a law enforcement agency, whose success or failure rests with the degree of public support it receives.

An individual's integrity is lost when he/she fails to tell the truth and can quickly spread throughout the Agency to the point that its viability as a trusted organization is lost.

Any misrepresentation of truth of any kind by uniformed or civilian personnel, or applicants, of this Agency will not be tolerated. Failure to be truthful in any circumstance could lead to disciplinary action up to and including termination.

I have read and understand the Superintendent's Memorandum regarding truthfulness within the Natural Resources Police.

Personnel's Signature

Date

Distribution: Employee
Personnel File
Internal Affairs Unit



NRP-476 (Corrective Action Guide 2004-11).pdf

CORRECTIVE ACTION GUIDE
Preventable Incidents / No Negligence

1. Name:	Job Observation Report & Training	Personnel Counseling Record & Training	Discipline <i>(Requires that the officer be charged by the Commanding Officer)</i>
First Incident Within (3) Three Years	3.	3.	2.
Second Incident or Second Similar Incident Within (3) Three Years	3.	3.	2.
Second Incident or Second Similar Incident Within (2) Two Years	3.	3.	3.
Second Incident or Second Similar Incident Within (1) One Year	2.	3.	3.

NRP-821 (Waiver of Hearing 2011-05-01).pdf

**MARYLAND NATURAL RESOURCES POLICE
WAIVER OF HEARING**

Date: _____

Reference IAU #: _____

Pursuant to Public Safety Article, § 3-103 of the Annotated Code of Maryland

I, _____, do hereby acknowledge that:
Officer's Rank / Name / ID #

1. I have been charged with a disciplinary violation(s) of the Polices, Procedures, and Regulations of the Maryland Natural Resources Police as set forth in the Statement of Charges dated:

Date of Statement of Charges

2. I have received, read and understand the disciplinary charges against me as set forth in the Statement of Charges dated:

Date of Statement of Charges

3. I am entitled to a hearing in accordance with the Law Enforcement Officers Bill of Rights to determine my guilt or innocence of the charges referred herein.
4. If I am found guilty of the charges(s) by the hearing board, the board will also make a recommendation to the Superintendent as to the penalty to be imposed.
5. The Superintendent has the right to modify in any way any penalty imposed, but he may not increase any recommended penalty without first giving me the opportunity to be heard.
6. For the purposes of any hearing, the Maryland Natural Resources Police has the burden of proving my guilt of the charge(s).
7. Should I be found guilty of any of the charges, and the findings of guilt are sustained by the Superintendent, I have the right to appeal the Superintendent's decision to the Circuit Court.
8. I do hereby waive my rights as described herein and as provided in the Law Enforcement Officers Bill of Rights and do hereby plead guilty to the following charges:

9. If applicable, the following charge(s) are hereby withdrawn by the Maryland Natural Resources Police:

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NRP-910_(Lt_Col_2018-08-15).pdf

MARYLAND NATURAL RESOURCES POLICE
Commissioned Officer's Performance Appraisal System

APPRAISAL REPORT FOR THE RANK OF LIEUTENANT COLONEL

Overview of Rank Responsibilities: Lieutenant Colonel
The NRP Lieutenant Colonel is responsible for supervising, managing, and administering an effective Natural Resources Police enforcement and support program in their assigned Office of responsibility.

Name:	I.D. #:	Rank:	Lieutenant Colonel
Assignment:	Appraisal Period: To		
Type of Appraisal:	<input type="checkbox"/> Appraisal <input type="checkbox"/> Interim One Month Appraisal		

Essential Job Functions and Other Duties		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
---	--	-------------	------------------	-----------------	-------------------	----------------	--------------

Problem Solving

(The ability to identify important pieces of information, to inter-relate pieces of information, ability to identify strengths and weaknesses)

1.	Analyzes situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Gathers information for use in problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Quickly identifies the problems or violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Identifies alternative courses of action when solving a problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Foresees the consequences of the alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Observes personnel to insure understanding and attitudes are consistent with appropriate procedures to be followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning & Organizing

(The ability to establish work schedules, to conduct effective oral presentations and establish work priorities; to anticipate future demands that may impact on current activities.)

1.	Identifies work priorities and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes time to organize response to situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Identifies the main points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Moves through responses logically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is able to give attention to several activities and personnel simultaneously.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Assigns personnel to appropriate duties or task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Perceives the effect of isolated events on overall Agency objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Prioritizes activities consistent with overall Agency goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Follows the status of ongoing activities to insure effective coordination of tasks and personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Divides tasks into sub-tasks to effectively organize work and allocate to subordinates those tasks which are commensurate with their abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Lieutenant Colonel					
Assignment:			Appraisal Period: To						
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal					
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
11.	Organizes own work and plans for future events.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Effectively uses chain of command.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Summarizes plan of action.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Consistently demonstrates initiative to undertake task/assignments within their area of responsibility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Decision Making</u>									
(The ability to perceive the consequences of actions or decisions)									
1.	Gathers information from all available sources before making decisions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Uses this information to make sound decisions promptly.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Defends and stand behind decisions.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Decides on an effective plan even when facts are incomplete or disputed.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Maintains objectivity in stressful situations.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Gain consensus where people or ideas conflict or compete.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates fairness and consideration for staff.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Leadership</u>									
(The ability to perceive the consequences of actions or decisions)									
1.	Guides subordinates, fellow officers and the public to achieve tasks.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Takes control of operations which are assigned to them.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Assigns tasks and assignments equitably to others.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Counsels others regarding personal or work-related problems.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Motivates others to accomplish tasks and meets Department, Agency, or unit goals or objectives.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Manages conflict between subordinates or fellow workers.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Conducts effective meetings.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Elicits subordinate or other officer's participation in problem solving.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Integrates internal & external resources to address community problems.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provides information to others to clarify or anticipate outcomes.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Maintains discipline.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Leads by example.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Uses available resources.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:		Rank: Lieutenant Colonel					
Assignment:			Appraisal Period: To						
Type of Appraisal:		<input type="checkbox"/> Appraisal		<input type="checkbox"/> Interim One Month Appraisal					
Essential Job Functions and Other Duties				Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
<u>Accountability</u>									
(The ability to adjust approaches to a task according to changing situational demands; to generate alternative solutions to problems; to effectively maintain several activities simultaneously)									
1.	Supports Department and Agency policy even when it may not be popular.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Keeps superiors informed on activities within the area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Applies control and discipline when warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has knowledge of activity or work that is taking place within area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has established procedures to monitor and regulate the processes, tasks, and activities in area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Interprets and explains Agency policies to subordinates, fellow officers, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Establishes procedures which support the Department's and Agency's objective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Participates with staff in setting specific objectives in a definitive time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Wears uniform that is consistent with Agency standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Completes and submits all required forms, reports, and documents in an accurate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Keeps assigned equipment in good and working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interpersonal Skills</u>									
(The ability to effectively counsel others regarding personal or work-related problems, to maintain a rapport with others and to effectively coordinate with others.)									
1.	Integrate and evaluate a variety of data in assessing performance objectives of yourself and/or subordinates; i.e., written documentation, personal observation, written or verbal comments of others, analytical data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Recognizes employee problems and performance deficiencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Guides rather than intimidate subordinates, fellow officers, or public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintains rapport with staff, officers, and public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Responds appropriately to irate individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Expresses empathy and sympathy toward others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Listens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communication</u>									
(The ability to effectively communicate in writing and verbally).									
1.	Express ideas clearly and concisely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:		I.D. #:	Rank: Lieutenant Colonel				
Assignment:			Appraisal Period: To				
Type of Appraisal:		<input type="checkbox"/> Appraisal	<input type="checkbox"/> Interim One Month Appraisal				
Essential Job Functions and Other Duties							
		Outstanding	Exceeds Standard	Meets Standards	Needs Improvement	Unsatisfactory	Not Observed
2.	Listens attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Uses proper grammar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Displays self-assurance and appears non-flustered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Appears to be well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is enthusiastic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Uses gestures effectively (i.e., eye contact, hand movement).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Maintains good body posture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Refrains from talking in jargon.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Submits reports and documents that are grammatically correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: All "Needs Improvement" require a written comment.

Supervisor's Comments & Signature:

Supervisor's Printed Name:	Supervisor's Signature:	I.D. No.				Date

Employee's Comments & Signature:

Employee's Printed Name:	Employee's Signature:	I.D. No.				Date

Reviewer's Signature

Reviewer's Printed Name:	Reviewer's Signature:	I.D. No.				Date

Maryland Natural Resources
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NRP-740_(Appl_to_Carry_PFA2019).pdf

**MARYLAND NATURAL RESOURCES POLICE
APPLICATION TO CARRY PERSONALLY OWNED FIREARMS**

TO: Training and Safety Education Unit Commander
 THRU: Area/Unit Senior Firearms Instructor
 FROM: _____ ID #: _____
 SUBJECT: Application to Carry Personally Owned Firearm
 Date: _____

I am requesting authorization to carry a personally owned firearm (described below) in accordance with Agency policy. I affirm that I have read, fully understand, and will adhere to the requirements of the Maryland Natural Resources Police Firearms Policy. **Authorization to carry requires qualification (day and low light) each calendar year. Failure to complete the required qualification during a calendar year automatically suspends the officer's privilege to carry a personally owned firearm beginning January 1 of the next calendar year.**

**IF THE BELOW FIREARM IS LOST, STOLEN, OR TRANSFERRED TO ANOTHER PERSON I
WILL REPORT IT TO THE TRAINING AND RECRUITMENT UNIT COMMANDER.**

 Signature of Requesting Officer _____
Date

DESCRIPTION OF PERSONALLY OWNED FIREARM		
MAKE	MODEL:	SERIAL NUMBER:
TYPE:	CALIBER / GAUGE:	BARREL LENGTH: "

TO BE COMPLETED BY SENIOR UNIT/AREA FIREARMS INSTRUCTOR:

I certify that I have verified the firearm information listed on this form and that I have inspected and evaluated the firearm and found it to conform to Agency specifications for personally owned firearms. I further certify that the above named applicant has qualified with this firearm.

SENIOR FIREARMS INSTRUCTOR (PRINTED NAME)	ID NO.	SENIOR FIREARMS INSTRUCTOR (SIGNATURE)	DATE

Form Instructions.

1. Officer completes and signs form; and qualifies (day and low light).
2. Senior Area Firearms Instructor signs form.
3. Firearms Instructor transmits scores to academy.
4. Firearms instructor provides a copy to the Training and Safety Education Unit Commander or designee.
5. Training and Safety Education Unit Commander retains the form in file.

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NRP-746 (Training Travel Request 2021-05-05).pdf

**MARYLAND NATURAL RESOURCES POLICE
TRAVEL/TRAINING REQUEST**

Request Information		
Employee Rank	Employee Name:	
Title of Training Course/Travel event:		
Reason for Training/Travel:		
Location of Training/Seminar/Conference:		
Beginning Date:	Ending Date:	Total Cost Training/Seminar/Conference including Travel:

Request Type: select all that apply	
<input type="checkbox"/> Training <input type="checkbox"/> Seminar <input type="checkbox"/> Conference	<input type="checkbox"/> In-State <input type="checkbox"/> Out-of-State

Training Approval/Disapproval	Date
Colonel G. Adrian Baker	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

This section completed by NRP Finance Personnel				
<input type="checkbox"/>	Budget Coding:	PCA	Object	Item Fund
<input type="checkbox"/>	Budget Transfer Needed from:	PCA	Object	Item Fund
<input type="checkbox"/>	R* Stars Transfer Request			

Funding Approval Signature	Date
Amy Greenwood	

**NRP-721_Boat_Op_Verification_Check-
Off_(2015-04-02).pdf**



MARYLAND NATURAL RESOURCES POLICE

VESSEL OPERATORS VERIFICATION REPORT



Name: _____	Date: _____
VESSEL OPERATOR VERIFICATION SUMMARY CHECK OFF	
LEVEL: 1 <input type="checkbox"/> Small Outboards (Operation of small, open, outboard vessels) 1 <input type="checkbox"/> Trailer 2 <input type="checkbox"/> Large Outboards (Operation of large twin outboard vessels with cabins) 3 <input type="checkbox"/> Inboards. Specific Vessel type: _____ 4 <input type="checkbox"/> Additional Endorsement: _____ <div style="text-align: center; font-size: small;">(Insert Specialty Vessel Type)</div>	

Small Outboards		
These tasks will be completed on a small, open, outboard vessel.		Observer's Signature/ID
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #1 - Conduct a pre-patrol check for the vessel
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #2 - Get away from the dock
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #3 - Operate vessel in a restricted area
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #4 - Operate vessel in foul weather
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #5 - Dock the vessel along a straight pier
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #6 - Dock the vessel in a slip
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #7 - Anchor and take up anchor of a vessel
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #8 - Execute required sound signals
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #9 - Basic navigation
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #11 - Pilot a boat using GPS
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #12 - Towing Operations
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #13 - Man Overboard
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #14 - Maneuver the boat alongside another vessel
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #16 - Use of lines
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #17 - Operate a vessel at night
Make/Model of vessel used for tasks:		
Comments:		

Trailer		
This task will be completed with an outboard vessel and appropriately sized trailer and tow vehicle.	Observer's Signature/ID	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #18 - Trailer
Make/Model of vessel used for tasks:		
Comments:		



MARYLAND NATURAL RESOURCES POLICE

VESSEL OPERATORS VERIFICATION REPORT



Large Outboard

Large Outboard			
These tasks will be completed on a twin outboard vessel 30 feet or less with a cabin such as a 25' Sea Ark			Observer's Signature/ID
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #1 - Conduct a pre-patrol check for the vessel	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #2 - Get away from the dock	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #3 - Operate vessel in a restricted area	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #4 - Operate vessel in foul weather	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #5 - Dock the vessel along a straight pier	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #6 - Dock the vessel in a slip	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #10 - Use of radar	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #14 - Maneuver the boat alongside another vessel	
Make/Model of vessel used for tasks:			
Comments:			

Inboard

Inboard			
These tasks will be completed on an inboard vessel.			Observer's Signature/ID
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #1 - Conduct a pre-patrol check for the vessel. Start vessel.	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #2 - Get away from the dock	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #3 - Operate vessel in a restricted area	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #4 - Operate vessel in foul weather	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #5 - Dock the vessel along a straight pier	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #6 - Dock the vessel in a slip	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #10 - Use of radar	
<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	Task #14 - Maneuver the boat alongside another vessel	
Make/Model of vessel used for tasks:			
Comments:			

COMPLETED BY: (PRINTED NAME)	I.D. NO.	COMPLETED BY: (SIGNATURE)	DATE
38. SUPERVISOR'S SIGNATURE:	I.D. NO.	39. APPROVED BY: (SIGNATURE)	I.D. NO. DATE

MOU_Treaty_Obligations-Foreign_Nationals.pdf

Treaty Obligations to Foreign Nationals

1. The U.S. Department of State has solicited the assistance of State and local law enforcement authorities in carrying out treaty obligations of the United States concerning the detention or arrest of Foreign Nationals in this country. These treaty obligations are legally binding on U.S. Law Enforcement Agencies.
2. All Natural Resources Police officers are directed to insure that the following guidelines are adhered to:
 - a. Whenever a State or local authority arrests, imprisons or otherwise detains a Foreign National, such authority must promptly inform the detainee of their right to have their government informed of such event.
 - b. If the detainee asks to exercise the right, the detaining authority must inform the appropriate foreign consulate or embassy without delay and should make a written record of such notification. A list of the telephone numbers of all foreign consulates and embassies are available from the U.S. Department of State.
 - c. Subject to local laws and regulations regarding access to detained persons, consular officers have the right to visit their Nationals who are in prison, custody, or detention to converse and correspond with them, and to arrange for their legal representation. A Foreign Consular Officer should not take such actions on behalf of such a person if the person being held expressly opposes these actions.
 - d. Law enforcement personnel should also be aware that agreements with certain countries require mandatory notification when their Nationals are confined or detained. In these cases, the Foreign National has no choice regarding notification, and law enforcement authorities must notify the consulate or the embassy of the situation without delay. The Foreign National should be advised that his consul has been notified. A list of these countries is available from the U.S. Department of State.
 - e. Law enforcement authorities should telephone the U.S. Department of State immediately concerning any questions that arise in connection with the foregoing procedures at (202) 647-4415. Written inquiries may be addressed to Office of the Assistant Legal Adviser for Consular Affairs, Department of State, Washington, D.C. 20520.
3. The cooperation of state and local law enforcement authorities is essential to carry out these obligations effectively, and to ensure that Americans arrested or detained abroad obtain the treatment to which they are entitled. The Department of State requests that these requirements be brought to the attention of all concerned personnel, in order to ensure that the United States not violate any of its obligations under these Treaties.

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NRP-840 (Personnel Counseling Rec 2007-08).pdf

**MARYLAND NATURAL RESOURCES POLICE
PERSONNEL COUNSELING RECORD**

Date: _____

EMPLOYEE INFORMATION	
Name:	Assignment:
<input type="checkbox"/> Sworn Rank:	<input type="checkbox"/> Civilian Position:

PROBLEM(S) DISCUSSED

EMPLOYEE'S STATEMENT

EMPLOYEE'S SUGGESTIONS TO CORRECT PROBLEM(S)

SUPERVISOR'S COMMENTS

I hereby acknowledge having received a copy of this Personnel Counseling Record, and I understand that I have a right to respond to its contents. My signature does not imply agreement or disagreement. I further understand that a copy will be placed in my official personnel file.

Employee:

Employee's Signature (Title or Rank / Name / ID #)

Time Signed

Date Signed

Supervisor:

Supervisor' Signature (Title or Rank / Name / ID #)

Date Signed

- Distribution:
1. Original - Forwarded to Employee's Personnel File
 2. Copy – Employee
 3. Copy – Supervisor

I-NRP-207 (Leave Request 2018-07-26).pdf

CHAPTER 12 SECTION II

FORMS

REQUEST FOR LEAVE	
NRP 207	
Use:	Utilized to request leave in advance.
Due:	For advanced leave requests and to request a change for a scheduled holiday.
To:	For approval of advanced leave or change of a scheduled holiday, the form is submitted to immediate supervisor.
Note:	Revised 07/18

Instructions:

Report is to be printed in black ink or typed. All signatures will be in black ink.

Employee requesting leave in advance will:

Print name.

Select the type or types of leave requested and enter the requested dates for the leave.

Enter the number of hours for each selected leave type.

If warranted, add any remarks.

Sign and date the request.

Supervisors will:

Date the request when received.

Disapprove or Approve leave request within 10 days of receipt and return to the employee.

If warranted, add any remarks.

Sign and date the request.

Maryland Natural Resources
Police Policy Manual
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NRP-742 (Cert. of Retired Off. Qual. 2011-05-01).pdf

Maryland Police and Correctional Training Commissions

Documentation of Police Officer Annual Firearms Training and Firearm Re-Qualification For Retired Police Officers in Maryland

I attest that the individual identified below successfully completed classroom instruction and weapon qualification as prescribed by the Maryland Police Training Commission under COMAR, Title 12, Subtitle 04, Chapter 02, Section 11 for annual in-service training and Firearm re-qualification for certified police officers.

Name of Retiree: _____
(Print Name)

Former Agency: _____ Maryland Natural Resources Police _____

Date of Training: _____

Location of Training: _____

MPTC Course Approval No.: _____

Date of Firearm Re-Qualification: _____

Location of Firearm Re-Qualification: _____

MPTC Course Approval No.: _____

Firearm Type: Pistol Revolver Other: _____
(Specify)

Make: _____ Model: _____

Re-qualification Scores: Day Score: _____ % Low Light Score: _____ %

Note: Firearms Qualification requires both a Day & Low Light score of 70% or better.

I am certified as a Firearms Instructor by the Maryland Police Training Commission.

My Instructor Certification expires on: _____
(Date of Expiration)

I solemnly affirm under the penalties of perjury that the foregoing is true to the best of my knowledge, information and belief.

Name of Certified Firearms Instructor: _____
(Print Name)

Signature: _____ Date: _____

NRP-467 (Req for Forfeiture 2014-04-15).pdf



The Honorable
State's Attorney

, Maryland

Ref: Citation/Tracking Number:

REQUEST FOR FORFEITURE

This letter is to inform you that notice was given to _____ on _____ day of _____, that the Maryland Natural Resources Police have seized a _____ from _____ of _____. Said seizure was made as a result of the use of the aforementioned device, equipment, conveyance, or property to violate the provisions of Natural Resource Article, Title 10 or the regulations adopted pursuant to the title, to wit: _____, on the _____ day of _____, at _____, Maryland. The aforementioned device, equipment, conveyance, or property was also used on the following dates: N/A.

The aforementioned device, equipment, conveyance, or property is being seized pursuant to Natural Resources Article Title 10, Section 1106, Annotated Code of Maryland, which provides that:

(a) In general.- A Natural Resources police officer or any law enforcement officer, upon arresting any person for violating any provision of this title or any regulation adopted pursuant to this title, may seize any device, equipment, conveyance, or property unlawfully used. If the owner or person in charge of the seized device, equipment, conveyance, or property is convicted, the court may declare the device, equipment, conveyance, or property forfeited, in addition to any other penalty provided in this title. Any forfeiture becomes the property of the Department for disposition at the Department's discretion. If the owner is not known, the court may proceed ex parte to hear and determine any question of forfeiture. If the owner or person charged with the violation is not convicted, the device, equipment, conveyance, or property seized shall be released and returned to the owner or person.

(b) Exceptions.- The device, conveyance, or property may not be forfeited if the owner was not a consenting party or privy to a violation.

A request is hereby made for the Office of the State's Attorney to file a petition in the District Court for _____, Maryland, requesting forfeiture of this device, equipment, conveyance, or property. If ordered forfeited by the Court, the device, equipment, conveyance or property may be retained for official use or disposed of at the Department's discretion.



If you have questions about anything that has been requested in this letter, please contact the arresting officer, _____, or the Area Commander, _____, at the following address and phone number: Maryland Natural Resources Police, _____, (_____).

Sincerely,

Maryland Natural Resources Police

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-836 (Order - Notify of Trial Dates 2011-05-01).pdf



DATE: _____

RE: IAU Case Number: _____

TO: _____, _____
Rank Name ID #

In light of the criminal charge(s) placed against you in _____ County
Name of County
 _____, **YOU ARE HEREBY ORDERED** to; as you learn them, immediately
Name of State
 notify the Internal Affairs Unit (IAU) of the date, time, and location of all hearings and or trial dates associated with the charge(s).

You may face disciplinary action if you disobey this order.

BY ORDER OF: _____, _____
Rank Name ID #

RECEIVED BY: _____, _____, _____, _____
Rank Name ID # Date Time

WITNESSED BY: _____, _____, _____, _____
Rank Name ID # Date Time

DISTRIBUTION: Original: Copy:
 Internal Affairs Unit (IAU) Case File Officer Involved



Maryland Natural Resources
Police Policy Manual
Policy Manual

**NRP-860 (Complainant - Notice of
Complaint Receipt 2011-05-01).pdf**

RE: IAU Case Number:

Dear

Your complaint, as filed on is being investigated by of the Maryland Natural Resources Police.

As part of the investigatory process, the investigating officer will be contacting you in the near future to arrange a time when he or she may meet with you to discuss in greater detail the facts of the allegation.

Upon completion of the investigation, you will receive a letter notifying you that the investigation has been concluded.

The Maryland Natural Resources Police strives to maintain the highest standards among its police officers and takes all allegations of misconduct very seriously. To maintain these high standards, the Maryland Natural Resources Police is determined to eliminate any misconduct on the part of its officers. We are thankful for your reporting of this alleged misconduct in order that this goal might be achieved.

If there are any questions concerning this matter, during the process please do not hesitate to call my office at .

Sincerely,

Maryland Natural Resources
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**NRP-450B (Vol-Empl Statement
of Physician 2010-10).pdf**

NRP-422 (Consent to Search 2014-04-15).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-500_(Marine_Event_Appl_2015-06-18).pdf



Maryland Natural Resources Police

Application for Marine Event Permit



For Official Use Only	
Permit Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved Permit Number: _____
COMMENTS / RESTRICTIONS	

Instructions:

This permit application must be properly completed in order for the Maryland Natural Resources Police to consider approval of a marine event on waters of the State of Maryland as required by the Annotated Code of Maryland, Natural Resources Article, §8-725.7.

Please read the following carefully:

- 1) A separate application must be completed for each proposed event. The application must be typed or printed legibly in black ink. Applications that are illegible will not be processed.
- 2) All information must be accurately completed.
- 3) The club or event chairperson must sign the application and type / print their name in the space provided.
- 4) A proposed event that continues over several consecutive days only needs to have one application submitted.
- 5) Applications must be submitted forty five (45) days prior to the proposed event.
- 6) Completing this Application for a Marine Event permit does not relieve the sponsor or organizer of the event from obtaining any other needed permit(s) that may be required by local law enforcement or any city, county, state, or federal government entity.
- 7) Completed applications must be sent to:

Maryland Natural Resources Police
C/O Adjutant to the Superintendent
Tawes State Office Building E-3
580 Taylor Avenue
Annapolis, MD 21401

Section A – General Information:

Beginning Date of Event: _____ (MM/DD/YYYY)	Beginning Time of Event: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Ending Date of Event: _____ (MM/DD/YYYY)	Ending Time of Event: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	
Name of Sponsoring Organization / Club: _____			
Type of Event: _____		Name of Event: _____	
What is the estimated number of watercraft that will participate in the proposed event? _____ (Significant changes in the number of boats must be reported to the Natural Resources Police prior to the event.)			
Location of Proposed Event			
Body of Water _____	GPS Coordinates: _____	County: _____	
Closest Marina / Community: _____			
Do you anticipate any objection from other interested parties? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, in the next information block, provide the party's contact information and briefly explain their objection.			



Maryland Natural Resources Police

Application for Marine Event Permit



Name of objecting party: _____ Party's Phone #: _____

Party's Address: (Street Address, City, State, & Zip Code) _____

Explanation of Objection

Section B – Contact Information:

Name of Primary Person In-Charge of the Event: _____

Contact Information (Street Address, City, State, & Zip Code) _____

Home Phone #: _____ Office Phone #: _____ Cellular Phone #: _____
 (Area Code + Number) (Area Code + Number) (Area Code + Number)

E-Mail Address: _____

Where will this person be during the event? (Enter specific location below)

Name of Alternate Person In-Charge of the Event: _____

Contact Information (Street Address, City, State, & Zip Code) _____

Home Phone #: _____ Office Phone #: _____ Cellular Phone #: _____
 (Area Code + Number) (Area Code + Number) (Area Code + Number)

E-Mail Address: _____

Where will this person be during the event? (Enter specific location below)

Section C – Attach a Detailed Site Plan

Attention: To complete your application, attach a detailed drawing, map, and written summary of your operations plan. Include a general description of the area, any associated land based activities, the placement of temporary buoys, channels and any other designated locations such as: first-aid stations, food vendors, event staging area(s), rest rooms, etc.

APPLICATION. COMPLETED BY: (PRINTED NAME)			APPLICATION. COMPLETED BY: (SIGNATURE)			DATE
REVIEWING OFFICER'S SIGNATURE:			APPROVING OFFICER'S SIGNATURE			DATE
ID NO.	DATE		ID NO.	DATE		

NRP-601 (After Action Report Summary 2004-11).pdf

MARYLAND NATURAL RESOURCES POLICE
AFTER ACTION REPORT SUMMARY
OF
EMERGENCY OPERATION

1. Type of Incident:	2. Date of Incident:	3. Time of Incident:	4. Incident Number:
----------------------	----------------------	----------------------	---------------------

5. Incident Location:	6. Location Code:	7. GPS Coordinates:	8. Region / Area:
			9. County:

10. On Scene Commander:	11. Incident Commander:
12. Incident Base Location:	13. Command Post Location:

14. Field Personnel	Unit #	Officer	Assignment	Date & Time Notified	Date & Time Arrived	

15. Support Personnel	Description	Unit #	Officer	Date & Time Requested	Date & Time Arrived	
	NRP Investigation Section					
	NRP Aviation Section					
	NRP Underwater Operations Unit					
	NRP K-9 Team					
	NRP Technical Services					
	NRP Hydrographic Operations					
	DNR Public Communications					

16. Assisting Agencies	Agency Name	Name Of Personnel / Unit #	Case #	

MARYLAND NATURAL RESOURCES POLICE
 AFTER ACTION REPORT SUMMARY
 OF
 EMERGENCY OPERATION

1. Type of Incident:	2. Date of Incident:	3. Time of Incident:	4. Incident Number:
----------------------	----------------------	----------------------	---------------------

17. Summary of Action Taken

21. COMPLETED BY: (PRINTED NAME)	ID NO.	22. COMPLETED BY: (SIGNATURE)	DATE
23. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	24. APPROVED BY: (SIGNATURE)
			ID NO.
			DATE

MARYLAND NATURAL RESOURCES POLICE
 AFTER ACTION REPORT SUMMARY
 OF
 EMERGENCY OPERATION

1. Type of Incident:	2. Date of Incident:	3. Time of Incident:	4. Incident Number:
----------------------	----------------------	----------------------	---------------------

18. Equipment Used

19. Problems

20. Additional Needs

21. COMPLETED BY: (PRINTED NAME)	ID NO.	22. COMPLETED BY: (SIGNATURE)	DATE		
23. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	24. APPROVED BY: (SIGNATURE)	ID NO.	DATE

Maryland Natural Resources
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NRP-107-HANDWRITTEN (rev.4-2022).pdf

Hand Written Citation Expl.

Esto es una citación de los Recursos Naturales de Maryland, por (Charge) _____ que con lleva una multa de \$ _____. Le llegará una carta por correo con una fecha para ir a la corte. Usted tiene para pagar la multa hasta el día de corte. Si usted paga la multa no tendrá que presentarse ante el juez. De decidir no pagar la multa e ir a la corte para apelar la citation, procure asistir, ya que de no hacerlo una orden de arresto será emitida para su persona y \$100 serán sumados a la multa original.

Lo único que necesito es que firme en la X, no admitiendo culpabilidad sino afirmando que entendió como hacerse cargo de esta citación.

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Lo único que necesito es que firme en la X, no admitiendo culpabilidad sino afirmando que entendió como hacerse cargo de esta citación.

Maryland Natural Resources
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**NRP-733 (Remedial Firearms
Training Rpt 2013-08-08.pdf**



MARYLAND NATURAL RESOURCES POLICE

REMEDIAL FIREARMS TRAINING REPORT

INSTRUCTOR / STUDENT INFORMATION

Instructor:	Date:
Student:	Range:
Remedial Training Weapon Type: <input type="checkbox"/> Pistol <input type="checkbox"/> Shotgun <input type="checkbox"/> Rifle	

PROBLEMS IDENTIFIED

SHOOTING FUNDAMENTAL COVERED

<input type="checkbox"/> Sight Alignment	<input type="checkbox"/> Shooting Stance	<input type="checkbox"/> Breathing
<input type="checkbox"/> Sight Picture	<input type="checkbox"/> Shooting Grip	<input type="checkbox"/> Trigger Control

OTHER (explain):

SHOOTING EXERCISES CONDUCTED

DESCRIPTION	# OF ROUNDS

RECOMMENDATIONS/COMMENTS

Requalification Date: _____ **Score:** _____ %

STUDENT: (STUDENT'S PRINTED NAME)	ID NO.	STUDENT: (STUDENT'S SIGNATURE)	DATE
COMPLETED BY: (INSTRUCTOR'S PRINTED NAME)	ID NO.	COMPLETED BY: (INSTRUCTOR'S SIGNATURE)	DATE
SUPERVISOR'S SIGNATURE:	ID NO.	APPROVED BY: (SIGNATURE)	DATE

Maryland Natural Resources
Police Policy Manual
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NRP-432 (Speed Device Utilization Log 2005-04).pdf

**MARYLAND NATURAL RESOURCES POLICE
SPEED DETECTION DEVICE UTILIZATION LOG**

1. Incident #: _____

A. OPERATOR & EQUIPMENT INFORMATION

1. Area:	2. Speed Device Operator (Rank, Name, & ID #):	3. Date Device Utilized:		
4. Type of Speed Device:		5. Calibrated In:	6. Device Serial #:	7. Tuning Fork Serial #:
<input type="checkbox"/> Applied Concepts Stalker Basic <input type="checkbox"/> Kustom Falcon <input type="checkbox"/> Kustom ProLaser (II or III) <input type="checkbox"/> Applied Concepts Stalker ATR <input type="checkbox"/> Kustom Falcon Marine <input type="checkbox"/> Kustom Talon <input type="checkbox"/> Decatur Genesis I <input type="checkbox"/> Kustom HR-12 <input type="checkbox"/> MPH Industries Speed Gun <input type="checkbox"/> Decatur Genesis GHS <input type="checkbox"/> Kustom KR-10SP <input type="checkbox"/> Other (specify): <input type="checkbox"/> Decatur Genesis VP <input type="checkbox"/> Kustom Pro 1000DS		<input type="checkbox"/> MPH <input type="checkbox"/> Knots		
8. Tuning Fork Test Data: 1 st Test: _____ 2 nd Test: _____		9. Speed Device Test Data (Internal Cal.): 1 st Test: _____ 2 nd Test: _____		

B. OPERATING LOCATION

10. Type of Location:	11. Location of Use:	12. Speed Zone (Max. Speed):	13. Speed Zone (Posting):
<input type="checkbox"/> Roadway <input type="checkbox"/> Waterway		<input type="checkbox"/> MPH _____ <input type="checkbox"/> Knots _____	<input type="checkbox"/> Posted <input type="checkbox"/> Unposted

C. OPERATING CONDITIONS (check all that apply)

14. Weather	15. Light	16. Traffic/Boating Volume	17. Road Character	18. Road Composition	19. Road Surface	20. Water
<input type="checkbox"/> Clear <input type="checkbox"/> Hazy <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Snow <input type="checkbox"/> Other	<input type="checkbox"/> Day <input type="checkbox"/> Dark <input type="checkbox"/> Dawn <input type="checkbox"/> Moon <input type="checkbox"/> Dusk <input type="checkbox"/> Other	<input type="checkbox"/> Heavy <input type="checkbox"/> Medium <input type="checkbox"/> Light	<input type="checkbox"/> Upgrade <input type="checkbox"/> Downgrade <input type="checkbox"/> Level	<input type="checkbox"/> Macadam <input type="checkbox"/> Concrete <input type="checkbox"/> Dirt-Gravel	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow-Ice	<input type="checkbox"/> Calm <input type="checkbox"/> Choppy <input type="checkbox"/> Rough

D. VIOLATION INFORMATION

Time	Registration #	State	Citation #	Arrest #	Warning	Speed	Travel Direction			
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
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					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West

**MARYLAND NATURAL RESOURCES POLICE
SPEED DETECTION DEVICE UTILIZATION LOG**

1. Incident #: _____

D. VIOLATION INFORMATION										
Time	Registration #	State	Citation #	Arrest #	Warning	Speed	Travel Direction			
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
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					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West
TOTALS =====>										
			STOPS	CITATIONS	ARRESTS	WARNINGS				

21. COMPLETED BY: (PRINTED NAME)		I.D. NO.					22. COMPLETED BY: (SIGNATURE)		DATE
23. SUPERVISOR'S SIGNATURE:		I.D. NO.	DATE				24. APPROVED BY: (SIGNATURE)		DATE

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-438 (Accident Worksheet 2019-10-25).pdf

**MARYLAND NATURAL RESOURCES POLICE
VEHICLE AND VESSEL ACCIDENT WORKSHEET**

5A. NRP VEHICLE / VESSEL #:

AGENCY	1. PCA	OBJ/ITEM	2. DATE OF LOSS:	3. TIME OF LOSS:	4. COUNTY CODE :	5B. REPORT NUMBER:
K00		0708		<input type="checkbox"/> AM <input type="checkbox"/> PM		

LOSS INFORMATION

6. Location Of Accident (Including City & State):	7. Authority Contacted / Report Number:	8. Violations / Citations:
9. Description Of Accident:		

STATE VEHICLE OR VESSEL (VEHICLE OR VESSEL #1)

10. Year, Make, Model:	11. Vehicle / Vessel Identification (V.I.N. or H.I.N.#):	12. NRP # & License Plate / Regist. #:		
13. DNR Unit And Address:		14. Business Telephone:		
15. Driver's Name:	16. Driver's Home Address:	17. Residence Telephone:		
18. Relation To State (Employee, Etc.):	19. Date Of Birth:	20. Driver's License Number:	21. Purpose Of Use:	22. With Permission: <input type="checkbox"/> Yes <input type="checkbox"/> No
23. Describe Damage:	24. Damage Estimate: \$	25. Where Damage Can Be Seen:	26. When:	

VEHICLE / VESSEL #2 OR OTHER PARTY (PROPERTY DAMAGE)

27. Describe Property (If Vehicle, License Plate Number / If Vessel, Registration No.):	28. Insured: <input type="checkbox"/> Yes <input type="checkbox"/> No	29. Insurance Company, Policy & Telephone Number:	
30. Owner's Name & Address:	31. Business Telephone:	32. Residence Telephone:	
33. Driver's Name And Address (Check If Same As Owner's) : <input type="checkbox"/>	34. Business Telephone:	35. Residence Telephone:	
36. Describe Damage:	37. Damage Estimate: \$	38. Where Damage Can Be Seen:	39. When:

40. INJURED NAME AND ADDRESS	41. TELEPHONE NO.	42. TYPE	43. EXTENT OF INJURIES
		<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER <input type="checkbox"/> STATE VEHICLE VEHICLE	
		<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER <input type="checkbox"/> STATE VEHICLE VEHICLE	
		<input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER <input type="checkbox"/> STATE VEHICLE VEHICLE	
44. WITNESSES / PASSENGERS NAME & ADDRESS	45. TELEPHONE NO.	46. TYPE	47. OTHER: (SPECIFY)
		<input type="checkbox"/> STATE <input type="checkbox"/> OTHER VEHICLE VEHICLE	
		<input type="checkbox"/> STATE <input type="checkbox"/> OTHER VEHICLE VEHICLE	
		<input type="checkbox"/> STATE <input type="checkbox"/> OTHER VEHICLE VEHICLE	

48. REMARKS:

49. COMPLETED BY: (PRINTED NAME)	ID NO.	50. COMPLETED BY: (SIGNATURE)	DATE
51. SUPERVISOR'S SIGNATURE:	ID NO.	52. APPROVED BY: (SIGNATURE)	DATE

**MARYLAND NATURAL RESOURCES POLICE
VEHICLE AND VESSEL ACCIDENT WORKSHEET**

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49. COMPLETED BY: (PRINTED NAME)	ID NO.	50. COMPLETED BY: (SIGNATURE)	DATE
51. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	52. APPROVED BY: (SIGNATURE)

REPORTING AND ACCIDENT/LOSS

All incidents and/or accidents involving a motor vehicle or vessel, mobile equipment or miscellaneous equipment (lawn mowers, boats, etc.) are to be reported on the date of the accident by a supervisor. If after working hours, accident should be reported the next working day.

A Motor Vehicle Accident Investigation Guide (form FS-1) must be completed within 48 hours of the incident, reviewed by a supervisor, **emailed to the Fleet Coordinators** and forwarded through the chain of command **to the Bureau Chief**.

STATE OF MARYLAND INSURANCE INFORMATION:

The State driver should advise claimants to contact the Insurance Division, Office of the State Treasurer, Telephone 410-260-7684. The Insurance Division will advise the claimant/attorney as to the proper procedure for filing a formal notice of claim. Forward any correspondence received relative to a claim to **Office of the MD State Treasurer Louis L. Goldstein Treasurer Bldg. 80 Calvert St. Annapolis, MD 21401** or at www.treasurer.state.md.us.

DOCUMENTATION ROUTING & DUE DATES

Accident Worksheet
Form NRP-438:

A copy is to be **emailed** to the Fleet Coordinators within **48 hrs.** of the accident. Original reports should be sent through the chain of command **to the respective Bureau Chief** for review by the NRP Review Board.

Motor Vehicle & Vessel Accident Investigation Guide
Form NRP-439 (FS-1):

Copy of side "A" is to be **emailed** to the Fleet Coordinators within **48 hrs.** of the accident. Personnel will submit the original form with side "B" completed, **through the chain of command their Bureau Chief** for review by the NRP Review Board.

Police Reports:

A copy of the original Police Report should be submitted with the original Accident Work Sheet.

Estimates for Repair:

Three original estimates for repairs, **OR** a letter indicating there are no damages/no repairs are to be made, **OR** that repairs will be made in house and an estimate of the cost from the facility completing the repairs. One of these is to be sent to the Fleet Coordinator within **two weeks** of the accident. **At least one photo of damage must be attached.**

ACCIDENT WORK SHEET

**Department of Natural Resources
Supportive Services
Tawes State Office Building
580 Taylor Ave. B-4
Annapolis, MD 21401
Telephone: 410-260-8396
Fax: 410-260-8346**

**Maryland Natural Resources Police
Fleet Coordinator
306 Marine Academy Drive
Stevensville, Maryland 21666
Telephone: 410-643-5771
Fax: 410-643-6796**

GENERAL GUIDELINES

1. Stop as near the scene as is safely practical. Avoid blocking traffic and otherwise minimize potential danger to others.
2. Aid any injured persons.
3. Make every effort to have a police officer respond to the accident scene. The officer must be requested to make a formal report. Failure to follow this procedure must be fully explained in writing.
4. Provide identification to involved parties. Protect State Property.
5. Cooperate with police and emergency medical personnel.
6. DO NOT admit negligence, fault or offer settlements.
7. Obtain names and addresses of witnesses/ involved parties.
8. Accidents involving evacuation by emergency medical personnel shall be reported immediately to the **Communication Center at 410-260-8888.**

REPAIRS TO STATE PROPERTY

Three estimates for repairing the State property must be forwarded to the Fleet Coordinator. Approval must be obtained from the Fleet Coordinator for all repairs. If repairs will not be completed, or the accident resulted in no damages to repair, a memorandum must be forwarded through the chain of command to the Fleet Coordinator stating why repairs will not be completed. In either case, the estimates or the memorandum are to be sent to the Fleet Coordinator within **2 weeks** of the accident.

When repairs are made, a copy of the invoice and the VISA receipt or the number of the check that is issued as a result of an FS-18A having been completed must be sent to the Fleet Coordinator who will then forward it to Supportive Services within 45 days of the date of the accident. ***Repairs completed and submitted after 60 days will be paid for by the Agency with no compensation from the Treasurer's Office.***

Western Region Patrol Responsibilities.pdf

WESTERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 7	District 3	Frederick	Monocacy River Upper Potomac River	Cunningham Falls State Park Gambrill State Park	Frederick City Watershed CWMA Monocacy River NRMA Heaters Island WMA Thurmont Watershed CWMA Islands of the Potomac (FR Co.)
	District 4	Washington	Antietam CreekW Conococheague Creek Upper Potomac River	Greenbrier State Park South Mountain State Park Gathland State Park Washington Monument State Park Weverton-Roxbury Rail Trail Ft. Frederick State Park Ft. Tonoloway State Park Western Maryland Rail Trail	Indian Springs WMA Sideling Hill WMA Woodmont WMA Islands of the Potomac
Area 8	District 6	Allegany	Lake Habeeb (Rocky Gap) Upper Potomac River	Dans Mountain State Park Green Ridge State Forest Rocky Gap State Park Savage River State Forest within AL Co. Wills Mountain State Park	Belle Grove WMA Billmeyer WMA Dans Mountain WMA Warrior Mountain WMA Sideling Hill WMA (AL Co.) Evitts Creek Pond FMA McCoole FMA Islands of the Potomac (AL Co.)
	District 7	Garrett (Northern)	Deep Creek Lake Savage River Savage River Reservoir Youghiogheny Reservoir Youghiogheny River	Big Run State Park Casselman River Bridge State Park Deep Creek Lake State Park Garrett State Forest New Germany State Park Savage River State Forest Swallow Falls State Park	Deep Creek Lake NRMA Youghiogheny River CWMA Youghiogheny River NEA
	District 8	Garrett (Southern)	Broadford Lake Jennings Randolph Lake Deep Creek Lake Savage River Upper Potomac River Youghiogheny River	Garrett State Forest Herrington Manor State Park Jennings Randolph Lake Boat Ramp Potomac State Forest Savage River State Forest	Mt. Nebo WMA Islands of the Potomac (GA Co.)

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-440 (Courtesy PFD Rept 2007-08).pdf

**MARYLAND NATURAL RESOURCES POLICE
COURTESY P.F.D. PROGRAM REPORT**

1. Region:	2. Area:	3. County	4. Location Code:	5. Date of Report	6. Incident Number:
7. Body of Water:					
8. Boater's Name:			9. Driver's License # & (State):		
10. Boater's Address:				11. Phone #:	

12. DISTRIBUTED P.F.D INFORMATION		
SIZE	QUANTITY DISTRIBUTED	NRP P.F.D IDENTIFICATION #(S)
<input type="checkbox"/> Infant		
<input type="checkbox"/> Child		
<input type="checkbox"/> Youth		
<input type="checkbox"/> Adult		

13. VIOLATION INFORMATION	
A. Was a citation or warning issued for the P.F.D. violation?	B. Number of citations or warnings issued for other violations.
Citation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Citations: _____
Warning: <input type="checkbox"/> Yes <input type="checkbox"/> No	Warnings: _____
C. If no citation or warning was issued for P.F.D. violation, then give explanation.	

14. COMMENTS (Public Opinion, Suggestions, etc.)

15. COMPLETED BY: (PRINTED NAME)		ID NO.	16. COMPLETED BY: (SIGNATURE)		DATE
17. SUPERVISOR'S SIGNATURE:	ID NO.	DATE	18. APPROVED BY: (SIGNATURE)	ID NO.	DATE

**I-NRP-601 (After Action Rept Summary
of Emergency Op2004-11).pdf**

CHAPTER 12 SECTION II

FORMS

AFTER ACTION REPORT SUMMARY OF EMERGENCY OPERATION	
NRP 601	
Use:	Report is completed for Phase IV Emergency Operations, Fatal Boating Accidents, Non-Military Aircraft Crashes on the water and any incident where a Command Post is established.
Due:	Generally, within 10 days after operation has been secured, or; partial report within 48 hours for sensitive incidents.
To:	Through chain of command, to the Emergency Operations Committee Chairman.
Note:	Revised 11/04

Instructions:

Report is to be completed by the Incident Commander.

Report to be typed in black ink. All signatures will be in black ink.

1. Enter the type of incident.
2. Enter the numeric date of the incident; month, day and year.
3. Enter the time the incident occurred in military time.
4. Enter the incident number assigned by the DNR Communications Center.
5. Enter the exact location of the incident.
6. Enter the location code from the list approved by the DNR Law Enforcement Records Center.
7. Enter the GPS coordinates if available.
8. Enter the Region and Area number.
9. Enter the two-letter county code from the NRP approved list used for citations, etc.

10. Enter the name and rank of the On-Scene Commander.
11. Enter the name and rank of the Incident Commander.
12. Enter the location of the Incident Base (location where primary support activities are performed). If same location as the Command Post, indicate as such.
13. Enter the location of the Command Post.
14. Enter the information noted for NRP field personnel.
15. Enter the information noted for NRP support personnel.
16. List any assisting agencies, names of personnel and respective case numbers.
17. Enter a concise summary of action taken.
18. List the equipment utilized during this emergency operation.
19. List any problems. Be specific as this information will be used to address those problems to avoid reoccurrences.
20. List any additional needs, not available, that could have been beneficial to this operation.
21. Enter the printed name and I.D. number of the Incident Commander completing report.
22. Enter the signature of the individual in 17 above and the date the report was prepared.
23. The supervisor reviewing the report will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.

CHAPTER 12 SECTION II FORMS

24. Signature of supervisor or administrator, (normally a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates conformity with all Agency policies and procedures.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

NRP-307 (Duty Roster-Schedule 2009-01).pdf

Maryland Natural Resources
Police Policy Manual
Policy Manual

NRP-743 (Retired LEO Liability Waiver 2018-04-18).pdf

MARYLAND NATURAL RESOURCES POLICE
WAIVER OF CLAIM & RELEASE FROM LIABILITY

This Waiver of Claim and Release from Liability is hereby granted this _____ day of _____, 20____, in the State of Maryland, to the State of Maryland, the Maryland Department of Natural Resources, the Maryland Natural Resources Police, their agencies, employees, agents, and officials by the undersigned.

Witnesseth,

That in consideration of the permission given to me, as a retired Law Enforcement Officer, by the staff of the Natural Resources Police Training Academy to use the facilities and range, to include live firing of personally owned weapons, on or about this date, the undersigned, on behalf of ourselves, our heirs, executors, administrators, assigns and other persons of interest, hereby expressly agree to assume all risks associated with use of the range and related activities, to save harmless and to waive any possible claim or right of action, and to fully and forever release the State of Maryland, the Department of Natural Resources, and their agencies, employees, agents, and officials from any and all right, claim or cause of action, existing or which could arise at any time in the future, as a direct or indirect result of use of the NRP range and facilities, to include live firing of personally owned weapons, (including, without being limited to: death, personal injury, loss or damage to real or personal property) or the execution, or attempted execution of a duty by a member of the Natural Resources Police, or any other person for whom the grantees are liable.

THIS IS AN ABSOLUTE WAIVER AND RELEASE

Printed Name of Retired Officer

Signature of Retired Officer

Date Signed

Signature of Witness

Date Signed

Chap-04_Sec-7_(Chain_of_Employ_2021-10-20).pdf

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

A. Equal Employment Opportunity and Diversity

1. The NRP understands that any law enforcement agency's success depends on the ability to attract and retain the best available talent and help those individuals reach their fullest potential. Accordingly, the NRP remains firmly committed to equal employment opportunities for all members and job applicants and developing a highly talented and diverse workforce that can deliver the best possible services to the citizens and visitors of Maryland.
2. The NRP will base all employment decisions on nondiscriminatory criteria, including but not limited to individual qualifications, experience, and skills, and shall not take into account such factors as race, color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, military or veteran status (except initial hiring), physical or mental disability, genetic information, gender identity or expression or any other status protected by law. The NRP will ensure equal opportunity in all employment aspects, including recruitment, hiring, termination, discipline, transfers, training, career development, work assignments, promotions and demotions, compensation, benefits administration, and all other terms and conditions of employment. All forms of unlawful discrimination are strictly prohibited.
3. By implementing this policy, the NRP aims to create a diverse and inclusive workplace in which all members feel they belong and can make meaningful contributions to the NRP's mission.

B. Probation

1. All employees, in general, who are promoted or moved into a new job classification, will serve a six-month probationary period in accordance with Title 7, Subtitle 4, of the State Personnel and Pensions Article, Annotated Code of Maryland.

C. Officer First Class Reclassification/ Evaluation

1. The Natural Resources Police Officer First Class rank is a non-competitive promotion classification.
 - a. Non-competitive promotions are promotions by which employees advance from trainee to full performance levels in a classification series without changing Position Identification Numbers (PINs) and without a competitive process.
 - b. Employees in the NRP Officer First Class rank should be performing their full range of duties with complete independence.
2. An NRP officer candidate becomes fully certified by the Maryland Police and Correctional Training Commission (MPCTC) as a law enforcement officer when the officer graduates from the NRP Training Academy.
 - a. The date that an officer becomes eligible for reclassification to Officer First Class is one year from the date of the officer's graduation from the NRP Training Academy and upon successfully completing all phases of the Field Training Officer (FTO) Program.
3. Reclassification to Officer First Class is not-automatic; it is the supervisor's responsibility to initiate the reclassification process.
 - a. Once an officer has met the prerequisite requirements in 2.a., above, the officer's supervisor shall conduct a performance evaluation.

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

4. The immediate supervisor shall conduct the performance evaluation for the Officer First Class candidate within fourteen calendar days of becoming eligible.
 - a. If the immediate supervisor is not available, the Officer First Class Candidate's Area/ Division Commander shall arrange for another supervisor to conduct the performance evaluation.
 - b. The fourteen-day requirement may be waived if both the Officer First Class candidate and the immediate supervisor agree to the performance evaluation being conducted beyond the fourteen-calendar day period. However, the initial Officer First Class Performance Evaluation shall be conducted no later than ten weeks prior to the end of the officer's initial probation period.
 - c. The agreement to waive the fourteen-calendar day requirement shall be in writing and signed by the Officer First Class candidate, the immediate supervisor, and the Area/ Division Commander.
 - d. The effective date of the reclassification will be backdated to the first date of eligibility regardless of when the evaluation takes place.

5. The performance evaluation is administered to determine if the officer is performing the full range of duties with complete independence.
 - a. The performance evaluation shall be conducted at the candidate's work site during a typical day on the job and should be completed within four hours.
 - b. The Area Commander shall serve as the monitor and shall be present during the evaluation process to ensure the consistency of the evaluations.
 - c. Supervisors shall complete an Officer First Class Performance Evaluation Check List (Form NRP-709) for each candidate evaluated and shall review the outcome of the evaluation with the candidate at the conclusion of the demonstration.
 - d. The candidate shall be provided with a copy of the evaluation within 24 hours of the completion of the performance evaluation.

6. To receive a positive recommendation for the rank of Officer First Class, the candidate must demonstrate an acceptable level of performance in all areas of the performance evaluation. Any performance found to be unacceptable by the supervisor must be fully explained to the candidate to include suggestions for improvement and shall be documented in the comments section of the performance evaluation checklist.

7. A reevaluation of the unacceptable performance shall be conducted by the supervisor within fourteen calendar days of the first evaluation.
 - a. Upon reevaluation, if the candidate's demonstrated performance is still found to be unacceptable, the evaluator and monitor shall immediately prepare a detailed written description of the unacceptable demonstrated performance and forward it to the Commander of the Training / In-Service Program Unit. The candidate shall be referred to the Commander of the Training / In-Service Program Unit for mandatory remedial training.
 - b. Upon completion of the mandatory remedial training, the Officer First Class candidate shall submit a written request for reevaluation to the candidate's supervisor.
 - c. The supervisor has fourteen calendar days from the date the written request for the Officer First Class Performance Evaluation is received, to conduct the performance evaluation.

8. Once the performance evaluation is successfully completed, the Officer First Class Performance Check List and a cover letter of recommendation from each supervisor in the officer's chain of command shall be forwarded through the appropriate chain of command as a complete packet to the Superintendent.

9. The effective date for the reclassification to the rank of Officer First Class:
 - a. An officer is eligible for reclassification to Officer First Class one year from the date of the

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

officer's graduation from the NRP Training Academy. The one-year anniversary date of the officer's graduation shall be the effective date of the reclassification to Officer First Class if the Officer First Class Performance Evaluation has already been completed. If the performance evaluation has not been successfully completed prior to the one-year anniversary date of the officer's graduation, the effective date for reclassification to Officer First Class shall not be until the date the Officer First Class Performance Evaluation is successfully completed.

- b. The effective date for the reclassification to Officer First Class for those officers who had one year of MPCTC certified experience as a commissioned Natural Resources law enforcement officer shall be the date the Officer First Class Performance Evaluation is successfully completed.

D. Promotions

1. Applicants for promotion must provide sufficient information on the employment application to show that they meet the qualifications for the position. All information concerning qualifications must be submitted by the applicant by the closing date. A candidate who is determined to meet the minimum qualifications is determined to be eligible for a promotional examination, which will be used for the ranks of Corporal, Sergeant, and Lieutenant. The promotional exam for each will consist of at least three elements: a written examination, an oral examination, and a resume of experience and training. The written exam will be administered first. If a candidate does not meet the minimum pass-point score of 60 points for the written portion of the exam, they will not be eligible to proceed with the oral examination and resume review but shall remain on the eligible list at minimum as qualified.

2. The promotional exam for Captain will consist of any single or combination of personal interview, written examination, oral examination, and resume chosen at the Superintendent or designee's discretion.

3. Scheduling, Preparation & List Extension

- a. The promotional examination will be administered on an annual basis in April, the date for the examination will be announced no later than six months prior to the test administration date.
- b. Test preparation materials will be created by the Vendor selected for test development and distributed to promotional candidates upon request, six months before the test administration date.
- c. Class sessions for test preparation will be administered at least ninety days prior to the test administration date.
 - (i) There will be one class session in each region of the state, and one make up class session located centrally in the state.
 - (ii) Each candidate will be given every reasonable opportunity to attend an in person class, on-duty time.
- d. At the discretion of the Superintendent and based on need, the eligible list generated by the annual examination may be extended for an additional six months.

4. Test Development

- a. NRP will use a representative sample of NRP officers to serve as Subject Matter Experts (SMEs) in consultation with the Vendor selected for test development.
- b. The State Law Enforcement Officer's Labor Alliance (SLEOLA) will have the right to attend meetings with the SMEs and Vendor regarding the test development.
- c. SLEOLA will not be provided information about the test evaluations standards, scoring the weighting of components, or the pass-point.

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CHAIN OF EMPLOYMENT

- d. The Vendor will determine evaluation standards, scoring, and weighting of the test components and establish a pass-point based upon sound principles of test development.
5. Scoring of Examination
- a. For all NRP promotional exams, a raw point score is converted to a 100-point scale. Additional points are added to the final scores for:
 - (i) Maryland residency (5 points).
 - (ii) State seniority (.25 points per year, up to 5 points for 20 years of service).
 - (iii) Points for being a veteran are not awarded to current State employees on promotional exams (State Personnel and Pensions, Section 7-207).
 - (iv) Candidates with a recognized disability per the Americans with Disabilities Act (5 points).
 - b. Following the written examination, a promotional candidate may request to review the written component of the examination in accordance with COMAR 17.04.14.12.
 - (i) The candidate shall not be permitted to review or know the scores given for any other component or receive any additional information regarding scoring, weighting, or pass-point.
 - (ii) Any officer requesting any information on their test performance must do so in writing to the NRP Human Resources Services Contact through the Chain of Command within 60 days of receiving their letter.
 - c. Recording of written test score and notification:
 - (i) Upon receipt of the raw examination scores, DNR Human Resources Services (HRS) will notify the candidates scoring below the pass-point that they are ineligible to proceed with the oral exam and resume review within five working days of receipt of the written test scores.
 - d. If a candidate has achieved at least a score of 60 on the written portion of the examination, the candidate will proceed to the oral examination and resume review components.
 - (i) Upon receipt of the scores for all three components of the examination, DNR HRS will enter the scores into the State's applicant tracking system.
 - (ii) Based on the officer's final score, the promotional candidate is placed in one of the following categories:
 - (a) best qualified (90-above),
 - (b) better qualified (80-89.99), and
 - (c) qualified (70-79.99).
 - (iii) Within each category, candidates are placed on the list in random order as generated by State's applicant tracking system. After the promotional examination is administered, scored, and the documentation is forwarded to HRS for recording in the State's applicant tracking system, all candidates will receive a letter providing them with their eligibility category on the promotional examination.
 - e. DNR HRS will then generate one, straight, numerically ordered "Promotional List" from the eligible list generated by State's applicant tracking system.
 - (i) The list will reflect the first name in the randomized Best Qualified band through the last name in the randomized Qualified band. This list will not include score bands.
 - (ii) DNR HRS will deliver that list to the Superintendent of NRP within 15 working days of receipt of the scores for all three examination components and the converted final scores.
 - (iii) The Superintendent will provide the Promotional List within five working days once received by HRS to the approved SLEOLA representative.
 - (iv) Candidates will receive a specialized notice from the randomized promotional list indicating their numerical placement on the Promotional List.
 - f. Selection for Promotion
 - (i) All selections for promotion will be made from the Promotional List except as described below in 5.g.
 - (a) When eligible candidates for promotion from the "Best" and "Better" categories are

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

exhausted, the Superintendent has the authority to discontinue further promotions prior to utilizing the “Qualified” category. If the Superintendent chooses to promote from within the “Qualified” category, the selections will be made as described below in 5.g.

- (b) The Superintendent has the authority to skip “Qualified” candidates for reasonable justification (i.e. disciplinary record). That justification must be provided to the candidate and SLEOLA in writing.
- (ii) All selections for promotion will be offered in order of names from the first name to the last, as established in 5.e., above.
- (iii) Promotions will be made in straight numerical order from the first to the last candidate on the Promotional List.
- (iv) No candidate on the numerical list will be selected out of numerical order unless:
 - (a) The candidate has declined to work in a particular geographic region or in the specific specialty for which the promotion is being offered, or
 - (b) The candidate is at the time ineligible for selection due to pending educational or experience requirement.
 - (c) The candidate will become the next eligible once the reason for their pending status has cleared, or for the particular geographic region or in the specialty they have selected.
- g. Before offering a promotion to the candidate next on the Promotional List, the Superintendent shall consider requests for reassignment.
 - (i) If there are multiple reassignment requests for the same position, the Superintendent will consider candidates in order of the date that the request was received.
 - (ii) The list of reassignment requests with dates received will be posted in a public and accessible manner.
 - (iii) The Superintendent will make the final determination regarding whether to select a reassignment candidate or to consider a promotional candidate based on a review of the promotional eligibility list, list of reassignment candidates, the needs of the Agency, and in accordance with any other legal requirements.

6. When a position is to be filled through a combination of outside recruitment and internal promotion, a written examination will be administered. However, before proceeding to the interview, candidates not employed by NRP will be required to sign a conditional offer of employment that includes successful completion of all segments of a background investigation.

E. Reassignments

1. A reassignment shall be defined as the lateral movement of an employee from one Area/Unit/Region/Division/Bureau to another Area/Unit/Region/Division/Bureau. Reassignments can be based on an Officers request or the needs of the Agency.
 - a. To be eligible for a reassignment, the employee shall:
 - (i) Meet the minimum qualifications for the vacant position within the appointing authority's jurisdiction.
 - (ii) Possess the same grade as the vacant position.
 - b. For reference, personnel are directed to the Annotated Code of Maryland, State Personnel and Pensions Article, §[7-602](#) and COMAR [17.04.03.19](#) and [.20](#).
 - c. Reassignments of employees is a recognized right of management and will be based primarily on the Superintendent's prerogative to assign personnel to best suit the needs of the agency.

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- d. The Superintendent has the authority to reassign, employees of the NRP as needed to best serve the needs of the Agency. The superintendent may direct the reassignment review board to rank candidates based on the following criteria: Experience & Knowledge, personnel file, special skills/extra duties, seniority in rank, geographic needs, and supervisor comments and recommendations.

2. Reassignment Requests

- a. Non-Commissioned Officers' (sergeants and below) Requests for Reassignment Consideration (Form NRP-466-R) may be submitted by qualified officers. An officer may submit a Request for Reassignment Consideration and resume at any time. The most recently dated requests will supersede previously documented requests.
- b. Commanders' (captains & lieutenants) Requests for Reassignment Consideration (Form NRP-466i-R) may be submitted by qualified commanders. A commander may submit a Request for Reassignment Consideration and resume at any time. The most recently dated requests will supersede previously documented requests.
- c. An NRP-466-T (Resume) shall be attached via the NRP-466i-R for all requests for Reassignment Consideration.
- d. An officer may submit up to three specific locations where they wish to be reassigned.
- e. All Requests for Reassignment Consideration are purged from the active file at the end of the calendar year.
- f. To ensure frequent operational consideration of reassignment requests within Bureaus, Divisions, and Regions, the respective Bureau, Regional, or Divisional Commanders may meet quarterly to review the reassignment request forms and make recommendations to the Reassignment Review Board.
- g. The Reassignment Review Board shall consist of the following personnel who will meet as needed to submit recommendations on the NRP-466-S (Reassignment, Acting Capacity, Extra Duty Assignment, Scoring Chart) to the Superintendent if requested:
 - (i) Deputy Superintendent
 - (ii) All Majors
 - (iii) Chief Administrative Services Bureau
- h. When directed by the Superintendent for selecting reassignment requests among competing candidates, the Reassignment Review Board shall utilize the following rating criteria on the NRP-466-S. Point values will be scaled for items (1)-(5) below and will be based on the number of participants (e.g., 4 participants, point scale will range from 4-1 in each of the below listed criteria. One numerical value will be assessed to each participant in descending order 4,3,2,1. The highest point value will aid in determining the participant selected).
 - (i) **Experience & Knowledge** - Officer's written resume which summarizes their qualifications, training, and education which are pertinent to the job they are seeking.
 - (ii) **Officer's Personnel File** - Any positive or negative material for the past five years, excluding appraisal reports.
 - (iii) **Special Skills & Extra Duties** - On the job extra duties which may include training, committee membership, etc.

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CHAIN OF EMPLOYMENT

- (iv) **Seniority in Rank**
- (v) **Geographic Needs**
- (vi) **Current Supervisor Comments & Recommendation**

i. The following are the point values that are utilized when assessing a participant related to the current supervisor's comments and recommendations in category (6) only. Same point values can be applied to multiple participants in this category.

- (i) **Superior (Point Value – 4):** The candidate possesses skills found in the top percentage of employees who now do the same type and level of work for which the board is selecting.
- (ii) **Above Satisfactory (Point Value – 3):** The candidate is more than acceptable.
- (iii) **Satisfactory (Point Value – 2):** The candidate possesses just enough knowledge, skills, and abilities to do an acceptable job.
- (iv) **Not Fully Satisfactory (Point Value – 1):** The candidate does not have enough of the skill, knowledge, and ability to do an acceptable job.
- (v) **Unsatisfactory (Point Value – 0):** The candidate is so deficient in the skills, knowledge, and abilities that he could not do the job.

3. Oral interviews or a fitness test may be used for positions within the Agency as needed and will be included in the announcement in advance.
4. Before an existing vacancy or new position vacancy is filled, active requests for reassignments may be considered based on the criteria described above.
5. The Superintendent will make the final determination regarding whether to select a reassignment candidate or to consider a promotional candidate.
6. After notification of reassignment, the reassigned officer shall report to the Regional / Division Commander on the effective date of the reassignment. The Regional / Division Commander will determine and review with the officer the officer's new duties and responsibilities.
7. Reassignments at the Officer First Class level within the Natural Resources Police will be at the discretion of the Superintendent.
8. Requests for transfer from candidates employed in law enforcement positions in the Maryland State Police may be accepted for vacancies in specialized positions.
9. Due to the difference in the salary structure between NRP positions and all other State law enforcement positions, transfers may not be possible due to the State of Maryland salary rules. Except for the Maryland State Police, which have the same salary structure, all transfers would receive a salary increase, and as such be determined promotions requiring candidates to test and compete at the entrance level.
10. Any transfer candidates from another Maryland law enforcement agency will serve a two-year probation period, in accordance with NRP Article Section 1-203(e).

F. Acting Capacity

1. An employee designated by an appointing authority (or their designee) to perform on a temporary basis all the duties of a position in a classification that has a rate of pay which is higher than that of the employee's classification shall be paid additional compensation, known as acting capacity, pay, in accordance with guidelines adopted by the Office of Personnel Services and Benefits. The

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

amount of the acting capacity pay shall be the amount, which the employee would be paid if permanently promoted to the higher classification unless otherwise provided by law.

2. An employee may be designated to perform in an acting capacity for any of the following reasons:
 - a. The temporary absence of an incumbent.
 - b. A vacancy exists for which recruitment is underway.
 - c. Unusual circumstances which necessitate assignment of duties at a level higher than that of the employee's classification.
3. An employee designated to receive acting capacity pay must meet the minimum qualifications of the higher classification and any special requirements of the position. (The appointing authority under special circumstances may waive this requirement.)
4. Payment for acting in a higher classification shall be paid for the period in excess of 20 continuous workdays.
5. For the ranks of Corporal, Sergeant, and Lieutenant, the following procedures shall be utilized:
 - a. Regional / Division Commanders will consider the anticipated length and reason for an incumbent's absence and will then submit a written recommendation to their Bureau Commander on whether to leave the position vacant or to fill the vacancy with an acting capacity position.
 - b. Upon approval to fill the vacancy with an acting capacity position, the Regional / Division commander will solicit interest in writing from qualified (one who meets minimum education and experience requirements for the next higher rank as identified on the State of Maryland Classification Specification Sheets developed by the Department of Budget and Management) employees within the affected District / Section / Area / Unit. If there is no interest or eligible candidate within the affected District / Section / Area / Unit, then it may be offered within the Unit / Area / Region / Division / Bureau. It may also be offered statewide, if determined to be in the best interest of the Agency.
6. If there are competing candidates for the acting capacity position, then Commanders shall utilize the NRP-466-S in making their initial selection. The highest scoring candidate will serve first in the acting capacity position.
7. Whenever possible, a rotation list of qualified employees shall be utilized. This list shall be updated each time qualified personnel are reassigned into or out of the affected temporary acting capacity assignment.
8. Upon selection of an employee designated for acting capacity, the Commander will complete the MS-345 - Designation of Employee to Function in an Acting Capacity form and submit through the chain of command to the NRP Personnel Section along with all the supporting documentation.
9. Natural Resources Police personnel will be limited to no more than a 6-month period of acting capacity at a time. Requests to extend a person's acting capacity beyond the 6-month period must be approved by the Superintendent. All efforts will be made to limit acting capacities to 9 months maximum rotations. Commanders shall submit all requests to extend a person's acting capacity in writing justifying the need and reasons to the Superintendent, through the chain of command.
10. All State rules and regulations governing this issue shall be adhered to (COMAR [17.04.02.06](#)).

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11. The above paragraphs do not apply to the ranks of Captain, Major, or Lieutenant Colonel, and acting capacity positions, these ranks shall be determined and appointed at the sole discretion of the Superintendent.

CHAPTER 4 SECTION VII
CHAIN OF EMPLOYMENT

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**MARYLAND NATURAL RESOURCES POLICE
ROUTING SLIP**

Reference:

To:	Date:
From:	
Comment:	

To:	Date:
From:	
Comment:	

To:	Date:
From:	
Comment:	

To:	Date:
From:	
Comment:	

To:	Date:
From:	
Comment:	

To:	Date:
From:	
Comment:	

STATE OF MARYLAND
REQUEST FOR LEAVE

Employee's Name: _____

Date Received by Supervisor _____

TYPE OF LEAVE	DATES REQUESTED	NO. OF HOURS
ANNUAL LEAVE:		
PERSONAL LEAVE:		
COMPENSATORY LEAVE:		
SICK LEAVE:		
OTHER:		
APPROVAL: <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> APPROVED		

REMARKS:	
----------	--

EMPLOYEE'S SIGNATURE	DATE
----------------------	------

SUPERVISOR'S SIGNATURE	DATE
------------------------	------



MARYLAND NATURAL RESOURCES POLICE

Dear Maryland Motorist,

Increasing numbers of requests for police services coupled with the new duties inherent in policing Maryland's Public Lands have made it necessary to discontinue the investigation of certain property damage collisions. This policy will allow the Maryland Natural Resources Police to respond more promptly to collisions that involve personal injury and death and to other emergency calls for service that require an immediate police presence.

The policy of the Maryland Natural Resources Police is to investigate traffic collisions that involve death, personal injury, and hit-and-run collision, and any property damage collision when any vehicle involved cannot be safely driven from the scene.

Under Maryland Vehicle Law, it is not necessary for any person involved in a property damage collision, regardless of the amount of damage incurred, to file a report with the Maryland State Motor Vehicle Administration (MVA). The property damage traffic collision in which you have been involved does meet this criterion. You are not required to file a report, nor is the Maryland Natural Resources Police.

For your convenience, the information you are likely to need from the other driver for insurance reporting purposes is listed on the back of this notice.

The officer providing you with this material will not conduct an investigation nor make any judgment regarding liability. The officer's responsibility at the scene of the collision is to insure your safety and restore the normal flow of traffic.

Sincerely,

Colonel G. Adrian Baker

Colonel G. Adrian Baker

Superintendent, Maryland Natural Resources Police

**MARYLAND NATURAL RESOURCES POLICE
ACCIDENT INFORMATION SHEET**

OFFICER'S NAME AND CONTACT INFORMATION		
Officer's Name:	ID Number:	Phone #:
Area Office:		
LOCATION INFORMATION		
Street/Roadway:		Date & Time of Accident:
City:		County:
Number of Vehicles Involved:	Weather/Road Conditions:	
DRIVER'S INFORMATION		
Driver's Full Name:		Phone #:
Driver's Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Driver's Date of Birth:
Driver's Address:		
License #:		Lic. State & Expiration:
VEHICLE INFORMATION		
Tag Number:		State & Year of Expiration:
Title Number:		VIN:
Year / Make / Model:		
Owner's Full Name:		Phone #:
Owner's Address:		
License #:		Lic. State & Expiration:
Co-Owner's Full Name:		Phone #:
Co-Owner's Address:		
License #:		Lic. State & Expiration:
INSURANCE INFORMATION		
(Note: Be sure to advise your insurance company that <i>there will be no police report on file</i>)		
Company Name:		
Company Address:		
Agent Name:		Phone #:
Agent's Address:		
Policy Number:		Effective Date:
WITNESS INFORMATION		
Name:		Phone #:
Address:		
Name:		Phone #:
Address:		

MARYLAND NATURAL RESOURCES POLICE
VEHICLE INVENTORY AND INSPECTION REPORT

VEHICLE INFORMATION							
1. ASSIGNED OPERATOR:		2. V.I.N.#:		3. DATE:			
4. YEAR:		5. MAKE:		6. MODEL:		7. TYPE:	
8. RADIO #:		9. NRP #:		10. TAG #:		11. MILEAGE/HOURS:	

12. REQUIRED EQUIPMENT FOR ALL NRP VEHICLES			
ITEM	CONDITION	ITEM	CONDITION
<input type="checkbox"/> FIRST AID KIT (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> TRAILER RECEIVER (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> BLANKET (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> TRAILER BALL 1-7/8"(1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> THROW BAG (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> TRAILER BALL 2" (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> ROAD FLARES (6)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> ROPE 50' 1/2" NYLON (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> BINOCULARS & CASE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> TOOL KIT (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> FLASHLIGHT (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	1- Slotted Screwdriver	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> FIRE EXTING. B-1 (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	1 - Phillips Screwdriver	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> JUMPER CABLES (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	1- Pliers	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> TIRE PRES. GAUGE (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	1- Hammer	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> BODY SHROUD (1)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	1- Adjustable Wrench	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:		COMMENTS:	

13. REQUIRED VEHICLE DOCUMENTS AND RELATED ITEMS			
<input type="checkbox"/> VMILOO BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> ARI FLEET MAINT. CARD	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> VMILOO FORM	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> COMM FUEL SYS.CARD	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> SERVICE RECORD	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> HAZ-MAT BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> ACCIDENT PACKAGE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> EZ PASS TOLL PASS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:		COMMENTS:	

14. FUNCTIONAL CHECKS			
<input type="checkbox"/> LOW-BAND RADIO	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> TURN SIGNALS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> HIGH-BAND RADIO	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> EMERGENCY FLASHERS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> PAC/RT RADIO	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> LIGHT BAR	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> VHF RADIO	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> GRILLE LIGHTS (EM.)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> REPEATER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> DASH LIGHTS (EM.)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> HT 1000 PORTABLE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> VEHICLE SPOTLIGHT	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> HEADLIGHTS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> HAND HELD SPOT	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> PARKING LIGHTS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> SIREN & P.A. SYSTEM	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:		<input type="checkbox"/> HORN	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present

NRP#:

15. VEHICLE EXTERIOR CONDITION	
OVERALL EXTERIOR CLEANLINESS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
CONDITION OF PAINT	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
DOOR LOCKS & LATCH	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
TRUNK LOCK & LATCH	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
HOOD LATCH	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
BODY DAMAGE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
WINDSHIELD	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
WAXED (SPRING / FALL)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other

16. VEHICLE INTERIOR CONDITION	
OVERALL INTERIOR CLEANLINESS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
SEAT BELTS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
SEAT CONDITION	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
TRUNK APPEARANCE & CLEANLINESS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other

17. VEHICLE FLUID LEVELS	
OIL (ENGINE)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
COOLANT LEVEL (RADIATOR)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
TRANSMISSION FLUID	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
MASTER CYLINDER (BRAKE) FLUID LEVEL	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
POWER STEERING FLUID	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other
WINDSHIELD WASHER FLUID	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Other

18. TIRE CONDITION					
TIRE CONDITION	Left Front:	Left Rear:	Spare:	Right Rear:	Right Front:
	<input type="checkbox"/> Good <input type="checkbox"/> Replace	<input type="checkbox"/> Good <input type="checkbox"/> Replace	<input type="checkbox"/> Good <input type="checkbox"/> Replace	<input type="checkbox"/> Good <input type="checkbox"/> Replace	<input type="checkbox"/> Good <input type="checkbox"/> Replace
TIRE PRESSURE	Left Front:	Left Rear:	Spare:	Right Rear:	Right Front:
	P.S.I.	P.S.I.	P.S.I.	P.S.I.	P.S.I.

19. COMMENTS: (Include other equipment assigned to vehicle that is not listed as REQUIRED EQUIPMENT on this inventory)

20. INSPECTED BY: (PRINTED NAME)	ID NO.			21. INSPECTED BY: (SIGNATURE)	DATE		
22. SUPERVISOR'S SIGNATURE:	ID NO.		DATE		23. APPROVED BY: (SIGNATURE)	DATE	

**Maryland Natural Resources Police
Public Safety Officers' Benefit Program
Checklist for Filing a PSOB Death Claim**

1. Date of Report:	2. Family Liaison Officer Assigned:	3. Original Case Incident Number:
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The following checklist is provided to simplify the PSOB filing process for the Agency and the fallen officer's survivors. Please contact the PSOB Office toll free at 888-744-6513 for assistance with any part of the PSOB claim.

STEP 1

Collect the following information regarding the officer's line-of-duty death from your agency records.

- PSOB Report of Public Safety Officer's Death* form completed and signed by the head of the public safety agency. This form is available at:
http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html.
- Detailed Statement of Circumstances from the initiation of the incident to the pronouncement of the officer's death.
- Investigation, Incident, and/or Accident Reports.
- Death Certificate.
- Autopsy Report, or a statement signed by the head of the public safety agency or the medical examiner explaining that no autopsy was performed.
- Toxicology Report, or a statement signed by the head of the public safety agency or the medical examiner explaining that no analysis was performed
- Documentation for heart attacks and stroke to include:
 - Detailed statement listing all of the officer's on-duty actions during the 24-hour period prior to the onset of the heart attack or stroke.
 - Medical records related to the officer's health, including hospital admission/ discharge reports, physician reports, physical examination results, and health risk and wellness evaluations covering the past three years.

STEP 2

Collect the following information regarding the officer's surviving family/beneficiaries.

- PSOB Claim for Death Benefits* form completed and signed by the survivor/claimant. This form is available at:
http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html.
- Officer's current Marriage Certificate, *if applicable*.
- Divorce Decrees for all the officer's and current spouse's previous marriages, including references to physical custody of any children, *if applicable*.
- Death Certificates for all the officer's and current spouse's previous marriages, if any of the marriages ended in death, *if applicable*.

STEP 2

- Birth Certificates for all the officer's surviving children and step-children, regardless of age or dependency, identifying the children's parents, *if applicable*.
- For each *child* who was between the ages of 19 and 22 and a full-time student at the time of the officer's death, a copy of the child's transcript and a statement from the school confirming the child's status as a full-time student when the officer passed away.
- For each *child* who was between the ages of 19 and 22 and not a full-time student at the time of the officer's death, a statement from the child that he/she was capable of self-support.
- For each *step-child* who, at the time of the officer's death, was either under the age of 19 or between the ages of 19 and 22 and a full-time student:
- A statement from the child's parent stating that, at the time of the officer's death, the child's principal place of residence was the home of the officer **OR** a statement that the child did not live at the officer's home but was dependent on the income of the officer for more than one-third of the child's support **OR** affidavits from two non-family members explaining how the officer accepted the child as his/her own. *If one of these conditions applies to a step-child who was between the ages of 19 and 22 at the time of the officer's death, a copy of the child's transcript and a statement from the school confirming the child's status as a full-time student when the officer passed away.*
- For each *step-child* who was between the ages of 19 and 22 and not a full-time student at the time of the officer's death, a statement from the child that he/she was capable of self-support.

STEP 3

Mail or fax the above information to the PSOB Office, keeping a complete copy for the Agency's records.

Public Safety Officers' Benefits Program
 Bureau of Justice Assistance
 810 Seventh Street NW.
 Washington, DC 20531
 Fax: 202-616-0314

Date the packet was sent to the PSOB Office: _____

Because no two PSOB cases are alike, additional information may be requested by the PSOB Office to help clarify or establish the eligibility of claims and beneficiaries according to the PSOB Act and its regulations

4. COMPLETED BY: (PRINTED NAME)	I.D. NO.	5. COMPLETED BY: (SIGNATURE)	DATE
6. SUPERVISOR'S SIGNATURE:	I.D. NO.	7. APPROVED BY: (SIGNATURE)	I.D. NO.

**MARYLAND NATURAL RESOURCES POLICE
PERSONAL INVENTORY AND INSPECTION REPORT**

OFFICER INFORMATION				
1. OFFICER:		2. RANK:		3. INSPECTION DATE:
4. BADGE #:	5. OFFICER I.D. #:	6. REGION:		7. AREA #:
8. DISTRICT #:				

9. WEAPONS AND SERIALIZED EQUIPMENT			
<input type="checkbox"/> HANDGUN	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> SHOTGUN	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> HANDCUFFS & KEY	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> ROADWAY NAVIGATION GPS	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> HANDHELD GPS	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> PAGER	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> CELLULAR TELEPHONE	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> LAP TOP COMPUTER	Make:	Serial #:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:			

10. LEATHER & MISCELLANEOUS EQUIPMENT			
<input type="checkbox"/> OC SPRAY	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> OC SPRAY CASE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> ASP BATON	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> ASP BATON HOLSTER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> WEAPONS BELT	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> BELT KEEPERS	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> PISTOL HOLSTER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> 2 MAGAZINES & CASE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> PAC/RT HOLDER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> HANDCUFF CASE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:			

11. CULLING GEAR			
<input type="checkbox"/> OYSTER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> 5% CUP	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> SOFT SHELL CLAM	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> HARD CLAM	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> FISH MEASURE SMALL (14" OR 18")	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> FISH MEASURE LARGE (32" OR 38")	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> CRAB	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> OTHER:	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:			

12. LAW ENFORCEMENT DOCUMENTS			
<input type="checkbox"/> DNR LAW BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> REGULATION BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> DNR CITATION BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> DNR WARNING BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> CITATION BOOK HOLDER	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> NRP MANUAL OF POLICIES & PROCEDURES	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> MOTOR VEHICLE LAW BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> MOTOR VEHICLE CITATION BOOK	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> MOTOR VEHICLE FINE SCHEDULE	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> UNIFORM MUNICIPAL CIVIL CIT. BOOK (DC 28)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
<input type="checkbox"/> CRIMINAL CITATION BOOK (DC/CR 45)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present	<input type="checkbox"/> JUVENILE / CIVIL CIT. BOOK (DC 31)	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Not Present
COMMENTS:			

CHAPTER 12 SECTION II

FORMS

WITNESS / VICTIM STATEMENT	
NRP 425A	
Use:	Report is utilized for witness / victim statements during Natural Resources Police investigations. This form does not include a waiver of rights section.
Due:	Original retained by the investigating officer. A copy is attached to the Investigative Report or Supplemental Report. Original forwarded when the case is adjudicated or, if no charges are placed, at the conclusion of the investigation.
To:	Through the chain of command, to the DNR Law Enforcement Records Center.
Note:	Revised 11/04

Instructions:

Completed by the officer leading the interview or interrogation.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the full name of the person giving the statement.
2. Enter the numeric date of birth of the person giving the statement in the MM/DD/YY format.
3. Enter the incident number assigned by the Area Office or DNR Communications Center.
4. Enter the home address of the person giving the statement.
5. Enter the home telephone number of the person giving the statement.
6. Enter the business address of the person giving the statement.
7. Enter the business telephone number of the person giving the statement.

8. Enter the address of the location where the statement is given.
9. Enter the numeric date when the statement began in the MM/DD/YY format.
10. Enter the time the statement began using military time.
11. Enter the numeric date when the statement concluded in the MM/DD/YY format.
12. Enter the time the statement ended using military time.
13. Enter the rank abbreviation and name (first, middle initial, and last name) of the person taking the statement.

14. STATEMENT

The person giving the statement shall read and enter their statement herein.

The person giving the statement shall affix their initials on all pages.

15. CERTIFICATION

The person giving the statement shall read the certification, enter the total number of pages of their statement, and affix their signature and date. A witness shall affix their signature and date on the document. This may be the investigating officer is necessary.

CHAPTER 12 SECTION II

FORMS

VEHICLE AND VESSEL ACCIDENT WORKSHEET	
NRP 438	
Use:	Report is completed when Agency motor vehicles and vessels are involved in an accident.
Due:	Copy faxed or scanned and sent to the Fleet Coordinator within 48 hours of the accident.
To:	All Agency Personnel: Through your respective chain of command, to the NRP Review Board Chairman. Within 7-days.
Note:	Revised 03/19

Instructions:

This report is to be completed by the operator of any Agency vehicle or vessel involved in an accident. If the operator received incapacitating injuries, the report will be completed by the next available supervisor or administrator.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter area/region PCA code, example G0523 for Matapeake.
2. Enter the numeric date of the accident; in the MM/DD/YY format.
3. Enter the non-military time of the accident and check the appropriate box for AM or PM.
4. Enter the two-letter county code from the NRP approved list used for citations, etc.
- 5A. Enter the assigned NRP Vehicle or Vessel Number.
- 5B. Enter the incident number assigned by the DNR Communications Center.
6. Enter the accurate location of the accident including cross-street if applicable.

7. Enter the name of the police agency completing accident investigation/report and the corresponding report number.
8. Enter any violations for which operators were cited and to who issued.
9. Enter a brief but complete description of the accident. Continue to a separate sheet if necessary.
- 10 - 26. Complete all blocks in this section with information pertaining to the State vehicle or vessel. Vehicle/Vessel #1 will always be the State vehicle or vessel.
- 27 - 39. Complete all blocks in this section with information pertaining to the other property damaged. Use a separate sheet if multiple items of property are damaged and provide identical information as requested in this section
- 40 – 43. Complete with information from all injured persons.
- 44 – 47. Complete with information from all witnesses and/or passengers. Use a separate sheet if additional space is needed.
48. Enter any pertinent information from any of the involved parties.
49. Enter the printed name and I.D. number of driver or supervisor/administrator completing report.
50. Enter the signature of the individual in 49 above and the date the report was prepared.
51. The supervisor reviewing the report will affix his or her signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.

CHAPTER 12 SECTION II FORMS

52. Signature of supervisor or administrator, (normally a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates conformity with all Agency policies and procedures.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

The back of the NRP 438 has no blanks to be completed however, it does provide information pertaining to reporting time frames, claim filing and a guide to assist the driver in securing and providing all necessary information.

**MARYLAND NATURAL RESOURCES POLICE
PROJECT STATUS REPORT SUMMARY**

PROJECT NAME	PROJECT LEADER	PROJECT STATUS	BUDGET STATUS	ANTICIPATED COMPLETION DATE	COMPLETION DATE
		<input type="checkbox"/> Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Within Budget <input type="checkbox"/> Over Budget <input type="checkbox"/> No Budget Impact		
		<input type="checkbox"/> Planning <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Within Budget <input type="checkbox"/> Over Budget <input type="checkbox"/> No Budget Impact		
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**MARYLAND NATURAL RESOURCES POLICE
RECEIPT OF MATERIALS ACKNOWLEDGEMENT FORM**

RECEIPT AND ACKNOWLEDGEMENT FOR:				
#	Printed Rank & Name	ID #	Signature	Date
1.				
2.				
3.				
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40.				

MARYLAND NATURAL RESOURCES POLICE

HIDTA EXPENDITURE REQUEST FORM

Rank & Name of Requesting Officer:	ID #:	Date of Request:	Amount of Request:
---	-------	------------------	--------------------

Expenditure Category (Check the appropriate box)			
<input type="checkbox"/> Travel & Training	<input type="checkbox"/> Communications & Computers	<input type="checkbox"/> Firearms & Weapons	<input type="checkbox"/> Body Armor & Protective Gear
<input type="checkbox"/> Electronic Surveillance Equipment	<input type="checkbox"/> Other Law Enforcement Expense (describe fully below)		

Expenditure Project Description	
Type of Expenditure: <input type="checkbox"/> Equipment <input type="checkbox"/> Training	

_____ Requesting Officer's Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date
_____ Chief of Intelligence and Special Investigations Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date
_____ Chief of Administrative Services Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date
_____ Superintendent's / Deputy Superintendent's Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date

Distribution: Original – File Copy – Requesting Officer

**MARYLAND NATURAL RESOURCES POLICE
COMMANDER'S INFORMATION REPORT**

1. Type of Incident:	2. Incident Date:	3. Incident Time:	4. Reporting Officer:	5. Incident #:
----------------------	-------------------	-------------------	-----------------------	----------------

6. INCIDENT INFORMATION
INCIDENT LOCATION: (If body of water, give name of closest landmark)
DESCRIPTION OF INCIDENT:

7. PERSON(S) INVOLVED			
NAME	CODE	D.O.B.	ADDRESS
A.			
B.			
C.			
D.			
E.			
F.			
G.			
H.			

PERSON CODES			
C: Complainant	G: Government Official	M: Missing Person	O: Officer From Another Agency (Outside of NRP)
S: Suspect	W: Witness	V: Victim	

8. NRP OFFICERS INVOLVED	
OFFICER'S RANK & NAME	ASSIGNED AREA & REGIONAL OFFICE
A.	
B.	
C.	
D.	
E.	
F.	

**MARYLAND NATURAL RESOURCES POLICE
COMMANDER'S INFORMATION REPORT**

9. CHARGING INFORMATION			
DEFENDANT(S)			
NAME	CHARGE	COUNT(S)	MAXIMUM PENALTY
A.			
B.			
C.			
D.			

Court Date(s):	Court Location:
Alcohol / Drugs involved: <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, how?
Will charges possibly be filed later in connection with this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	When?
Is investigation continuing? <input type="checkbox"/> Yes <input type="checkbox"/> No	How long?
If death, has autopsy been ordered? <input type="checkbox"/> Yes <input type="checkbox"/> No	When / Where?

10. OTHER AGENCIES INVOLVED	
AGENCY NAME	CONTACT NAME & NUMBER (if known)
A.	
B.	
C.	
D.	
E.	

11. MEDIA INFORMATION
The following information (names, charges, circumstances, etc) <u>CANNOT</u> be released to the media at this time.
When do you expect the information to be releasable?

12. OTHER COMMENTS

13. COMPLETED BY: (PRINTED NAME)	ID NO.	14. COMPLETED BY: (SIGNATURE)	DATE
	_ _ _ _		
15. SUPERVISOR'S SIGNATURE:	ID NO.	16. APPROVED BY: (SIGNATURE)	DATE
	_ _ _ _		

**MARYLAND NATURAL RESOURCES POLICE
FIREARMS QUALIFICATIONS – TRAINING, RANGE & TEST SCORE SUMMARY**

Area:	Range Location:	Instructor(s):	Date:
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ID #	Officer's Name:	* Weapon Type:	* Holster Type	Weapon Serial #: If PFA Specify Make & Model	Designate Course of Fire in Space Next to Score								Written Test Scores	
					Daylight		Reduced Light		30 Round Training		Judgmental			

* WEAPON TYPE CODES	Weapon Type:	Code:	Weapon Type:	Code:
	Service Pistol	SPS	Personal Firearm	PFA
	Shotgun	STG	Other (specify)	OTH
	Rifle	RFL		

* HOLSTER TYPE CODES	Holster Type:	Code:	Holster Type:	Code:
	Belt	BLT	Fanny Pack	FPK
	Shoulder	SLD	Pocket	PKT
	Ankle	AKL	Other (specify)	OTH

The above listed personnel, with their firearms qualification and written test scores as indicated, have met the minimum requirements for the re-qualification as set forth by the Natural Resources Police and the Maryland Police Training Commission. All personal firearms and holsters listed above have been inspected by Agency Firearms Instructors and comply with the provisions of the Natural Resources Police Firearms Policy.

COMPLETED BY: (FIREARMS INSTRUCTOR'S PRINTED NAME)	I.D. NO.	COMPLETED BY: (FIREARMS INSTRUCTOR'S SIGNATURE)	DATE
LEAD FIREARMS INSTRUCTOR'S SIGNATURE:	I.D. NO.	APPROVED BY: (TRAINING COMMANDER'S SIGNATURE)	I.D. NO.

CHAPTER 12 SECTION II

FORMS

VOLUNTARY STATEMENT / ADVISEMENT OF RIGHTS	
NRP 425	
Use:	Report is utilized for suspect or witness statements during Natural Resources Police investigations.
Due:	Original retained by the investigating officer. A copy is attached to the Investigative Report or Supplemental Report. Original forwarded when the case is adjudicated or, if no charges are placed, at the conclusion of the investigation.
To:	Through the chain of command, to the DNR Law Enforcement Records Center.
Note:	Revised 11/04

Instructions:

Completed by the officer leading the interview or interrogation.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the full name of the person giving the statement.
2. Enter the numeric date of birth of the person giving the statement in the MM/DD/YY format.
3. Enter the incident number assigned by the Area Office or DNR Communications Center.
4. Enter the home address of the person giving the statement.
5. Enter the home telephone number of the person giving the statement.
6. Enter the business address of the person giving the statement.
7. Enter the business telephone number of the person giving the statement.

8. Enter the address of the location where the statement is given.
9. Enter the numeric date when the statement began in the MM/DD/YY format.
10. Enter the time the statement began using military time.
11. Enter the numeric date when the statement concluded in the MM/DD/YY format.
12. Enter the time the statement ended using military time.
13. Enter the rank abbreviation and name (first, middle initial, and last name) of the person taking the statement.

14. **ACKNOWLEDGMENT & WAIVER**

The person giving the statement shall read and complete the information as requested.

15. **STATEMENT**

The person giving the statement shall read and enter their statement herein.

The person giving the statement shall affix their initials on all pages.

16. **CERTIFICATION**

The person giving the statement shall read the certification, enter the total number of pages of their statement, and affix their signature and date. A witness shall affix their signature and date on the document. This may be the investigating officer is necessary.

CHAPTER 12 SECTION II

FORMS

REPORT OF INJURY – EMPLOYEE’S / VOLUNTEER’S REPORT	
NRP 448E	
Use:	To document the injured employee’s / volunteer’s actions and personal observations of a work related injury or illness.
Due:	Fax Copy - As soon as practical. Original - Within 48 hour.
To:	Supervisor, who will forward through chain of command, to NRP Personnel Section, E-3.
Note:	Revised 03/06

Instructions:

Completed by the injured employee or volunteer.

Report to be printed in black ink or typed. All signatures will be in black ink.

1. Enter the assigned NRP incident number.
2. Check the type of employee injured: Paid Employee or Volunteer/Non-Paid Employee.
3. Enter the name of the injured employee.
4. Enter the sex of the injured employee.
5. Enter the Date of Birth of the injured employee.
6. Enter the home telephone number of the injured employee.
- 7.-10.: Enter the complete home address of the injured employee.
11. Enter the present classification of the injured employee.
12. Enter how long the employee has been employed with employer.
13. Enter the social security number of injured

employee.

14. Enter the injured employee’s bi-weekly salary.
15. Enter the location of the accident.
16. Enter the date the accident occurred.
17. Enter the time the accident occurred.
18. Describe how the accident occurred.
19. Describe the bodily injury to the employee.
20. Give any recommendation(s) on how to prevent such an accident from recurring.
21. Enter the name of the injured employee’s supervisor.
22. List the name(s) of any witness(es) who witnessed the accident.
23. Give the date and time you reported this accident to your supervisor.
24. Enter the printed name and I.D. number, if applicable, of the person completing report.
25. Enter the signature of the person completing report and the date the report was prepared.
26. The supervisor reviewing the report, (usually a sergeant or acting sergeant), will affix their signature, I.D. number and the date in this block. Signature indicates agreement with contents and insures completeness of the document and compliance with Agency policy and procedures.
27. Signature of supervisor or administrator, (normally a commissioned officer), approving report, I.D. number and the date of approval are entered in this block. Signature verifies completeness of report and indicates concurrence with the

CHAPTER 12 SECTION II FORMS

investigative actions described therein and that conformity with all Agency policies and procedures has been met.

NOTE: All printed name and signature blocks must be completed prior to submission, through the chain of command.

CHAPTER 12 SECTION II FORMS

EMERGENCY RESPONSE EQUIPMENT & PERSONNEL / RESOURCE STATUS REPORT	
NRP 604	
Use:	Report is completed in preparation for an impending emergency or incident.
Due:	Report is completed when any Region/Division, Area/Unit, or any element thereof is placed on Phase 1 or greater alert as defined in the Emergency Operations Section (Chapter 10) of the Manual of Policies, Procedures, and Regulations. Report is held at the Region/Area Office until needed.
To:	Through chain of command, to the DNR Communications Center and if applicable to the Agency's MEMA Representative.
Note:	Revised 05/11

Instructions:

The Area Commander or his or her designee is responsible for completion of this report during a Phase I or greater Emergency Operation.

To prepare for the unexpected emergency operation, District Supervisors are encouraged to keep this report up-to-date for the equipment and personnel assets assigned to their districts. At a minimum they should update this form bi-annually, or sooner as needed.

The Status Report is in Microsoft Excel format, and all "TOTALS" will be automatically calculated based upon the information entered. Each "TOTALS" block should equal the same number as calculated on the appropriate organizational unit's NRP-603.

Report is to be printed in black ink or typed. All signatures will be in black ink.

1. Click on the blank space next to "Region" and select the appropriate reporting Region from the drop-down box.
2. Click on the blank space next to "Area" and

select the appropriate reporting Area from the drop-down box.

3. If applicable, click on the blank space next to "District" and select the appropriate reporting District from the drop-down box.
4. If applicable, enter the Incident Date(s) in the mm/dd/yy format.
5. If applicable, enter the Incident Type (i.e., hurricane, severe snow storm, terrorism, etc.).
6. If applicable, enter the Incident Number assigned to the incident.
7. **Equipment Availability** – Enter the information requested regarding the availability or unavailability of equipment.

If a piece of equipment is out-of-service and not available for whatever reason, then the total number of equipment that is unavailable in the "Unavailable" block. For example, if two large vessels are out-of-service at Matapeake for repairs, then the number "3" in the Large Vessels Unavailable block.

Vehicles that are equipped with magnetic NRP door decals shall be counted as a Marked Patrol Vehicle.

- a. Enter the total number of 2x4 and 4x4 Marked Patrol Vehicles that are Available or Unavailable for service.
- b. Enter the total number of 2x4 and 4x4 Unmarked Patrol Vehicles that are Available or Unavailable for service.
- c. Enter the total number of 2x4 and 4x4 Non-Patrol Vehicles that are Available or Unavailable for service.
- d. Enter the total number of Large Vessels (non-trailerable vessels) that are Available or Unavailable for service.
- e. Enter the total number of Small Vessels (trailerable vessels) that are Available or

CHAPTER 12 SECTION II FORMS

- Unavailable for service. This figure *shall exclude* jon boats and canoes.
- f. Enter the total number of Jon Boats that are Available or Unavailable for service.
 - g. Enter the total number of Canoes that are Available or Unavailable for service.
 - h. Enter the total number of ATVs that are Available or Unavailable for service.
 - i. Enter the total number of ATV Trailers that are Available or Unavailable for service.
 - j. Enter the total number of Motorcycles that are Available or Unavailable for service.
 - k. Enter the total number of Motorcycle Trailers that are Available or Unavailable for service.
 - l. Enter the total number of Snowmobiles that are Available or Unavailable for service.
 - m. Enter the total number of Snowmobile Trailers that are Available or Unavailable for service.
 - n. Enter the total number of body drags that are Available or Unavailable for service. Separate the body drags by listing the total number of bar drags and long line drags.
 - o. Enter the total number of night vision equipment that is Available or Unavailable for service.
8. **Personnel Availability** – Enter the information requested regarding personnel availability.
- a. Utilizing the NRP-307 (Duty Roster – Schedule), enter the rank, name, I.D. number, home telephone number, and radio unit number for each individual employee.
- NOTE: You may copy and paste this information from the NRP-307 into this
- form.
- b. Under “Dates & Shifts,” in the first “Date==>” blank, enter the first date the report will cover. Enter the first date in the mm/dd/yy format, and the report will automatically calculate the other dates and days.

By default, the report will display the date of 02/15 until you enter the appropriate first date.
 - c. Next to each individual employee identified in item number 8a above, enter the shift the employee has been assigned for the specific dates.

If the employee is on leave or assigned a special assignment, then utilizing the Personnel Work & Leave Codes on the bottom of the report, insert the appropriate code to identify the specific work or leave code.

Enter the designation “DO” for those personnel who are scheduled to be Duty Officer.

NOTE: You may copy and paste this information from the NRP-307 into this form.
 - d. For each employee listed in item number 8a, enter the appropriate information for Specialty Equipped / Trained Personnel.

Enter the number “1” for each type of specialized equipment or training the employee possesses.
9. **Duty Officer Cell Phones** - Enter the Duty Officer’s assigned Agency issued cellular telephone number.
- Signature Blocks**
- 10. Enter the completing officer’s Rank, First Name, MI, Last Name(s), and four (4) digit ID#.
 - 11. Enter the completing officer’s Signature and Date when the report is completed.

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