UMBC Police Department

Operations Manual

Rules and Procedures

Effective: 06/01/2016
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2.1.0 Operational Policies

2.1.1 Patrol Staffing

A. Reporting times and shift changes for the agency’s patrol squads are scheduled such that the agency is able to provide continuous patrol coverage to the community.

B. Patrol squad briefings are conducted at the beginning of the shift.

C. Patrol squad staffing, shift times, shift and day off rotation schedules, etc. will be consistent with Special Order 2014 – 01 Patrol Staffing Policy.

D. Patrol squad supervisors establish duty days and days off schedules for personnel assigned to their patrol squads.
   1. Days off may be adjusted by administrative ranked officers or patrol squad supervisory personnel in order to meet the operational needs of the agency.
   2. Personnel making scheduling changes are responsible for ensuring affected personnel and their unit supervisors are given reasonable advance notice of the changes.

E. The Operations Commander has the authority to assign personnel to patrol squads.
   1. The chief retains final authority to assign officers in order to maintain effective and efficient patrol coverage and to meet the needs of the agency and the community.
   2. Sergeants lead each patrol squad, and when absent, command goes to a designated Master Patrol Officer (MPO).
   3. MPOs serve in limited capacities as officer-in-charge when supervisory ranked patrol personnel are unavailable.
   4. Criteria considered when assigning officers to patrol squads include:
      a. Staffing needs;
      b. Performance and special skills of individual officers; and
      c. Officer preference.

F. The directed assignment of officers to particular posts has been established in order to meet specific operational needs that may include:
   1. Numbers of calls for service;
   2. Numbers or types of crimes or incidents;
   3. Anticipated or planned activities; or
   4. Available personnel resources.

G. Officers will be assigned to their patrol post by their supervisor. Officers are expected to respond to calls within their assigned post and will be dispatched to calls for service based on their post assignment. Officers may be assigned calls to other posts as needed to accomplish our law enforcement mission.

2.1.1.1 Patrol Briefings (Roll Call)

A. Officers will report on-time for patrol briefings at the beginning of their shifts.

B. Patrol squad supervisors are responsible for:
   1. Ensuring patrol squad briefings are conducted at the beginning of each shift, barring exigent circumstances that require the immediate deployment of squad personnel; and
   2. Conducting formal and informal inspections of their personnel to ensure their readiness and fitness for duty.
C. Briefings should accomplish the dissemination of information that includes:

1. Daily patrol activities and assignments;
2. Unusual situations;
3. Potential or actual officer hazards;
4. Changes in the status of wanted persons;
5. Stolen vehicles;
6. Major investigations;
7. Look-outs;
8. Reported incidents for at least the last 24 hours;
9. Changes in schedules and assignments;
10. New and/or modified directives;
11. New and/or modified laws and regulations;
12. Relevant community based events; and
13. Roll call training materials.

D. Attendees should ask clarifying questions and/or provide information as appropriate.

E. Other officers reporting for shifts, special details, assignments, etc., and are unable to attend patrol squad briefings are responsible for contacting patrol squad supervisory personnel in order to receive any critical briefing information.

F. Investigators will attend patrol squad briefings. Other agency employees are encouraged to attend patrol squad briefings whenever staffing and workloads permit.

2.1.1.2 CJIS policies for field operations

<table>
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<tr>
<th>Reminder concerning Police Reports from the Report Manual</th>
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<tr>
<td>4.15.1 Criminal History (CH) in Police Reports</td>
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<tr>
<td>• <strong>No Criminal History (CH) or any mention of someone having or not having a Criminal History (CH) will be placed in any UMBC Police Department Report.</strong></td>
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<tr>
<td>• <strong>Also, no printed copy of an individual’s Criminal History (CH) will be attached to any UMBC Police Department Report.</strong></td>
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<tr>
<th>8.7.1 J Radio Procedures / General Procedures</th>
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<tr>
<td>Confidential information, e.g. criminal arrest records, or other information which is unusually sensitive, will not be routinely transmitted unless immediate communication is essential for officer safety purposes.</td>
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2.1.2 Making Notifications

A. **Timeliness**: Agency employees will make timely notifications to appropriate personnel, units, or organizations based on the type or nature of incidents.

B. **No one likes surprises rule**: Whenever there is the question that the agency or UMBC faces significant liability or in cases where there is a heightened community interest, the Chief of Police or designee will be notified. Any member can make this notification.

C. **Shift supervisors**: are responsible for ensuring that notifications are made. This responsibility may be delegated to others such as communications personnel.

D. **Phone call / Text**: Notifications will be made via phone to home, and cell phone numbers.

2.1.2.1 Next of Kin Notifications (Departmental)

The Chief will be notified and provided with all available details as soon as possible when active employees die or sustain life threatening injuries either on-duty or off-duty. The Chief is responsible for ensuring personal notifications are made to immediate families.

2.1.2.2 Next-of-Kin Notifications (Non-Departmental)

A. Officers will make next-of-kin notifications for incidents that include: death, serious injury, missing persons, injured juveniles and illnesses or life threatening injuries.

B. Officers will make notifications to next-of-kin residing within a 20 mile radius of UMBC. Other agencies will be requested to make notifications outside this zone.

C. We will make next-of-kin notifications at UMBC when requested by other agencies.

D. Next-of-kin notifications will be made promptly and considerately. Investigating officers will make reasonable attempts to ensure next-of-kin notifications are made before the names of killed or injured persons are released to the media.

E. Notification information will **NOT** be broadcast over the agency’s radio network, but rather provided to notifying officers either in person or over the phone.

F. Officers should **NOT** make next-of-kin notifications alone.
   1. **Professional counselors**: make notifications with the assistance of clergy.
   2. **Use friends/relatives if possible**: make the person more accepting/comfortable.
   3. **Two officers make the notification**: when we do not have clergy or a counselor.
   4. **Offer assistance**: to the next-of-kin in contacting relatives, clergy, etc.
2.1.2.3  Office of Residential Life (ORL)

A. **Make people aware**: Officers will ensure timely notifications are made to ORL staff for incidents occurring in or near ORL facilities or involving personnel or students employed or housed by ORL.
   1. **“Who” defined**: Desk Staff; Resident Assistant; and Community Director.
   2. **Routine incident**: includes incidents where there is no threat to life.
   3. **Secondary reporting**: Further notifications within the ORL are the responsibility of ORL personnel in accordance with their notification protocols.

B. **Notification** of the Chief/Deputy Chief of Police for ORL related serious incidents: life threatening incidents and sexual assaults.

C. Officers are permitted to only release limited information to ORL when resident students are transported to medical facilities for treatment.
   1. Release of medical related information to ORL will be consistent with HG 4-301 (Medical Records Act--Duty to Hold Confidential and Duty to Disclose a Medical Record):
      a. Locations the patients were transported;
      b. Patient’s states of consciousness;
      c. If patients were passive, combative, etc.;
      d. If alcohol was involved.
   2. Officers will not contact medical facilities for the purpose of providing patient status information to ORL. Officers may contact medical facilities for police-related patient information and status purposes.

D. **University Health Services**: notify when a student is transported to a medical facility.

2.1.2.4  Street, Highway, & Utility Notifications

A. When employees observe hazardous street or public utility conditions, they are responsible for notifying agencies with primary authority (i.e.: Facilities Management) and taking other measures, within reason, to lessen the effects of hazards. Examples:
   1. Snow or ice on roadways;
   2. Roadway flooding;
   3. Roadway damage serious enough to pose danger to motorists or pedestrians;
   4. Damage or absence of street signs such as stop, do not enter, etc.;
   5. Malfunctioning traffic control devices;
   6. Roadway spills which require street closure and placing of street barricades.
   7. Any other potentially hazardous roadway conditions

B. **Media Relations**, the Deputy Chief of Police or designee is responsible for notifying local media representatives whenever collisions, road blockages, or other situations which might significantly affect traffic flows, if the incident is primarily handled by this agency.
2.1.2.5  **Office of Environmental Safety & Health**

A. Officers and communications personnel will ensure that timely notifications are made to the Office of Environmental Safety & Health for these incidents:
   1. **Emergency Preparedness** - real or forecasted need to establish the Emergency Operations Center or any natural, civil, or military disaster;
   2. **Occupational Safety and Health** - involving chemicals, biohazards, asbestos, toxic or hazardous materials, emergencies involving laboratories, incidents involving injuries;
   3. **Biological Safety** - involving biohazards, potentially infectious materials visibly contaminated with blood, potentially infectious microorganisms;
   4. **Fire** - fire emergencies, natural gas leaks, explosions;
   5. **Environmental Affairs** - hazardous waste, HAZMAT spills, or Biology #241;
   6. **Insurance Services** - involving death, life threatening injuries, property damage in excess of $1,000, or state owned vehicle accidents with injuries; and

B. Safety personnel will determine whether or not to respond to incident scenes.

2.1.2.6  **Medical Examiner Notification**

The Baltimore County Police Homicide Unit will notify the Baltimore County Medical Examiner when any criminal caused, suspicious, or unattended death occurs at UMBC.

2.1.2.7  **Notification List**

(This Notification List is provided as a guide & is not intended to represent every instance where a notification is necessary.)

<table>
<thead>
<tr>
<th>Incident or Offense</th>
<th>CID</th>
<th>Operations C.O</th>
<th>Chief/Deputy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alleged serious misconduct by agency personnel</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Arrest of Employee/ Staff / Faculty with media interest</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Aggravated assault w/ weapon</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Barricade / Hostage Situation</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Serious Injury accident</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Departmental Accident involving Injury</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Arrest of University employee</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Death / Homicide / Suicide</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Demonstration, Civil disobedience, or strike</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Departmental Equipment: Lost, stolen or damaged</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Explosion, natural or otherwise</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Discharge of firearm, on or off-duty</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Emergency Petition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency suspension of agency employee</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Escape from Custody</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Extra-jurisdictional arrests by officers</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hate / Bias, sexual harassment</td>
<td>*</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Hate/ Bias involving injury</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Injury of employee involving hospitalization</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fight involving large group</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Suspicious or Major Fire</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>HAZMAT Major Incident</td>
<td>*</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
2.1.3 Property Care and Maintenance

A. Employees will not use agency equipment or property carelessly, negligently, or in any other way that results in damage to, or improper alteration of, equipment or property through other than normal wear and tear. Agency equipment or property includes:

1. **Equipment**: All equipment issued to employees;
2. **Vehicles**: Agency vehicles, including equipment or property contained on or within vehicles;
3. **Facilities**: Agency facilities, including equipment or property contained therein; and
4. **General**: All other equipment or property which comes into possession of agency employees as result of duty related custodial arrangements.

B. Incidents where agency equipment or property is lost, damaged, misused, etc., will be brought to the timely attention of supervisory or administrative ranked employees by employees first becoming aware of such loss, damage, misuse, etc.

1. Supervisory or administrative ranked employees so notified of agency equipment loss, damage, misuse, etc, will ensure CCNs are initiated and conduct preliminary inquiries to determine if the loss or damage resulted from normal wear and tear or through negligence, misuse, maliciousness, etc.
   a. Reports are required when preliminary inquiries determine equipment or property damage resulted from carelessness, negligence, misuse, or any other reason other than normal wear and tear.
   b. Reports are not required for damage occurring from normal wear and tear.
2. The Commander of Support Services will conduct timely reviews of these incidents.
   a. Incidents involving no apparent chargeable conduct will be closed.
   b. Incidents involving apparent chargeable conduct will be referred to the Deputy Chief of Police for follow-up investigation.
3. Employees may be ordered to reimburse the agency for property loss/damage.

C. All agency property will be reasonably and prudently protected from damage and theft.

1. Agency property will not be left in any unattended state or personal vehicle for an extended length of time, especially overnight.
2. Employees will ensure that agency property is stored securely at all times.
### 2.1.3.1 Equipment Specifications / Members of the agency:

<table>
<thead>
<tr>
<th>Authorized use only</th>
<th>Police uniforms, vehicles, equipment, facilities, and on-duty personnel will not be used in a commercial manner, without approval of the Chief of Police.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms will <strong>not</strong> be worn by Department members summoned to appear before a judicial officer as a defendant or witness in a criminal or traffic case or as a defendant, plaintiff, or witness in a civil case, unless the case results from a criminal or civil action arising from official police duties.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proper wear</th>
<th>Members will wear the uniform and equipment in accordance with the rules and regulations; wearing only such uniforms, badges and insignia of rank as described in the Manual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grooming</td>
<td>Clothing clean / pressed, leather/ metal polished, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authority to member only</th>
<th>Will not allow anyone to use their badge, uniform, or Department equipment at any time. Will not sell, exchange, lend, or give away any part of their issued uniforms or equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return</td>
<td>Will not wear uniform or equipment items in any private performance, exhibition, or parade without permission of the Chief of Police</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standards</th>
<th>Uniforms must conform to fit material and workmanship standards and be made according to the specifications prescribed by the Chief of Police.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Uniforms may be repaired by a competent tailor if the repairs conform to specifications</td>
</tr>
</tbody>
</table>

Special uniforms may be made available for specialized assignments (i.e., Bicycle Patrol, Segway Patrol) with the approval of the Chief of Police.

### 2.1.3.2 Uniform Replacement and Replenishment

1. Members requiring uniform replacement will request replenishment from the agency’s Quarter Master.
2. Members receiving new clothing will inspect the items to ensure a proper fit.
3. Uniforms that have an improper fit will be returned to the tailoring contractor by the requesting member. **NOTE:** It will be the responsibility of the member to ensure the correct measurements are maintained with the tailoring contractor.
4. When non-issued items require replacement, members will purchase the items themselves.
5. Damaged and equipment needing repair will be returned to the Quarter Master for repair or disposal.
2.1.3.3 Reflective Safety Vests

- Personnel exposed to moving traffic will wear the reflective safety vest.
  
  **EXCEPTION:** Routine traffic stops.

- Supervisors ensure that reflective vests are kept clean and in good condition.

2.1.3.4 Bicycle Patrol/Segway/T3 Motion Operators

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Members who ride patrol bicycles, Segway and T3 Motion will be trained to use the equipment.</td>
</tr>
<tr>
<td>2</td>
<td>Riding special equipment must be authorized by the shift commander.</td>
</tr>
<tr>
<td>3</td>
<td>The Operations Commander will designate a member to maintain the bicycles, Segways and T3 Motion to ensure safe operation.</td>
</tr>
<tr>
<td>4</td>
<td>Members engaged in bicycle patrol will be assigned special equipment and uniforms.</td>
</tr>
<tr>
<td>5</td>
<td>Safety equipment and appropriate uniforms must be used when engaged in bicycle, Segway and T3 Motion patrol.</td>
</tr>
<tr>
<td>6</td>
<td>Special uniforms may <strong>only</strong> be worn when performing bicycle/Segway/T3 Motion patrol duties.</td>
</tr>
<tr>
<td>7</td>
<td>Members will maintain their bicycles in good working order.</td>
</tr>
<tr>
<td>8</td>
<td>Members will inspect their bicycle/Segway and T3 Motion at the beginning of their tour of duty.</td>
</tr>
<tr>
<td>9</td>
<td>Members will notify their supervisor of defective, damaged, or missing equipment. Bicycles/Segway and T3 Motion with defective equipment that affects safe operation will not be used on patrol until repaired.</td>
</tr>
<tr>
<td>10</td>
<td>Members will not use personally owned bicycles on bicycle patrol.</td>
</tr>
<tr>
<td>11</td>
<td>Members will wear an approved helmet while riding bicycles, Segways and T3 Motion.</td>
</tr>
</tbody>
</table>

2.1.3.5 Lockers

A. The agency assigns lockers to all uniformed employees as a convenience to facilitate the storage of agency issued equipment.

1. Lockers are assigned by the Quarter Master.
2. Employees will not use lockers without authorization of the Quarter Master.
3. Employees may be required to store certain issued equipment in lockers.
4. Employees may store personal property and effects in issued lockers at their option.

B. Lockers are issued as a convenience to agency personnel; so designated personnel may access lockers in exigent circumstances to retrieve agency issued equipment.

1. Officers using agency lockers will supply the Quarter Master with lock combinations or keys.
2. Employees whose lockers are accessed will be provided with written explanations for the access.
C. Employees are responsible for keeping slip or fall hazards from the vicinity of their lockers.

**2.1.3.6 Mail Boxes**

The agency assigns mail boxes as a convenience to facilitate agency communications. The mailboxes have open fronts, thereby providing no security to contents therein.
1. Agency employees will clear out their mailboxes at least once every month.
2. Mailboxes are not to be utilized as document or property storage areas.

**2.1.3.7 Business Cards**

- Only agency approved business cards are permitted.
- Employees will give their business cards to persons when in official contact.
- Employees will politely give their names, ranks, identification numbers, business cards, and supervisors’ names to persons when requested to do so, unless such actions are likely to jeopardize police operations or assignments.
- Hand-printed business cards are available in the supply closet.

**2.1.3.8 Portable Radio Issuance**

A. Each officer is issued a portable radio, battery, detachable microphone, and radio holder.
   1. Officers assigned to uniformed field duties are strongly encouraged to use their detachable microphones. Squad, event, or incident commanders may mandate the use of detachable microphones.
   2. Radios will be placed in agency chargers during off-duty hours.

B. Portable radios needing repair or maintenance will be submitted to Equipment Maintenance personnel along with written explanations of the repair or maintenance needs.
   1. If repairs are needed because of damage, employees will notify their supervisor in writing immediately.
   2. When issued portable radios have been submitted for repair, spares will be checked out on a shift-by-shift basis. Replacement portable radios are to be returned promptly by employees at the end of their tours of duty.
2.1.4 Ballistic Protective Soft Body Armor

<table>
<thead>
<tr>
<th>Condition described</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety</td>
</tr>
<tr>
<td>May wear</td>
</tr>
<tr>
<td>Wear or carry</td>
</tr>
<tr>
<td>MUST WEAR</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

1. **Members**: Will **not** leave soft body armor exposed to sunlight or other sources of ultraviolet light for extended periods of time.

2. **Supervisors**: Must inspect their subordinate's soft body armor annually for fraying and panel separation.

2.1.4.1 Washing

- The armor panel will be laundered in accordance with the directions provided by the manufacturer and displayed on the panel. Washing of the armor panel will be kept at a minimum, but consistent with personal hygiene requirements.
  
  **NOTE**: The washing and the drying period will not interfere with the required usage prescribed above.

- The cloth carrier garment may be washed and dried by any conventional method.

2.1.4.2 Assault On Officer With Soft Body Armor

- Officers struck by gunfire or some other object propelled by a great amount of force in the area protected by soft body armor will be taken to a hospital as soon as possible. Medical treatment is necessary, even if there is no visible injury or the injury seems minor.

- The officer’s supervisor will ensure that medical treatment is administered and documented.

2.1.5 Digital Camera Use And Image Storage:

*Deleted: refer to 2.3.17 Digital Media and Photography*

2.1.6 Medical, Emergencies, Sick or Injured Persons

*Deleted refer to: 2.11.1 Rendering Service in Medical Emergencies*
2.1.7 Juvenile Operations

UMBC has only a minimal juvenile population. There are outside special programs managed by other entities, usually when the regular semesters are concluded. Our agency is dedicated to taking appropriate steps to prevent and control delinquent juvenile behavior and taking necessary, but the least coercive alternatives when dealing with juvenile cases. Juvenile operational activities include:

1. Enforcement activities;
2. Taking steps necessary to protect juveniles from their surroundings;
3. Conducting follow-up investigations of cases involving juvenile offenders, victims, or witnesses;
4. Preparing and presenting criminal and administrative cases involving juveniles; and
5. Using authorized resources to divert juvenile offenders out of the juvenile justice system.

B. Directives that are related to the agency’s juvenile operations include:

<table>
<thead>
<tr>
<th>Manual Reference</th>
<th>Topic / Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.1.12</td>
</tr>
<tr>
<td>2</td>
<td>1.2.1</td>
</tr>
<tr>
<td>3</td>
<td>1.9</td>
</tr>
<tr>
<td>4</td>
<td>1.9.5</td>
</tr>
<tr>
<td>5</td>
<td>2.1.2.4</td>
</tr>
<tr>
<td>6</td>
<td>2.8.1.2, 2.8.1.3, 5.8</td>
</tr>
<tr>
<td>7</td>
<td>3.2.19, 3.2.19.8, 4.9.10</td>
</tr>
<tr>
<td>8</td>
<td>2.6.7.2, 2.8.11.5</td>
</tr>
<tr>
<td>9</td>
<td>2.8.8</td>
</tr>
<tr>
<td>10</td>
<td>7.0 I</td>
</tr>
<tr>
<td>11</td>
<td>3.2.21.4 K</td>
</tr>
<tr>
<td>12</td>
<td>2.8.2.5, 2.8.11.13</td>
</tr>
<tr>
<td>13</td>
<td>2.8.3</td>
</tr>
<tr>
<td>14</td>
<td>2.8.0 F, 2.8.11.1</td>
</tr>
<tr>
<td>15</td>
<td>2.8.11.6</td>
</tr>
<tr>
<td>16</td>
<td>2.8.7.1</td>
</tr>
<tr>
<td>17</td>
<td>2.8.11.8</td>
</tr>
<tr>
<td>18</td>
<td>2.8.11.6</td>
</tr>
<tr>
<td>19</td>
<td>2.8.3</td>
</tr>
</tbody>
</table>
2.1.8 Vehicle Operations

- **Policy**: Rules for the Operation of state vehicles are created by the Department of Budget and Fiscal Planning, Management Analysis and Audits: [State Vehicle Fleet Policies and Procedures](#).
- Agency employees are responsible for the proper care, operation, and cleanliness of agency vehicles under their direct or indirect care.

**Definitions:**

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Exterior Markings</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marked police vehicle</td>
<td>Lights, Siren and radio</td>
<td>Emergency use and pursuit vehicle</td>
</tr>
<tr>
<td>Un-Marked police vehicle</td>
<td>NO exterior markings; Lights, Siren and radio</td>
<td>UMBC does NOT currently have an Un-marked police vehicle</td>
</tr>
<tr>
<td>Administrative vehicle</td>
<td>NO exterior markings; NO Lights, Siren and radio</td>
<td>Used for NON emergency use only, NO pursuit use allowed</td>
</tr>
<tr>
<td>Utility vehicle</td>
<td>Truck, SUV, Bikes, T3, Segways</td>
<td>Used for NON emergency use only, NO pursuit use allowed</td>
</tr>
</tbody>
</table>

2.1.8.1 Authorized Drivers

- Only authorized employees may operate agency vehicles.
- Vehicle operators must possess a valid operator's license for the vehicle class:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All agency employees, including Student Marshals, who are at least 18 years old, may operate agency vehicles consistent with use restrictions.</td>
</tr>
<tr>
<td>2</td>
<td>Persons with six or more points against their license are not permitted to drive state vehicles until the accumulated point total is reduced to less than four points.</td>
</tr>
<tr>
<td>3</td>
<td>Civilian mechanics may operate agency vehicles consistent with their duties.</td>
</tr>
</tbody>
</table>

2.1.8.2 Restraint Devices

All persons driving or riding in agency vehicles will use seat belts/shoulder harnesses in compliance with provisions of the Transportation Article.
2.1.8.3 **Vehicles to be Secured**

1. Unattended agency vehicles will be locked to prevent theft.
2. Vehicles will not be left running while unattended.

2.1.8.4 **Agency not Responsible for Certain Loss**

The agency is not responsible for damages to, or losses of, personal property by fire, theft, or collision due to the negligence of operators of agency vehicles.

2.1.8.5 **Obedience to Vehicle Laws & Parking Regulations**

<table>
<thead>
<tr>
<th>WE OBEY THE LAW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees will operate agency vehicles in obedience to all regulations and traffic laws.</td>
</tr>
<tr>
<td>When traveling out of state, agency vehicles will be driven in accordance with the other states’ traffic laws.</td>
</tr>
<tr>
<td>Employees are responsible for moving and parking violations received on agency vehicles arising from their operation of agency vehicles. These moving violations include red light or speeding infractions captured by a camera at or near the scene of the violation. However, this does not affect employee’s rights to appeal moving violations through established procedures. Operators will pay parking or storage charges as applicable.</td>
</tr>
<tr>
<td>In addition, employees may be held accountable for these violations consistent with 1.4 Discipline and Internal Affairs</td>
</tr>
<tr>
<td>Except in emergency circumstances, agency vehicles will be parked in accordance with parking regulations during regular operations.</td>
</tr>
<tr>
<td>Agency vehicles parked in restricted areas will not be parked so as to unnecessarily interfere with traffic or impede emergency vehicle response during emergencies.</td>
</tr>
</tbody>
</table>

2.1.8.6 **Vehicle Equipment / General Equipment & Supplies**

A. Marked agency vehicles used in routine or general patrol services are:
   1. Emergency vehicles and equipped with lights and sirens;
   2. Equipped with supplies that facilitate general or routine patrol services.

B. Vehicles will be provided supplies consistent with UPD Form 4 Vehicle Condition Reports.

C. All vehicles will be similarly equipped. Standard equipment for all patrol vehicles includes:
   - First aid kit;
   - Personal Protective Equipment kit;
   - Fire extinguisher;
   - Spare tire and jack with tools;
   - Road flares;
   - “Police Line” or “Caution” tape; and
• Supply kit (containing blankets, tape, flex-cuffs, gloves, hazmat book, and misc. other supplies.

Changes or modifications must be approved by the Support Services Commander

D. Non-Transference of Equipment: Equipment assigned to particular vehicles will not be changed or interchanged with other vehicles, altered, or removed without permission from the Operations commander. Sergeants making or authorizing equipment transfers will inform the Operations Commander of changes with explanations via e-mail.

Changes or modifications must be approved by the Support Services Commander.

E. Non-Transference of Equipment: Equipment assigned to particular vehicles will not be changed or interchanged with other vehicles, altered, or removed without permission from the Operations commander. Sergeants making or authorizing equipment transfers will inform the Operations Commander of changes with explanations via e-mail.

2.1.8.7 Fleet Vehicle Operations

Special-use vehicles; such as bicycles and Segway, will be used only by personnel who have been trained and authorized by the Operations Commander.

2.1.8.8 Vehicle Inspections

UPD Form #4 Police Vehicle Condition Report

A. Employees will:

1. Pre-inspection: Thoroughly inspect vehicles prior to driving them, or, because of exigent circumstances, as soon as practical, and will document deficiencies on vehicle condition reports.

2. Line Inspection: Supervisors, or acting supervisors, are responsible for ensuring that the weekly vehicle condition reports are completed and forwarded to the Support Services Commander for every vehicle under control of the unit.

3. Vehicles will be inspected for:

☐ Cleanliness;
☐ Damage;
☐ Tire conditions;
☐ Oil level;
☐ Condition and status of assigned equipment and supplies; and
☐ Property left by others.

Note: Additional requirements in Manual

2.8.3 Transporting prisoners

<table>
<thead>
<tr>
<th>Transport searches</th>
<th>B</th>
<th>All police vehicles are searched for weapons and contraband <strong>BEFORE</strong> beginning the shift, and after <strong>EVERY</strong> transport.</th>
</tr>
</thead>
</table>
2.1.9 Field Interviews and Pat Downs

2.1.9.1 Field Interviews

Officers may stop individuals for the purpose of conducting a field interview only where reasonable and articulable suspicion to believe that a crime has been, is being or is about to be committed. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to make an arrest. In justifying the stop, the officer must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The appearance or demeanor of a suspect suggests that he or she is part of a criminal enterprise or is engaged, or has recently been engaged, in a criminal act.</td>
</tr>
<tr>
<td>2</td>
<td>The actions of the suspect indicate he or she has been, may be, or will be engaged in criminal activity.</td>
</tr>
<tr>
<td>3</td>
<td>The suspect's presence in a neighborhood or location is suspicious.</td>
</tr>
<tr>
<td>4</td>
<td>The suspect is carrying an object that appears to be recently stolen.</td>
</tr>
<tr>
<td>5</td>
<td>The suspect's clothing bulges in a manner that suggests he may be carrying a weapon.</td>
</tr>
<tr>
<td>6</td>
<td>The suspect is located in close proximity to an alleged crime.</td>
</tr>
<tr>
<td>7</td>
<td>The officer possesses a report that the person is engaged in criminal activity or is carrying a weapon.</td>
</tr>
</tbody>
</table>

2.1.9.2 Procedures for Field Interviews

Based upon observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a suspect if he has reasonable articulable suspicion to do so. The following guidelines shall be followed when making a stop to conduct a field interview.

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<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>When approaching the suspect, the officer shall clearly identify himself as a law enforcement officer, if not in uniform, by announcing the officer’s identity and displaying police identification.</td>
</tr>
<tr>
<td>2</td>
<td>Officers shall be courteous at all times during the contact but must maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions.</td>
</tr>
</tbody>
</table>
Before approaching an individual, officers should consider whether the circumstances warrant a back-up officer for assistance. Officers conducting field interviews are strongly encouraged to use the “Contact/Cover Officer” system with the back-up officer.

Officers shall confine their questions to those concerning the suspect’s identity, place of residence and other inquiries necessary to resolve the officer’s suspicions; however, in no instance shall an officer detain a suspect longer than is reasonably necessary to make these limited inquiries.

Officers are not required to give suspects Miranda warnings in order to conduct field interviews unless the person is in custody and about to be interrogated.

Suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer’s inquiries is not, in and of itself, grounds to make an arrest although it may provide a basis for additional observation and investigation.

### 2.1.9.3 Pat Downs

An officer has the right to perform a pat down of the outer garments of a suspect for weapons if he has been legitimately stopped and with reasonable articulable suspicion that the individual is **presently armed and dangerous**. Clearly, not every field interview possesses sufficient justification for conducting a protective frisk. Following are some criteria that may form the basis for establishing justification for performing pat down. Officers should note that these factors are not all-inclusive; there are other factors that could or should be considered. The existence of more than one of these factors may be required in order to support reasonable suspicion for the pat down. MSP Form 97 Firearms Report is completed when a firearm is searched for during a pat down; whether or not the weapon is found.

<table>
<thead>
<tr>
<th>1</th>
<th>The type of crime suspected, involving a crime of violence or possession of a weapon.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The hour of the day and the locations or neighborhood where the stop takes place.</td>
</tr>
<tr>
<td>3</td>
<td>Prior knowledge of the suspect’s use of force and/or propensity to carry deadly weapons.</td>
</tr>
<tr>
<td>4</td>
<td>The appearance and demeanor of the suspect.</td>
</tr>
<tr>
<td>5</td>
<td>Visual observations of a bulge, which suggests that the suspect might be carrying a weapon.</td>
</tr>
<tr>
<td>6</td>
<td>Whenever possible, pat downs should be performed by an officer of the same sex.</td>
</tr>
</tbody>
</table>

When reasonable suspicion exists to perform a pat down, it should be performed with due caution, restraint and sensitivity. The pat downs are only justifiable and may only be performed to protect the safety of officers and others and may never be as a pretext for obtaining evidence. Under these circumstances, pat down searches should be conducted in the following manner.
<table>
<thead>
<tr>
<th></th>
<th>Whenever possible, a pat down should be conducted by at least two officers using the contact / cover method.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>In a pat down, officers are permitted only to externally feel the outer clothing of the suspect. Officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club or other item.</td>
</tr>
<tr>
<td>3</td>
<td>If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack or other item that may conceal a weapon, the officer should not open the item but instead place it out of the suspect's reach. This does not preclude the officer from asking for a consent search of the item.</td>
</tr>
<tr>
<td>4</td>
<td>If feeling the suspect's external clothing fails to disclose a weapon, no further search may be made. If a weapon is present, the officer may only retrieve that item. If the weapon is illegal, the officer may arrest the suspect and complete a full custody search.</td>
</tr>
</tbody>
</table>
2.2.0 USE OF FORCE AND WEAPONS

Policy is for internal agency use only: The directives contained in this section are for agency use only and do not apply in any criminal or civil proceedings. These directives will not be construed as creating a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these directives will only form the basis for agency administrative sanctions. Violations of law will be the basis for civil and criminal sanctions in recognized judicial settings.

### 2.2.1 General Provisions for the Use of Force Officers

<table>
<thead>
<tr>
<th></th>
<th>Will use only the force necessary to affect lawful objectives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>May repel force with force, using only that amount of force reasonably necessary to defeat attackers or overcome resistance.</td>
</tr>
<tr>
<td>3</td>
<td>Force may be used when necessary to preserve the peace, prevent commission of offenses, or prevent suicides or self-inflicted injuries;</td>
</tr>
<tr>
<td>4</td>
<td>Force may be used when necessary to overcome resistance to lawful arrests, searches and seizures, and prevent escapes from custody; or</td>
</tr>
<tr>
<td>5</td>
<td>Force may be used when in self-defense or in defense of another against unlawful violations to their person or property.</td>
</tr>
<tr>
<td>6</td>
<td>Acting alone may be required to resort to a much greater use of force than would be necessary if other officers were present. Therefore, whenever possible, officers should call and wait for assistance, unless immediate action is required.</td>
</tr>
<tr>
<td>7</td>
<td>Use force consistent with specifications of training standards and guidelines.</td>
</tr>
<tr>
<td>8</td>
<td>Will <strong>NOT</strong> use unnecessary, aggressive, or excessive force.</td>
</tr>
</tbody>
</table>

The amount and degree of force which may be employed will be determined by surrounding circumstances including:

<table>
<thead>
<tr>
<th></th>
<th>The nature of the offense;</th>
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<tbody>
<tr>
<td>2</td>
<td>The behavior of subjects who the force is to be used upon;</td>
</tr>
<tr>
<td>3</td>
<td>Actions by third parties who may be present;</td>
</tr>
<tr>
<td>4</td>
<td>Physical odds against officers; or</td>
</tr>
<tr>
<td>5</td>
<td>The feasibility and availability of alternative actions.</td>
</tr>
</tbody>
</table>
The use of force is a continuum ranging from verbal commands to deadly force. Officers should exhaust every means of employing the minimum amount of force before escalating to more severe applications of force except where lesser methods would be obviously futile.

### 2.2.2 Justifications for Use of Force

A. **Point-of-View Considered**: Justifications for uses of force must be judged from the perspective of reasonable officers, similarly situated, rather than with the 20/20 vision of hindsight. Facts unknown to officers, no matter how compelling, cannot be considered when later determining whether uses of force were justified.

B. In addition to other criteria discussed in these directives, court case law provides several "reasonableness" factors, which will be considered while evaluating uses of force. Some "reasonableness" factors include, but are not limited to:

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<thead>
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<tbody>
<tr>
<td>1</td>
<td>Severity of the crimes at issue;</td>
</tr>
<tr>
<td>2</td>
<td>Whether suspect(s) posed immediate threats to the safety of the officers or others;</td>
</tr>
<tr>
<td>3</td>
<td>Whether suspect(s) were actively resisting arrest or attempting to evade arrest by flight;</td>
</tr>
<tr>
<td>4</td>
<td>Examine the force used in-light of the circumstances as they appeared to officers during the incident;</td>
</tr>
<tr>
<td>5</td>
<td>Whether officers exercised their official discretion in good faith;</td>
</tr>
<tr>
<td>6</td>
<td>Allowances for the fact that officers are often forced to make split-second judgments in circumstances that are tense, uncertain, and rapidly evolving.</td>
</tr>
</tbody>
</table>

### 2.2.3 Use of Deadly Force

Officers may use deadly force only when they reasonably believe that the actions are in defense of human life or in defense of any person in imminent danger of serious physical injury.
2.2.4 Weapons Training Programs

A. **Must demonstrate proficiency**: Only agency employees certified in the use of agency issued or authorized weapons will be approved to carry and use such weapons.

B. **Condition of weapons**: All weapons will be inspected, reviewed, and approved by departmentally qualified weapons instructors or armorers before employees are issued the weapons for carrying. *Unsafe weapons will be removed from service by departmentally-qualified weapons instructors or armorers and replacement weapons will be issued.*

2.2.4.1 Qualification Requirements/ In-Service Firearms Training

**Minimum acceptable passing scores** for firearm proficiency:
- Agency issued handguns: Annual re-certification: 70% for daylight and 70% for reduced light.
- Authorized privately owned handguns: Annual re-certification: 70% for daylight and reduced light.
- Patrol rifles: Semi-annual re-certification: 80%.

The agency’s certified firearms instructors are responsible for developing qualification courses of firearm instruction for approval by the Chief of Police and MPCTC.
1. Firearms qualification training programs are **only** conducted by certified firearms instructors.
2. Officers will be issued copies of, and be instructed in, the directives contained in 2.2.2 before being authorized to carry weapons.
   a. Instructors conducting the training are responsible for issuance and instruction of our Use of Force policy, procedure, and relevant case law.
   b. Firearms instructors will provide training and proficiency **documentation** on a timely basis to the Training Committee and the Administrative Assistant for inclusion in training files, personnel files and applicable data bases.

Awards: Qualification score for the awarding of agency related handgun medals are based on the three most recent firings. Qualification classifications are:
1. Pistol Master 96 to 100
2. Expert 90 to 95
3. Sharpshooter 80 to 89
4. Marksman 70 to 79

The Training Coordinator, in conjunction with agency firearms and weapons instructors, will schedule and publish firearms training and qualification dates. Unit supervisors will be consulted in the assignment of officers to training dates.

2.2.4.2 Patrol Rifle Program

**Reference**: General Order 2013 – 06 Patrol Rifle Policies

**POLICY**: The UMBC Police Department establishes the use of patrol rifles for members of the agency. The rules for deployment are:
<table>
<thead>
<tr>
<th></th>
<th><strong>When used</strong></th>
<th>In a support position against a suspect(s) who is believed to be a threat to officers and the public.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Not a Tactical Team replacement</strong></td>
<td>The patrol rifle does <strong>NOT</strong> replace or reduce the use of a SWAT / Tactical Team in a high-risk situation. The patrol rifle is for limited use as defined in this policy, and only until such time as the Tactical Unit assumes responsibility for the situation.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Who can use</strong></td>
<td>Only rifle-certified patrol officers will deploy the weapon and will do so consistent with the Department’s Use of Force policy.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Equipment</strong></td>
<td>Rifles, ammunition, and related equipment are provided by the agency. Members can use personal equipment with permission from the Commander of the Operations Section.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Assignment</strong></td>
<td>This a supplemental duty, not a primary duty assignment</td>
</tr>
</tbody>
</table>

### 2.2.4.3 Selection Criteria and Process

1. The Operations Commander will determine the number of patrol rifles and certified officers assigned to each squad.

2. Officers requesting certification training will make a request through the chain-of-command on a Form 3 Department Memorandum.

3. The Operations Commander will assess an officer’s qualifications based on, but not limited to:
   - Previous special weapons experience other than issued firearm.
   - Previous firearms qualification scores.
   - Supervisor recommendations.
   - The member’s disciplinary history.
   - Previous training record and performance ratings.
   - Demonstrated ability to exercise good judgment under stressful conditions.
   - Ability to successfully perform strenuous physical activity.
   - Squad assignment and staffing needs.

4. Officers selected to train with the patrol rifle must successfully complete and maintain satisfactory scores for all established training requirements and successfully qualify bi-annually with the patrol rifle.

5. The agency’s Firearms Instructors, with permission from the Operations Commander, will issue/assign the patrol rifles to certified patrol officers for deployment as per this policy.

### 2.2.4.4 Deployment Criteria

1. The patrol rifle shall only be deployed in **extraordinary circumstances**. Officers shall not deploy or carry a patrol rifle on routine calls for service or routine traffic stops. Situations in which the deployment of a patrol rifle may be appropriate, when supported by reasonable articulable suspicion, include:
   - When a suspect is armed with a high powered weapon or wearing body armor; or,
   - An active shooter incident; and/or Barricades and hostage incidents.
2. **What to consider** when using the rifle, should include:
   - The current environment; so as not to induce unnecessary stress or panic on the immediate public community.
   - Whether the deployment of the long gun will incite or aggravate a situation as opposed to being a protective measure.
   - Environmental concerns; high population areas indoors and outdoors, increased range and need for a deeper backdrop, current special events occurring in or around the campus.
   - Officers deploying long guns should announce that over radio.

3. **Shift/unit commanders** may deploy the patrol rifle for an unplanned, spontaneous field incident, and/or when circumstances exist where they determine the deployment of the patrol rifle would allow for a tactically superior advantage. Considerations for deployment include but are not limited to potential threats of:
   - Suspects believed to be wearing protective body armor.
   - Suspects armed with, or have immediate access to a weapon.
   - Suspects situated in a tactically superior position.
   - **EXCEPTION:** When a certified patrol officer encounters an immediate life-threatening situation that meets the deployment criteria and exigent circumstances exist, he/she may deploy the patrol rifle without prior approval.

4. Once the threat is resolved, or the Tactical Unit has assumed responsibility for an incident, the patrol rifle will be secured in the patrol vehicle trunk.

### 2.2.4.5 Storage

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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Secured</strong> Rifles will be issued to officers that have been certified on the specific rifles and they should be locked in the officer’s issued locker in the locker room.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Inspected</strong> The rifle’s user will inspect the rifle for care and defects.</td>
</tr>
<tr>
<td>3</td>
<td><strong>How carried</strong> When used, the rifle will be carried in its case, and kept inside of a locked police vehicle trunk.</td>
</tr>
<tr>
<td>4</td>
<td>The clip will be inserted into the weapon, but NO round will be chambered. Only when the operator deploys a rifle will a round be chambered.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Secured</strong> At the end of a shift, rifles will be returned to the officer’s locked lockers.</td>
</tr>
</tbody>
</table>

### 2.2.4.6 Certified Officers

1. Only certified patrol officers are authorized to deploy a patrol rifle.
2. Patrol officers who are equipped with the patrol rifle will:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>On Duty</strong> Start of shift: notify communications they are patrol rifle equipped.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Secure</strong> Properly secure the unloaded patrol rifle in the trunk of their police</td>
</tr>
</tbody>
</table>
3. Officers who are de-certified or ordered to relinquish their patrol rifle, will turn their assigned equipment to the Operations Commander.

2.2.4.7 Shift Commanders

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<tbody>
<tr>
<td>1</td>
<td>Respond</td>
</tr>
<tr>
<td>2</td>
<td>Determine</td>
</tr>
<tr>
<td>3</td>
<td>Notify</td>
</tr>
<tr>
<td>4</td>
<td>Document</td>
</tr>
<tr>
<td>5</td>
<td>Inspect post-discharge</td>
</tr>
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2.2.4.8 Operations Commander

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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Authority to suspend</td>
</tr>
<tr>
<td>2</td>
<td>Coverage</td>
</tr>
<tr>
<td>3</td>
<td>Records</td>
</tr>
</tbody>
</table>
| 4 | Program Manager | - Maintains a record of all patrol rifles issued; and  
- Ensures that the weapons are properly stored and maintained.  
- Conducts inspections in January and June, using a firearms instructor, who will complete a report documenting the inspection. |
| 5 | storage | Establish a secure storage area and weapon/accessories protocol for maintenance, accounting and accessibility. |
| 6 | evaluation | Critiques all situations involving the deployment of the patrol rifle for appropriateness. |
| 7 | Annual Review | - Documents incidents of the deployment of the rifle; and  
- Prepares an Annual Review report on the deployment of the patrol rifle. |
2.2.4.9 Communications

1. Broadcasts the need for a patrol rifle and the location of the request.
2. Assigns the patrol rifle equipped unit to the call as backup.
3. Notifies and assigns the shift commander to respond.
4. Ensures that all responders are aware that a patrol rifle is deployed.
2.2.5 Other Weapons Training Programs

A. **Proficiency demonstrated:** All officers receive initial training and annual in-service training on less lethal weapons issued or authorized by the agency.

B. **Documented Training:** The agency’s certified weapons instructors will develop initial and in-service qualification courses of weapons instruction for approval by the Chief and any other applicable approving regulatory authorities.
   1. Initial and in-service weapons training programs will be conducted only by certified instructors.
   2. Weapons instructors will provide training and proficiency documentation on a timely basis to the Training Director for inclusion in training files and applicable data bases.
   3. Members attending training to carry lethal and less lethal weapons will be issued copies of the UMBC Police Use of Force policy and rendering medical aid after the use of force.

C. The Training Coordinator, in conjunction with agency weapons instructors, will schedule and publish weapons training and in-service dates. Supervisors will be consulted in the assignment of officers to training dates.

2.2.6 Remedial Training

A. Officers may request permission from the Chief to be temporarily excused from, or rescheduled for, weapons re-qualification because of temporary medical conditions.

B. When officers fail to qualify with issued or authorized weapons during regular re-qualifications, instructors will:

|   | 1 Notify officers | that they need remedial training in accordance with applicable qualification standards; |
|---| 2 Conduct same-day remedial training | and re-qualification programs with those officers; |
|---| 3 Additional remedial training: | Officers will then be required to attend additional, future remedial training programs, regardless of same-day requalification outcomes. |
|---| 4 Can carry: | Officers who successfully qualify on a subsequent test during the same day requalification will remain on full duty but must attend additional training, as listed in **B.3** of this section (section above). |
|---| 5 Document | Document remedial training needs and corrective action. No agency has full compliance in weapons proficiency, and our credibility as instructors and administrators is at stake with failing to note actual proficiency with the weapons we carry. |

**Note:** *This policy affects only the weapon that the officer did NOT qualify with.*
C. **Issued firearms:** If officers **fail** to qualify during same-day or additional remedial firearms training and re-qualification programs, firearms instructors will:
   
   1. **Notify** the officers’ chain of command, the Chief, and the Training Coordinator immediately, and subsequently in writing/e-mail; and
   2. **Document** the scores and action taken;
   3. **Suspend officers on an emergency basis.** These administrative suspensions are non-disciplinary and result in officers continuing on full pay and benefits status, but with no police authority. Emergency suspension hearings will be scheduled and conducted in accordance with 1.4 **Discipline & Internal Affairs.**

D. **Medical causes:** Officers will be sent for medical evaluation if the inability to qualify is believed to be the result of a possible medically-related condition.

E. **Schedule:** Officers’ Section supervisors will adjust officers’ work schedules to accommodate remedial training assignments.

F. **Standards:** Upon completion of additional remedial instruction designed by firearms instructors, officers will be retested and must attain at least 70% daylight and 70% reduced light qualification scores to remain in full duty status.

G. **Notifications:** Firearms instructors are responsible for immediately informing the Chief and supervisors (in writing) when officers fail to qualify following remedial training for the purpose of initiating other appropriate training or personnel actions, as appropriate and listed in B and C of this section.

---

**2.2.7 Weapon Authorizations**

A. **Who is responsible for authorization and training:** the Operations Commander is responsible for the agency’s training function and ensures that initial and in-service weapon and use of force training programs are:
   
   1. **Documented:** developed and conducted (written documentation);
   2. **Consistent** with the agency’s directives;
   3. **Fulfill** requirements of the Maryland Police Training Commission’s (MPTC);
   4. **Certified instructors** teach the particular subjects; and
   5. **Documented** in the agency’s (individual member’s) training files.

B. Only those employees who have been specifically authorized, trained, and have demonstrated proficiency in the use of lethal or less-lethal weapons may carry and use the weapons. Demonstrating proficiency includes:
   
   1. **Trained in Policy & Procedures:** being issued copies of and instructed in the agency’s weapons and use of force directives **before carrying the weapon**;
   2. **Pass tests:** achieve minimum qualifying scores on prescribed courses;
   3. **Course objectives:** attaining and demonstrating knowledge of the:
      a. **Laws:** concerning the use of the weapon;
      b. **Rules:** the agency’s directives on the use of force and weapons;
      c. **First Aid:** methods and ways to ensure appropriate medical aid is provided after the use of weapons or force; and
      d. **Safety:** familiarity with safe handling and storage for the weapon.
D. Only weapons and ammunition meeting agency-authorized specifications will be used by agency personnel both on and off-duty.

E. Weapons and ammunition not issued or authorized by the agency will not be carried by employees on their persons, or used at any time while on duty. (Exception: confiscated weapons transported as evidence or storage).

F. Exigent situations may cause officers to justifiably use other articles as weapons. Such use of other weapons will be examined as any other use of force.

G. **Trainers:** Training will occur from a certified defensive tactics instructor, whether from UMBC or another certified agency.

### 2.2.7.1 Authorized Handguns

A. Armed officers will possess, wear, carry and use only issued or authorized firearms and ammunition for which they are currently qualified.
   1. Unless otherwise authorized by the chief, only agency-issued weapons are authorized for on-duty service.
   2. Only agency-issued ammunition is authorized for service in issued agency handguns.
   3. Officers will be issued sufficient rounds for duty.

B. When on-duty, issued handguns will be carried in an issued or authorized holster, on the officer’s strong hand side, and in a service ready condition.

C. Uniformed officers are required to be armed with their agency-owned handgun in a service-ready condition and carry their credentials and badges on their persons when on duty with the exception of:
   1. When processing prisoners; or
   2. Where prohibited by law or other controlling directives.

D. Firearms will be concealed from public view when officers are not in uniform.

---

**4. Out-of-State:** Officers who travel or live outside of Maryland are expected to comply with the laws of the States that they live or travel in. See US LEOSA House Bill 218 for further rules and obligations for out-of-state transport of firearms. **Notes for LEOSA:** the carrying officers must:
- Meet qualifications standards and regularly qualify with the firearm;
- Not be the subject of any disciplinary action by the agency;
- Not be under the influence of alcohol or another intoxicating or hallucinatory drug or substance;
- Not be prohibited by Federal law from receiving a firearm.
- Carry photographic identification issued by the UMBC Police Department;
- As used in this section, the term ‘firearm’ does not include:
  1. any machine gun (as defined in section 5845 of the National Firearms Act);
  2. any firearm silencer (as defined in section 921 of this title); and
  3. any destructive device (as defined in section 921 of this title).
E. Officers are authorized, but not required, to carry issued or authorized firearms when off-duty and in the state of Maryland.
   1. Officers carrying issued or authorized firearms off-duty are required to also carry their issued badge and agency credentials.
   2. Firearms and ammunition will be reasonably and prudently protected from damage and theft and concealed from public view when officers are off-duty and not in uniform.
   3. While off duty, officers are responsible for secure storage of their issued firearms. The safest condition for storage of their issued firearm is unloaded; weapon and ammunition stored separately under lock and key; and out of the sight and reach of children or other unauthorized persons.

2.2.7.2 Authorized Off-Duty Handguns

   1. Officers are authorized to carry privately owned firearm, as long as they (1) qualify with the firearm, and (2) the firearm can be concealed, and (3) it is legally registered.
   2. Officers must obtain approval before carrying an off-duty pistol by the Training Director, supported by a recommendation of a certified Firearms Instructor.
   3. Officers will report all instances of pointing or discharging their off-duty weapon in accordance with 2.2.12 Reporting Use of Force.

2.2.7.3 Procedures for Approval of weapons

   A. Agency weapons: Weapons and ammunition will be distributed by the Operations Commander for on-duty use.

   B. Personal Firearms: Members will submit a UPD Form 63 Request for Approval of Off-Duty Weapon. (Note: this same form will be used when requesting to use a personal weapon while on-duty).

   C. Process: the Request will be submitted through channels to the Operations Commander, or designee; who will:
      a. Ensure that the weapon is acceptable for agency use, whether on or off duty;
      b. Ensure that training is conducted and that the member understands the policy;
      c. Testing: ensure that the member is proficient with the weapon prior to use.
      d. Approve or disapprove the request. Disapprovals will require a written explanation as to the reasons for the disapproval.

2.2.8 Euthanizing Rabid or Severely Injured Animals

   A. Officers may use the issued service pistol.

   B. Officers euthanizing injured animals will do so only where backstops are certain.

   C. Officers euthanizing possibly rabid animals will maintain control of the carcasses until Baltimore County Animal Control takes custody of the carcasses.
2.2.9 Riot Baton

A. Officers will be issued a Riot Baton, and may only carry the Riot Baton:
   1. After being trained and certified to carry the weapon, and
   2. After achieving minimum proficiency levels.

B. Officers must re-qualify biannually with the Riot Baton to maintain authorization to carry the weapon. Only Uniformed Officers may carry the Riot Baton for preplanned, mobile field force operations while wearing the Tactical Uniform as delineated by the Operational Order.

2.2.10 Oleoresin Capsicum (Oc) Spray

A. The only OC authorized for agency use are those OC delivery systems purchased by the agency and approved for use by the Chief of Police.

B. Officers will:
   1. Be issued OC only after completion of required certifying training they have achieved minimum proficiency levels;
   2. Carry issued OC canisters only in agency issued holders; and
   3. Undergo OC retraining to maintain their authorization to carry OC.

C. The use of OC spray will be consistent with applicable training.

D. Officers will render aid and decontamination measures to subjects on which OC spray has been used as soon as possible and practical after such use.

E. Discharged duty canisters, regardless of the extent of discharge, will be submitted to the Quarter Master in sealed, plastic bags for replacement.

F. Use of force reports must be completed for all discharges of OC, except for training purposes, and must include:
   1. Effects of OC spray use on suspects and any other contaminated personnel;
   2. Decontamination measures and first aid given or offered to suspects and any other contaminated personnel or areas.

2.2.10.1 ASP Expandable Baton

A. Members will only carry a departmentally issued ASP Baton.

B. Members will be trained to use the weapon prior to carrying the device.

C. Training will occur from a certified defensive tactics instructor, whether from UMBC or another certified agency.
D. Training will consist of: (1) Classroom, (2) written exam, and (3) demonstration of proficiency. In-service training at least every other year will occur.

REFER: WEAPONS AUTHORIZATION CHART FOR SIMPLIFIED POLICY

2.2.11 Use Of Firearms

A. Officers are responsible for continuous and safe display, handling, cleanliness, and security of all issued and authorized firearms and ammunition.

B. Firearms may be discharged only:

<table>
<thead>
<tr>
<th>Self-Defense</th>
<th>To defend themselves or others when there is reasonable belief that there is imminent danger of death or serious physical injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprehend Violent felons</td>
<td>To apprehend fleeing persons when no reasonable alternatives for apprehension exist and officers have probable cause to believe that the persons:</td>
</tr>
<tr>
<td>Training</td>
<td>During agency mandated firearms training and requalification</td>
</tr>
<tr>
<td>Practice</td>
<td>For practice in areas where discharging firearms would not be unsafe or illegal</td>
</tr>
<tr>
<td>Euthanize Animals</td>
<td>With supervisory or administrative approval, to kill dangerous animals or animals so badly injured or ill that humanity requires they be removed from further suffering.</td>
</tr>
<tr>
<td></td>
<td>Owner permission must be obtained, whenever possible.</td>
</tr>
<tr>
<td></td>
<td>Great care must be taken to protect the public from ricocheting bullets.</td>
</tr>
<tr>
<td></td>
<td>Killing of animals in the presence of children should be avoided.</td>
</tr>
</tbody>
</table>

C. Firearms use is prohibited:
1. When innocent persons would be severely and unduly endangered;
2. To fire warning shots; or
3. For misdemeanor arrests.
2.2.12 Reporting Use of Force

2.2.12.1 General Reporting Requirements

A. Use of force reports are required when officers: UMBC Form # 87 Use of Force
   1. Generally: whenever force is needed to accomplish a lawful purpose. This may be an arrest, but would also include force used to restrain a subject for an emergency petition. When a member is in doubt, submit the report for administrative review.
   2. Draw and point firearms at persons;
   3. Discharge a firearm, for other than training (range qualifications) or recreational purposes (off-duty hunting or target practice);
   4. Any accidental discharge of a firearm, even if the weapon was not pointed at someone;
   5. Take actions that result in, or are alleged to have resulted in, injury or death of another person;
   6. Apply force through the use of lethal or less lethal weapons.

B. All uses of force as defined in A require timely:
   1. Notification to administrative or supervisory ranked personnel by involved officers or on their behalf if involved officers are unable to do so;
   2. Completion and submission of reports and all related documents by involved officers or on their behalf if involved officers are unable to do so.
   3. In an instance where a firearm is involved in a Use of Force, the matter will be investigated by another law enforcement agency (Baltimore County Police or the Maryland State Police)

C. The Operations Commander reviews of these incidents in a timely manner.
   1. Incidents involving no apparent chargeable conduct will be submitted to the chief and recommended for closure.
   2. Incidents involving apparent chargeable conduct will be referred to the Deputy Chief of Police for follow-up consistent with 1.4 Discipline and Internal Affairs.
   3. The Deputy Chief of Police is responsible for ensuring an annual analysis of all use of force incidents is conducted and submitted to the Chief in order to reveal patterns or trends that could indicate training needs (to ensure proper practices), equipment upgrades, or policy modifications.

D. Officers will notify the appropriate law enforcement agency to respond to any incident of uses of force when the incident occurs outside the primary or concurrent jurisdiction of the UMBC Police.
   1. Local jurisdictions involved will be responsible for thorough investigation of incidents including the pursuit of criminal charges, if warranted.
   2. Officers involved will notify on-duty supervisory personnel as soon as possible.
2.2.12.2 Involved Officers’ Responsibility

A. **Notifications and Reports:** Involved officers will make required notifications and prepare necessary reports detailing facts regarding uses of force or discharges of firearms.
   1. **Timely:** Reports must be completed prior to the end of involved officers’ shifts if the officers are physically and emotionally able to do so.
   2. **When disabled:** If involved officers are unable to complete required reports, supervisory personnel will prepare the reports using the best information available.

B. Involved officers will ensure appropriate medical aid is provided as necessary after all lethal and less lethal uses of force. This includes:
   1. Care and treatment of injuries; includes decontamination after use of OC spray;
   2. Increased observation to detect obvious changes in condition.

C. Officers who shoot or critically injure persons in the line of duty will receive post-trauma defusing within eight hours and other post-trauma mental health services as necessary.

2.2.12.3 Responding Officer's Responsibility

Responding officers who arrive at scenes of other officers’ uses of force resulting in death or injury will, if appropriate:
- Render or ensure first aid is provided to injured officers or others after triage examinations;
- Alert communications to situations and request medical assistance and additional personnel;
- Secure any suspects, injured or otherwise, according to directives;
- Secure and protect the scene from any contamination of evidence;
- Identify and/or detain witnesses present; and
- Remain at the scene until supervisory personnel arrive unless there are hazardous conditions which require evacuation of the immediate area for safety purposes.

2.2.12.4 Communications Responsibilities

A. Communications personnel will ensure notifications are made when officers use deadly force or when there are serious physical injuries resulting from agency activities. Those to be notified are:
   - On-duty patrol squad supervisor;
   - Criminal investigator;
   - Operations commander;
   - Media / Public Information Officer;
   - Chief of Police;
   - Baltimore County Police Critical Incident Stress Team.

B. Communications supervisor will send the assigned incident investigator copies of all involved and/or related recorded telephone and radio transmissions.
2.2.12.5  **Shift Supervisor’s Responsibility**

<table>
<thead>
<tr>
<th><strong>Respond</strong></th>
<th>To scenes whenever officers use deadly force or there are serious physical injuries resulting from agency activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assign</strong></td>
<td>At least one officer will be directed to remain with bodies or injured persons. In cases where persons are taken to hospitals, assigned officers will remain with the persons, securing any physical evidence, until relieved by investigators.</td>
</tr>
<tr>
<td></td>
<td>At least one officer will be directed to remain with involved officers to assure their safety, and that no unnecessary questioning is initiated concerning the incident.</td>
</tr>
<tr>
<td></td>
<td>One officer will be sent to the medical facility to act as a liaison between medical and agency personnel if an officer is injured and taken to an emergency facility.</td>
</tr>
<tr>
<td><strong>Secure weapons/evidence</strong></td>
<td>a. As safety permits, involved officers’ weapons must be secured as evidence.</td>
</tr>
<tr>
<td></td>
<td>b. In cases of firearms use, ammunition used in the incident must be secured.</td>
</tr>
<tr>
<td></td>
<td>c. Firearms, shell casings, and magazines are evidence.</td>
</tr>
<tr>
<td></td>
<td>d. Involved officers will be issued replacement firearms unless suspended. If suspended, NO replacement firearm is issued unless authorized by the Chief.</td>
</tr>
<tr>
<td></td>
<td>e. <strong>Privately owned firearms:</strong> Secure the weapon as evidence and examine for operation- to determine if the weapon was properly working, altered, etc.</td>
</tr>
<tr>
<td><strong>Control</strong></td>
<td>Incidents will be turned over to command ranked officers when ordered to do so.</td>
</tr>
<tr>
<td><strong>Report</strong></td>
<td>Reports of incidents are completed by officers, if physically and mentally possible.</td>
</tr>
<tr>
<td></td>
<td>Supervisory personnel will ensure that reporting requirements are met.</td>
</tr>
<tr>
<td></td>
<td>All personnel at incident scenes will submit detailed reports of their actions.</td>
</tr>
<tr>
<td></td>
<td>Copies of all reports will be sent to the Deputy Chief of Police or designee.</td>
</tr>
</tbody>
</table>

2.2.12.6  **Command Responsibility**

A. The chief or a designate will make notification arrangements to the next of kin if officers are critically injured. The chief will ensure that follow-up support is provided to families of involved officers.

C. If agency members use deadly force or cause serious physical injuries, involved member(s) will be removed from line-duty assignments pending administrative review to determine if the member is to be placed on suspension, paid administrative leave, in non-contact assignments, or returned to full-duty status. Note: this may include a non-sworn member who is involved in a serious crash.

1. These actions and reviews are to:
   a. Protect the community’s interest when member may have exceeded the scope of their authority in the use of deadly force; and
   b. Shield members who have not exceeded the scope of their authority from possible confrontations with the community.
2. These reviews will be structured and conducted according to 1.4 Discipline and Internal Affairs.

C. If incidents occur outside the primary or concurrent jurisdiction of the agency, the Operations commander will determine if a personal response the incident scene is warranted. In all cases, the shift supervisors will be responsible for collecting and forwarding copies of reports made by other agencies.

D. In the event that the Operations Commander is unavailable, the chief or designee, will take on responsibility of the Operations Commander.

E. The Chief of Police will ensure:
   1. Follow-up medical support is provided to involved officers; and
   2. Arrangements are made for officers who use deadly force or cause serious physical injuries as the result of agency activities to receive post-incident debriefing and/or counseling as soon as practical after incidents.

2.2.12.7 Administrative Review of Use of Force Incidents

A. The Operations Commander will respond to the scene when officers use deadly force or when there are serious physical injuries resulting from agency activities.

B. The Operations Commander gathers all of the associated reports.

C. There will be an Investigation into the use of force, and an examination of the reports submitted for the incident. The investigation will be conducted or coordinated by the Deputy Chief of Police consistent with 1.4 Discipline and Internal Affairs.

D. The Criminal Investigator may assist during investigations.

E. The designated Internal Affairs member will submit a Report of Investigation (ROI) to the Chief. The report will contain relevant facts and circumstances surrounding incidents and determinations:
   1. Actions of agency employees were in accordance with the law;
   2. Actions of agency employees were in accordance or not with agency directives;
   3. Actions of agency employees were in apparent violation of law and should be referred to the chief who will confer with the Office of the State’s Attorney;
   4. Actions of agency employees were justifiable under law but violated agency directives;
   5. Agency disciplinary actions are necessary; or
   6. Changes should be made regarding:
      a. Training;
      b. Supervision and accountability procedures;
      c. Psychiatric or psychological counseling;
      d. Hiring and promotion criteria;
      e. Deployment and dispatch techniques; or
      f. Operational policy and practices

2.2.12.8 Public Information Officer (PIO)

A. The Media Relations/PIO or designate will respond to scenes and assist in releasing information when officers use deadly force or when there are serious physical injuries resulting from agency activities.
B. Except as directed by the chief, employees of the agency will not provide to the media any part of use of force incidents or investigations.

2.2.13 Firearm Maintenance

A. The Operations Commander is responsible for:
   1. Coordinating with agency armorers all repairs and maintenance of agency owned firearms;
   2. Maintaining records pertaining to maintenance transactions and repairs of agency firearms;
   3. Maintaining records pertaining to the issuance and surrender of agency owned firearms;
   4. Issuing firearms; and
   5. These duties may be jointly shared with the Executive Administrative Assistant and the Lead Firearms Instructor.

B. Agency armorers are responsible for firearm approval, maintenance, and safety.

C. Malfunctions or complaints concerning issued firearms or ammunition will immediately be brought to the attention of supervisory personnel who will notify agency firearms instructors.
   1. Defective or unsafe firearms or ammunition will be replaced by the Lead Firearms Instructor.
   2. The Lead Firearms Instructor will be contacted to replace unsafe firearms or ammunition.

D. Monthly, shift supervisors will conduct and document firearms inspections.

E. Weekly, officers will inspect their issued firearms, being alert for corrosion/lubrication.

F. Officers will clean their issued firearm(s) after they have been fired at the range and are responsible for maintaining firearm cleanliness between firings.

G. Officers will not undertake or authorize any repair, modification, or refinishing of any agency owned firearm without the written permission of the Chief.

H. Once a year, every agency-owned firearm will be inspected and serviced by an agency armorer or agency-authorized armorer.

I. Officers will surrender all agency issued firearms, weapons, ammunition, and equipment when leaving the employ of the agency, or upon suspension.

J. Firearms taken as the result of firearm recoveries, police power suspensions, emergency suspensions, disciplinary suspensions, shootings, etc., will be documented on property receipts and submitted to the Evidence Manager.
2.2.14 Loss Or Theft Of Firearms

1. Officers will immediately report the loss or theft of a firearm to the on-duty patrol squad supervisor.
2. An officer will immediately write a crime report.
3. The on-duty patrol squad supervisor will conduct preliminary investigation and prepare a report assessing whether or not the loss resulted from officer non-compliance with directives.
4. NCIC entries will be made by communications personnel to report losses or thefts of firearms.
5. NCIC entries will be made by communications personnel when the firearm is recovered.

The Lead Firearms Instructor issues replacement firearms and ammunition.

2.2.15 Vehicle Pursuits

2.2.15.1 Vehicle Pursuits Definitions

Motor Vehicle Pursuit - is an active attempt by a law enforcement officer using a marked police vehicle, using emergency lights and siren, to stop a suspect motor vehicle whose driver is attempting to avoid apprehension or refusing to stop. Other police vehicles will not be used to pursue a vehicle; including: Segways, T3, or bicycles.

2.2.15.2 General Policy on Pursuits

Our policy is to:
1. Only pursue suspects fleeing a crime of violence (i.e.: murder, rape); and
2. Who pose an immediate-life-threatening danger to the public.
3. It is the responsibility of the pursuing officer to justify that the risk of pursuit is justified by the threat posed by a vehicle pursuit.
4. Our intention is to greatly reduce the incidence of vehicle pursuit.

2.2.15.3 Motor Vehicle Pursuit Procedures

**PRIMARY PURSUIT OFFICER**

1. Use the siren and emergency light(s) throughout the entire pursuit.
2. Notifies a supervisor immediately.
3. Advises Communications of the:
   a. Initiation and reason for a pursuit.
   b. Location and direction of travel.
   c. Speed, traffic, and road conditions.
   d. License number and description of wanted vehicle.
4. Continually updates location and speed of the fleeing vehicle.
   **Terminate a pursuit when:**
5. The primary officer may discontinue a pursuit at any time.
(6) When leaving campus and another agency’s units’ assumes the pursuit; or
(7) When Risk factors increase beyond the immediate need for apprehension.
(8) MUST file a UPD Form 28 Pursuit Report Form

**BACKUP OFFICERS**

1. Assume a position to the rear of the primary pursuit officer’s vehicle.
2. Ensure a supervisor is aware of the pursuit.
3. Become a monitor car / assume communications.
4. Will discontinue a motor vehicle pursuit when instructed to do so by a supervisor.

**THE SHIFT COMMANDER**

1. Does not relinquish command of the pursuit, except to a higher authority.
2. **Terminates any pursuit when risk factors increase beyond the immediate need for apprehension.**
3. Continuously monitors pursuit vehicles and communications for adherence to this policy.
4. Ensures that one of the UMBC officers in a pursuit files a UPD Form 28 Pursuit Report Form. On the bottom of the form is the supervisor’s narrative (evaluation) of the pursuit, and a place where the supervisor and officer sign. These forms will be completed whenever a UMBC officer is engaged in a police pursuit, regardless of the agency that initiates it or concludes the pursuit.

**COMMUNICATION'S RESPONSIBILITY**

Communications personnel will:
1. Immediately notify on-duty supervisor of pursuits;
2. Notify and maintain communications with appropriate agencies when pursuits enter other jurisdictions or as other pursuits enter the jurisdiction of this agency.

**Roadblocks & Forced Stopping**

Officers will **not** use cordon roadblocks, moving or rolling roadblocks, barrier roadblock, or any other form of roadblock or technique, to forcibly stop pursued motor vehicles.

### 2.2.15.4 Other Agency Pursuit into Jurisdiction

A. Communications personnel will attempt to establish communications between agencies when other agencies pursue vehicles into this agency’s jurisdiction.
B. We follow our rules during a pursuit on campus, not the other agencies.

### 2.2.15.5 Post Pursuit Discipline

Officers will maintain post pursuit discipline once the stop is made. The supervisor will clear any units that are no longer needed at the scene.

### 2.2.15.6 Administrative Review & Analysis of Pursuits

A. **Reporting Use of Force:** All pursuits and forced stopping will be documented, reviewed, and analyzed consistent with **2.2.12 Reporting Use of Force**.

B. **Per incident:** The Operations Commander reviews the form 28 Pursuit Report and other reports in order to:
1. Determine if the pursuit was carried out within existing directives;
2. Re-examine the pursuit directive in light of a specific incident;
3. See the need for additional or revised training for officers and supervisors; and
4. Provide data to establish a management information system for pursuit driving.

D. **Annual Analysis and Report**: The Deputy Chief of Police receives the reports for each pursuit (Form 28 Pursuit Report) and the analysis conducted by the Operations Commander (the review called for in section “B” above), and then conducts a report reviewing the agency’s pursuit policy and practice to determine if corrections are needed. Along with review is to determine if pursuits are occurring but not being properly reported. This aspect is determined by listening to dispatch recordings and in meetings with Police Communications Operators, supervisors and officers. **The absence of pursuit reports does not remove the requirement of reviewing the policies, and practices associated with the reporting process.**

2.2.15.7 **Post-Pursuit Maintenance**

A. Supervisory personnel will inspect all agency vehicles involved in pursuits in order to determine road-worthiness and/or pursuit related maintenance needs.

B. Vehicles requiring post-pursuit maintenance will be placed out of service. Replacement vehicles will be assigned depending on availability.

2.2.16 **Foot Pursuit**

The UMBC Police Department recognizes the danger inherent in foot pursuit. Here are the procedures to enhance officer safety for foot pursuit:

1. **Do not wait to communicate.** Get on the radio immediately and call for assistance. Call for a K-9 unit and/or a helicopter if available to search for the suspect.

2. **Put out a good description** of the suspect and his or her direction of travel.

3. **Do NOT try to out-run the suspect.** This isn’t a race. Slow down and carry on a moving surveillance of the fleeing suspect from a distance that allows for a lot of reactionary gap time. We want to track the suspect until:
   a. They tire, surrender, or try to hide;
   b. We have sufficient police resources in the area;
   c. We have specialized assistance; i.e.: K-9, Aviation, etc.

4. **Re-assess**: If you lose sight of the suspect, stop, find cover/concealment, arm yourself, and set up a perimeter while waiting for backup.

5. **Re-assess**: Get centered; reduce your breathing and heart rate. Work on getting out of tunnel vision and diminished hearing. Make a plan or review your plan and then engage it.

6. Let the suspect tire out from running; let him or her experience the reduced vision and hearing instead of you.
7. Suspects usually go to ground and hide soon after an officer loses sight of them. Setting up a perimeter and using a K-9 and air support to find the suspect has historically proven to be the most successful method of capture.

8. Usually it is not a matter of “if you will catch the suspect,” just when.

(Note: Martinelli, Dr. Ron, Ph.D. Foot Pursuits: To Chase or Not to Chase? POLICE the Law Enforcement Magazine: December 16, 2011 )
2.3.0 Collecting Evidence

2.3.1 General Rules for Handling Evidence & Property

1. **General Statement of Intent:** All employees of the UMBC Police Department will properly secure and process any property which may have been confiscated or which has come under their care. Since the UMBC Police Department uses the laboratory services of the Maryland State Police, their procedures will be adhered to for processing and handling evidence. Nothing in this Manual is intended to conflict with their established rules, policies and procedures. MSP Guidelines for Submitting Physical Evidence

2. The handling and disposition of property involves several phases:
   - **Discovery & Capture:** Taking control of property or evidence,
     - **Photographing:** a picture tells a thousand words
     - **Prevent contamination:** wear gloves and carefully package.
   - **Tags and Labels:** Tagging and record keeping (reports and forms) so that evidence can be located, categorized, etc.,
   - **Release and/or disposal:** of the property/evidence.

3. **Store in agency temporary storage only:** No other permanent or temporary storage location may be substituted unless specifically authorized by the Evidence Custodian.

4. **Immediate and secure storage:** Members coming into possession of any evidence, controlled dangerous substances (CDS), and found or recovered property will, before the end of their duty hours, submit the property for storage and complete a Property/Evidence Record UPD Form 16.

5. **Assistance:** The Evidence Custodian, or the Commander of the Support Services Section are available on an on-call status, 24 hours a day and 365 days a year. If technical equipment or skills are needed, the Baltimore County Police Crime Lab can be requested through the 9-1-1 Communications Liaison.

6. **Chain of Custody:** the overall goal of any evidence system is to prove to a court that our evidence was properly collected, packaged and stored to ensure the integrity of the evidence. All of these steps aid our members in storing and locating evidence. It also is required when submitting evidence to other agencies for analysis; i.e.: The Maryland State Police Lab, the FBI Lab, etc.

7. **Sketches and note-taking:** sketches improve an officer’s memory for court, and help provide a 3 dimensional view of an incident scene. Sketches of major crime scenes and accidents are encouraged. Assistance can be obtained from the Baltimore County Police Crime Lab and Crash Team.
2.3.2 Processing Functions

A. Physical evidence will be preserved and collected at crime scenes by principle investigating officers unless Baltimore County Police or Maryland State Police assume scene control.

B. Evidentiary functions of employees at incident scenes include:

C. If damage or destruction of evidence by natural or outside sources is not a concern, members should work through incident scenes collecting evidence in a logical sequence, attempting to avoid disruption of other evidence. Processing requirements will determine the progression of processing tasks, such as photograph, sketch, fingerprint, mark, and collect.

D. Employees are expected to make reasonable efforts to collect available evidentiary information, materials, and substances for comparison purposes in forensic laboratory analyses.

E. Employees should avoid touching or contacting articles of evidence with anything that might contaminate or destroy the evidentiary value of the articles.

F. Perishable evidence should be collected first.

G. Materials and substances will be collected from known sources whenever possible to facilitate comparison with physical evidence collected.

2.3.3 Basic Rules for Packaging Evidence

<table>
<thead>
<tr>
<th>SEAL:</th>
<th>All paper evidence packages are sealed with Tamper Resistant Evidence Tape.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID who packaged:</td>
<td>Seizing officer(s) will place their initials, ID number and date over the Evidence Tape and onto the surface of the package (bags or boxes).</td>
</tr>
<tr>
<td>ID the evidence:</td>
<td>Paper evidence packages have a pre-printed place for the Case Number and Officers’ name, and date of seizure for identification.</td>
</tr>
<tr>
<td>Label:</td>
<td>KAPAK bags &amp; use the Evidence Labels</td>
</tr>
<tr>
<td>Chain of Custody:</td>
<td>Proper packaging must include rules for chain of custody.</td>
</tr>
</tbody>
</table>
2.3.4 Officers’ Role in the Property / Evidence Process

- **Recovery**
  - Recover the evidence
  - Attempt to locate & notify owners- document efforts

- **Evidence ID**
  - Fill out the Property/ Evidence Form 16
  - Identify the package with a tag, label, marker with CCN, Officer name & ID

- **Package**
  - Package the Evidence / Found Property
  - Make entries into the ARMS system
  - Place evidence / found property into temporary storage lockers

- **Report**
  - Refreshes the reporter's memory
  - Creates a factual account with times, dates, etc.

### Fingerprint Evidence

A. Primary officers are responsible for ensuring scenes are processed for fingerprint evidence when processing would benefit investigations.

B. Latent fingerprints will be affixed to 3" X 5", or larger, index cards. The back sides of latent print cards will be completed consistent with their design.

C. For latent fingerprints, employees should consider and evaluate:
   1. Size of the articles to be dusted;
   2. Type of surfaces to be dusted; and
   3. If moving or transporting objects will destroy latent fingerprints.

D. Officers who request latent fingerprint examinations through MSP must:
   1. Complete latent fingerprint card information;
   2. Place latent print cards in evidence envelopes;
   3. Complete MSP 67; and
   4. Arrange for completed packets to be taken to MSP by the property custodian.

E. Latent fingerprint cards with possible evidentiary value, but not submitted to MSP, will be submitted to the property custodian.

2.3.5 Supervisors’ Role in the Property / Evidence Process

- Inspect & Approve Officer's work;
- Authorize contacting additional assistance from other Crime Laboratories or contacting the Evidence Custodian for special circumstances.
2.3.6 Controlled Dangerous Substances Procedures (CDS)

**SAFETY ALERT:**
1. Never sniff or taste suspected CDS.
2. Wear rubber gloves when handling CDS, if possible. Wash hands immediately following the handling of CDS.

- **Request:** Maryland State Police are used to request analysis:
  - MSP Form #67 Request for Laboratory Examination

- **Document:**
  - A Property/Evidence Record (form 16) is completed by the seizing officer for any amount of CDS taken into possession, regardless of how small.
  - Whenever more than six items are listed on a Property/Evidence Record, additional items are recorded on a UPD Form 16B Continuation Form.
  - Document the amount of the item(s) to be processed (e.g., number of pills, etc.).
  - A witnessing supervisor will verify the count of CDS (pills).

- **Package:** The substance is to be secured in an approved, heat sealed, clear plastic evidence pouch (called a KAPAK).

- **Label:** The package is identified with the adhesive label provided. The label is placed in the top right corner (positioned just like a postage stamp on a letter).

- **Chain of Custody:** The person who seals the Kapak evidence bag must place their initials on the heat seal with a permanent felt tip marker. This is done to show that evidence tampering does not occur.

- **Don't Over-stuff:** Large amounts of evidence may be split between two or more large KAPAK evidence bags that will be labeled and heat-sealed.

- **Separate:** CDS is recorded on a separate Property/Evidence Form, apart from any other (non-CDS) property relating to the same incident.

- **Paraphernalia** (pipes, cigarette papers, empty capsules, spoons, plastic bags, bongs, etc.): absent evidence of CDS residue, will not be recorded or packaged as prescribed for CDS. Further, it is not be forwarded to the MSP Crime Laboratory.

- **General Rule:** unless the item contains evidence of CDS; record, process, and dispose of according to established procedures for personal property or evidence; i.e.: wrapping papers, empty vials, etc.

**MSP Laboratory Rules:**
- Submit only the bowl of a bong (it contains the residue), not the whole bong.
- Do not submit moldy or wet vegetable matter—Dry prior to submission.
- Do not submit Marihuana seeds (they will not be analyzed) unless they are absolutely essential to the case.
- The use of field test kits on small samples is discouraged. Evidence may be destroyed. Field test kits may be used by properly trained individuals for probable cause or screening purposes. However, they are not to be considered as thorough as laboratory testing. Do not include the used test kit with the submission.
- Weights will not be recorded on the MSP Form 67A by anyone other than a chemist during analysis.
2.3.7  **Suspected Liquid PCP**

- **SAFETY ALERT:** For a PCP lab, or large quantities, or a possible methamphetamine seizure, use the same process as a Hazardous Material incident, with the same contacts.
- Seek advice from the Maryland State Police on-call forensic chemist (contact MSP Telecommunications Division Duty Officer after hours and weekends at 410-653-4200). The duty officer will call the chemist and have them contact the requesting officer. *(Alternate number 443-357-1315)*
- If a smaller amount, it needs to be in a sealed container, and placed into a sealed evidence can (it looks like a paint can that has never been used for storage). If a member can smell the PCP odor, the evidence is **NOT** properly sealed.
- Wear gloves to prevent skin contact with chemicals.

- Hypodermic syringes and needles, unless absolutely critical to the prosecution of a major case, will **not** be routinely analyzed by the Crime Laboratory. The Baltimore County State's Attorney's Office must request analysis in writing.
- Syringes and needles are infectious waste / hazardous materials and will be disposed of using an "infectious waste" Sharps container. The containers are kept in the Report Writing Room, and are marked with a BIOHAZARD" sign.
- The squad supervisor makes the determination of the evidentiary value syringe, weighing the seriousness of the offense versus health hazards involved. Whenever possible, photographs should be used as second best evidence.
- Full containers are taken to the UMBC Health Services for disposal.
- No other disposal device or method will be substituted by departmental personnel for disposal of syringes and needles.

2.3.8  **Chain of Custody**

- Laboratory Analysis: CDS evidence will be transported to the MSP laboratory.
- CDS evidence will not be opened for visual inspection and verification until analysis by a chemist. CDS will not be accepted if the original seal on the pouch appears to have been tampered.
- The individual transporting the CDS completes the chain of custody portion on the MSP Form 67, indicating MSP's receipt of the items.
- The laboratory evidence coordinator date stamps copies and provides a copy of the (Receipt) MSP Form 67.
- CDS submitted for analysis will be identified in the "Item Description" section of the Property/Evidence Form and clearly marked "Submitted for Analysis" along with the package number containing the material.
2.3.9 Court Custody

When CDS is taken into custody by the court, the Court Evidence Receipt will be attached to the Property Record. Upon completion of the judicial proceedings, the investigating officer will return the evidence to this Department's custody.

NOTE: During inventories or upon change of custody of the sealed pouch after laboratory analysis, the recipient or employee conducting the inventory shall inspect the evidence pouch and verify that the seal is intact. The employee conducting the inventory shall immediately notify the Deputy Chief of Police if there is any indication that the seal or pouch has been tampered with or altered in any manner. The Deputy Chief of Police will initiate appropriate action.

2.3.10 CDS for Display, Demonstration and Investigative Purpose

- The Evidence Manager will be responsible for all controlled dangerous substances utilized for departmental training and investigative purposes.
- The Evidence manager will establish a record keeping system to monitor the use of CDS for training or investigative purposes. All requests for the use of CDS for training purposes will be submitted in writing ten working days prior to its intended use.
- These records will be inspected by the Deputy Chief of Police annually as part of the Evidence function inspection called for in Article 1, Section 10, sub-section 5.4: Unannounced Inspections.

2.3.11 Firearms

- Document: UPD Form 16: List all firearms and their serial numbers;
- Separate: Firearms from other property or evidence as the items will be stored separately. Use a UPD Form 16 for each grouping (firearms and ammo on one, CDS for another, and another evidence on other evidence);
- Group: Multiple firearms and/or firearms related evidence (e.g., bullets, cartridge cases, magazines, clips, ammunition, extra barrels, separate firearms parts, etc.) collected for a case will be included on the same Form 16;
- Ammunition is packaged separately from any firearms;
- Do not use tape of any kind on firearms, ammunition, clips, or magazines;
- Use a wire Evidence tag for all firearms, twisted securely to the trigger guard;
- Only one Firearms Evidence tag and item number is required for a firearm and any
ammunition, clip, or magazine contained in the firearm;

- Do not insert any object into the barrels, cylinder, chambers, or magazine housing of the firearm. The firearm needs to be unloaded;

- Bag loose ammunition in a small paper bag. NOTE: The ammunition must be dry;
- Bag any clip or magazine in a separate paper bag and then place them in a larger paper bag with the firearm and tie off the bag.

2.3.13 Investigation

1. Determine Ownership by searching the Maryland State Police firearms registration file (METERS- MGUN). The information needed for the search are:

   (1) the manufacturer,
   (2) the type of weapon,
   (3) the model number,
   (4) the caliber or gauge,
   (5) the serial number,
   (6) the reason for the trace should accompany every such request.

Whenever any handgun comes into the possession of this department, or whenever an individual is found to be in possession of a handgun, either with or without a handgun permit, the following procedures will be followed:

- The upper portion of MSP Form 97 will be completed and
- The employee completing the form will indicate whether the form is being utilized as a "Stop and Frisk Report", "Firearms Incidental to Arrest Report," "Trace Report," or any combination of the three.
- The MSP Form 97 will be forwarded to the MSP Handgun Permit Unit.

2.3.14 Opening and Resealing Packaged Property

a. Whenever a package is opened at the original seal, the original seal will be placed inside the original package when it is resealed.

b. Place the new seal in the same manner as described for the original seal.

c. When resealing KAPACs, the officer will ensure that the original seal is visible and will put their initials and the date of resealing on the seal.

d. Whenever packaged evidence is opened and resealed, the name of the officer possessing the evidence will appear in the Chain of Custody Form 16.

e. When opening a sealed evidence package or container, the reason will be explained in a supplemental police report (documenting the opening / re-sealing).
2.3.15 Hazardous Materials/Explosive Devices

- Only authorized personnel (fire department, bomb squad, etc.), will handle and dispose of hazardous materials or explosive devices. They have the training and facilities to properly control and store those items. Assistance can be obtained from:
  - Risk Management (UMBC);
  - the Maryland Hazardous Waste Laboratory and Spill Response Team,
  - the Maryland State Fire Marshal's Office;
  - or the distributor of the material in question.
- Release such materials only to authorized personnel for storage/disposition.
- Should the hazardous material be necessary evidence to a criminal prosecution, the following procedures will apply:
  A. Photograph the items to include proper identification, labels, placards, etc.
  B. See that the material is properly disposed of by authorized personnel.
  C. Complete a Property/Evidence Record Report and have the release signed by the representative of the authorized agency removing the material.

2.3.16 Digital Media and Photography

**Policy:**

"A picture tells one-thousand words.” Digital photos are easy to take and store, and are an important aspect of evidence collection and documenting a crime scene or event.

- The Records Unit shall be the Agency-wide repository for all digital images of an evidentiary nature. Digital images will be transferred from the digital media card as soon as possible directly to the ARMS system within the report.

1. **Work-related:** Any use of photographic equipment must support the legitimate interests of law enforcement in the detection, investigation, and prosecution of criminal matters or in support of University Policies, Rules and Regulations.
2. **Chain of Custody:** Photographic evidence is treated with the same level of responsibility afforded any other physical or forensic evidence.
3. **Digital media is discoverable** to the defense and can be subpoenaed for examination.
4. **Integrity of evidence:** Personnel using the digital cameras will not attempt to manipulate an existing image captured by any other member of the UMBC Police Department in any manner.
5. **Records:** Upon completion of photographing a scene or incident, personnel will transfer the images from the camera onto the ARMS system for the incident.
6. **Photos from other sources:** Officers may submit additional photographs taken with personally owned cameras or photographs obtained from witnesses, victims, or other
parties to an incident or case, for inclusion in a department file or record. A report will explain how the photos were obtained and from who (to be summoned to court).

7. **Agency owns the Images:** Media will not be released to, shown to or possessed by any unauthorized person without specific authorization from the Chief of the UMBC Police Department. Exceptions: the State’s Attorney Office; UMBC’s University Counsel; Defense Counsel; a Trial Judge, Hearing Board, Hearing Panel or any Administrative Panel; or upon prior authorization by the Chief of Police or Chief’s designee.

8. **Place onto ARMs:** All digital images are placed onto the ARMS system as soon as possible. After the photos are transferred, the digital images on all media cards will be deleted.

### 2.3.17 Handling Money

**General Statement of Policy:** Treat money as property, handled as indicated below:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Along with Form 16</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash owner is NOT known (Found property)</td>
<td>Complete a numbered receipt in the communications room.</td>
<td>The money and the UPD Form 16 go to the Evidence Custodian.</td>
</tr>
<tr>
<td>Cash owner is identified (Found property)</td>
<td>Not classified as evidence or subject to forfeiture - small amount - use an envelope; for large amounts - KAPAK</td>
<td>Return as soon as possible to the owner or representative.</td>
</tr>
<tr>
<td>Cash is Evidence (EVIDENCE)</td>
<td>Package according to below instructions</td>
<td>If large amount, have it stored in the Evidence Room</td>
</tr>
<tr>
<td>Coin /special collector (Found Property)</td>
<td>Where the coins / cash have collector value Kapak</td>
<td>Package and store in the Evidence Room Safe</td>
</tr>
</tbody>
</table>

1. Money will be forwarded to the Comptroller's Office within five (5) working days. This includes found property where the owner does not claim their property within 5 days.

2. Procedures for packaging money: a simple count by denomination will be used; for example (50) fifty twenty-dollar bills = $1,000, (40) ten-dollar bills = $400, etc. Stack the currency by denomination and rubber band large groups.

3. Money seized for criminal investigations will be photographed. The photographs will be added to the ARMS system as part of the report. (NOTE: this is a Maryland State rule). The money is stacked and photographed as a stack, **not** each separate bill. The exact total is placed in the lower right corner of the item description section.

4. If currency serial numbers are relevant to the case (e.g., to identify bait currency, etc.), each piece of paper currency should be photocopied to show the denomination and serial number. Use the overlap method and reduce or enlarge copies. Federal law prohibits exact copying of US currency. The photocopies will be submitted as evidence. Do this PRIOR to packaging.

5. If the currency seized is rare or collectible or a negotiable instrument having a value greater than the face value, it must be submitted to the Evidence Custodian and held as separately as evidence.

6. The Evidence Custodian will deliver the sealed envelope (KAPAK) to the Comptroller's Office for deposit and obtain a cashier's receipt for the money.
7. The Evidence Custodian will verify claims to money in writing to the Comptroller's Office; and will include the full name, address and social security number of the claimant and the applicable property record number. The Comptroller's Office will process the claim and forward the money to the claimant.

2.3.18 Stolen Vehicles

A. Stolen vehicles will be processed as with all other crime scenes.

B. Vehicles are towed to the established towing service for the University.

C. A locate must be sent via NLETS notifying the ORI (Original Agency reporting the theft) of the recovery of the vehicle, location stored, and whether any arrests were made.

D. The Original agency reporting the theft is responsible for notifying the victim of the recovery and location of their vehicle.

E. If needed, the vehicle can be indexed in the National Impound Program via METERS.

2.3.19 Computer Equipment

A. Computer equipment will be seized and processed consistent with the US DOJ Federal Guidelines for Searching and Seizing Computers or as synopsized in Searching and Seizing Computers, FBI Washington Field Office by the Computer Analysis Response Team.

B. Officers anticipating seizing computers or related equipment as evidence will contact the MSP Computer Crimes Unit to ensure on-scene computer forensic assistance.

2.3.20 Stained Articles

- Any evidence contaminated with blood/body fluids (e.g., saliva, tears, vomitus, semen, urine, stool), whether wet or dry, shall be handled with disposable gloves.
- Such evidence must be dried before packaging. These articles are dried in a secure, well ventilated room and not exposed to sunlight or heat.
- The evidence is then packaged separately in paper bags. *Never* use plastic bags to package this evidence.

2.3.21 Laboratory Submission

- The Maryland State Police Crime laboratory is the facility used for most of our crime laboratory needs. Therefore, their policies, practices and procedures will be adhered to in the collection, packaging and processing of evidence.
2.3.22  Investigations Handled by other Agencies

In cases where another agency is used for the primary investigative unit; i.e.: Baltimore County Police are used for rape, homicide cases; their policies, practices and procedures will be adhered to in the collection, packaging and processing of evidence. In these cases, the Baltimore County Police recover and store the evidence.

2.3.23  Equipment & Supplies

- Equipment and supplies are found in the packaging closet in the Ready Room.
- Members discovering that supplies are low are to notify their supervisor.
- The Operations Section will ensure that adequate supplies are available.
- Digital camera memory cards are kept in the supervisor’s room. The Operations Section will ensure that media cards are available for patrol use.
- Equipment that is needed, but not immediately available, can be obtained by a request for assistance from the Baltimore County Police or the Maryland State Police Crime Labs.

2.3.24  DNA Evidence Collection

2.3.24.1  General

A. Officers will request assistance from the Baltimore County Police or Maryland State Police to collect and preserve evidence for DNA analysis, except when DNA samples are collected during arrest processing.

B. If necessary to collect DNA related evidence in exigent circumstances, officers will:
   1. Collect the evidence in such a way to prevent contamination;
   2. Wear gloves always and change them frequently, especially if they become contaminated;
   3. Thoroughly clean instruments such as scissors, forceps, and knife blades with alcohol swabs before and after contacting each item;
   4. Presume any type of body fluid or tissue is infectious regardless of the source;
   5. Use universal precautions, such as gloves, eye protection, foot coverings, and disposable gowns or clothing, as appropriate; and
   6. Collect, document, and submit evidence as required.

C. Arrestee DNA Collection: Consistent with Public Safety (PS) 2-501, all adults and juveniles charged as adults for qualifying crimes will have their DNA collected after arrest and processing. Qualifying crimes are:

<table>
<thead>
<tr>
<th>Abduction, and/or Kidnapping</th>
<th>Arson in the first degree;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary First degree under CR § 6-202</td>
<td>Attempted first, second, or third degree burglary.</td>
</tr>
<tr>
<td>Burglary Second degree under CR § 6-203</td>
<td></td>
</tr>
<tr>
<td>Burglary Third degree under CR § 6-204</td>
<td></td>
</tr>
<tr>
<td>Child abuse in the first degree under CR § 3–601</td>
<td></td>
</tr>
<tr>
<td>Manslaughter, except involuntary manslaughter</td>
<td></td>
</tr>
<tr>
<td>Maiming</td>
<td>Assault in the first degree</td>
</tr>
</tbody>
</table>
### Officer Duties and Responsibilities

1. **Receive training:** Completed the training program for DNA collection;
2. **Complete charging documents:** Do Not collect DNA samples until charging documents have been completed, reviewed and approved by a supervisor;
3. **Document:** Complete the appropriate sections for DNA collection in the arrest book maintained in the processing room;
4. **Follow instructions:** Ensure DNA samples are collected consistent with the DNA kit instructions, completing registrations: Paper / Pen Form located in the DNA kit;
5. **Provide copy:** Give arrestees a copy of the "Notification of Rights;"
6. **Forms:** Ensure copies of the "Notification of Rights" are included in completed arrest packets and submitted to Central Records;
7. **Mail:** Place completed DNA collection kits in outgoing mail;
8. **Report requirement:** Include DNA collection related information in report narratives. This information is:
   a. Name of the officer who collected the DNA sample;
   b. Date and time the DNA sample was taken; and
   c. Name of the supervisor who approved the charging documents and the authority to collect the DNA;
9. **Refusal:** If arrestees refuse to submit to DNA collection:
   a. Notify a supervisor of the refusal;
   b. Complete the DNA collection kit without the swab, noting the refusal on the registration form;
   c. Ensure the commissioner conducting the initial appearance is told of the arrestee’s refusal to submit to DNA collection.
   d. Document the refusal in the related report narrative.
   e. Mail the kit to the address on the kit with the explanation that the subject refused.

### Supervisor Duties and Responsibilities

1. **Review:** charging documents to ensure probable cause exists to charge suspects with qualifying crimes;
2. **Approve:** Indicate their approval of charging documents by initialing and dating the lower right hand corner of each page;
3. **Ensure:** that DNA samples are collected and collection kits are completed only by officers who are trained to do so;
4. **Ensure:** required DNA collection related information is included in related report narratives and the arrest book; and
5. **Notify:** the Support Services Commander if a person arrested for a qualifying crime refused to submit to DNA sample collection.
2.3.24.4 Records Manager Duties and Responsibilities

1. Ensure a list of qualifying crimes is posted in the processing room;
2. Ensure arrest book pages are configured to collect required DNA information;
3. Ensure arrest related documents for qualifying crimes are reviewed for compliance.

2.3.24.5 Evidence Custodian Duties and Responsibilities

1. Serve as the agency's liaison to the MSP Forensic Sciences Division;
2. Ensure the agency has a supply of approved, current DNA collection kits with a reasonable stock in the processing room;
3. Promptly notify the investigations supervisor of any possible DNA hit confirmations; and
4. Submit written quarterly lists of DNA collection activities and possible DNA hit confirmations to the property custodian's commander.

2.3.24.6 Investigations Duties and Responsibilities

When notified of DNA confirmations hit, the investigations unit will:
1. Ensure timely follow-up investigations are conducted; and
2. Coordinate any necessary notifications to allied agencies.

2.3.24.7 Support Services Commander Duties and Responsibilities

1. Ensure that all officers are trained in the DNA sample collection process;
2. Liaison with the Office of the States Attorney when eligible suspects refuse to submit to DNA sample collection;
3. Review quarterly DNA activity reports from the property custodian and disseminate that information in the form of quarterly and yearly reports to the Chief; and

2.3.24.8 Packaging Evidence

A. Employees will comply with applicable directives established in the MSP Forensic Sciences Division Guidelines for Submitting Physical Evidence.

B. Choose containers suitable to the type of evidence being collected:
   a. The size and weight of articles; and
   b. Whether the articles could rot or deteriorate if packaged incorrectly.
   c. Package evidentiary articles separately to avoid contamination.
   d. Fluids or stains will be packaged separately to prevent cross-contamination.
   e. Items will be packed to minimize interior movement within packages.
   f. Markings or labels will be placed on packages or containers.
   g. Whenever possible, packages will be labeled before placing evidence in them to prevent damaging evidence when writing on packages.
2.3.25 Report Preparation

1. Members are responsible for documenting their actions towards evidence collection and handling in their official reports.
2. Members also note the property / evidence in the ARMS system.
3. The Evidence Custodian is responsible for making notations in the ARMS system for actions dealing with evidence; i.e.: transport to a crime lab, destruction or release, etc.

2.3.26 Prisoner Property

1. An arrestee’s personal property will be packaged, and appropriately identified.
2. The package should be transported with the arrestee.
3. If it is not possible to transport the property with the arrestee (hospitalized, etc.), it will be properly tagged, inventoried, and stored in a temporary locker.
4. Property may be returned to the owner or their designated representative. The person receiving the property will sign the bottom of the Form 16, and the releasing officer will complete the name, address and phone number for that person.

2.3.27 Lost & Found

1. Reasonable attempts will be made and documented to locate the property's owner.
2. Items may be transported to the Lost and Found Desk in the Commons.
3. Discretion must be used in cases where the found property has significant value.
4. When property is held at the station, it will be packaged and a Form 16 completed.
5. Unclaimed Property will be disposed of according to the Retention Schedule Table.
6. Known owner: Must attempt notification within three days of receiving the property. Serialized property or property with owner applied numbers will be checked through NCIC, METERS and other available databases for law enforcement. Members will note the efforts they take to return property in the ARMS / CAD system.
7. Abandoned property: (unknown owner) the receiving employee will obtain the name, address, and telephone number of the person turning in that property, in addition to the circumstances surrounding the recovery on a CAD card. Again, discretion must be used in cases where the abandoned property has significant value.

2.3.28 Results of Laboratory Analysis

1. The primary crime laboratory used by the UMBC Police is the Maryland State Police Forensics Lab. They are certified to perform all of the examinations that they conduct. Should we request a forensic examination that is beyond their certification, the evidence would be transferred to another certified laboratory: the Federal Bureau of Investigation's Crime Laboratory or the U.S. Alcohol, Tobacco and Firearms Forensics Lab.
2. The official results of laboratory exam are sent to the Evidence Manager in a written report. This written report is scanned and entered into the ARMS System, and the original is kept in the Records Section.
3. These labs use their agency’s Chain of Custody report, which will be completed and maintained until the evidence is returned to UMBC custody, where our agency Evidence Form 16 then is used.
2.3.29 Special Circumstances

**Rule:** All in-custody and evidentiary property is stored within a designated and secure area with access limited to authorized personnel. That area is our main Evidence room. This is done to ensure chain of custody and the integrity of the evidence for court.

<table>
<thead>
<tr>
<th>Manual Cite</th>
<th>Item</th>
<th>How to handle</th>
<th>Special handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.6</td>
<td>CDS</td>
<td>Explained in procedures</td>
<td>If too large- call in Evidence Manager</td>
</tr>
<tr>
<td>2.3.7</td>
<td>PCP</td>
<td>Explained in procedures</td>
<td>call in Evidence Manager- cannot be stored at UMBC Police Department</td>
</tr>
<tr>
<td>2.3.8</td>
<td>Needles</td>
<td>Explained in procedures</td>
<td>HazMat &quot;Sharps&quot; container</td>
</tr>
<tr>
<td>2.3.13</td>
<td>Firearms</td>
<td>Explained in procedures</td>
<td>Make safe before temporary storage</td>
</tr>
<tr>
<td>2.3.16</td>
<td>HazMat / Explosives</td>
<td>Explained in procedures</td>
<td>call in Evidence Manager- cannot be stored at UMBC Police Department</td>
</tr>
<tr>
<td>2.3.17</td>
<td>Digital photos</td>
<td>Explained in procedures</td>
<td>Store in ARMs</td>
</tr>
<tr>
<td>2.3.18</td>
<td>Money</td>
<td>Explained in procedures</td>
<td></td>
</tr>
<tr>
<td>2.3.19</td>
<td>Stolen Vehicles</td>
<td>Explained in procedures</td>
<td>Search/ secure any evidence/ valuables</td>
</tr>
<tr>
<td>2.3.20</td>
<td>Computers</td>
<td>Explained in procedures</td>
<td>Do not attempt to search w/o police tech</td>
</tr>
<tr>
<td>2.3.21</td>
<td>Stained articles</td>
<td>Explained in procedures</td>
<td>Must be dried first- call in Evidence Manager</td>
</tr>
<tr>
<td>2.3.25</td>
<td>DNA</td>
<td>Explained in procedures</td>
<td></td>
</tr>
</tbody>
</table>

Large items; such as: Bicycles, appliances Can’t be placed into Temporary Evidence locker call in Evidence Manager

Vehicles Tow lot Same as stolen vehicles

Perishable items blood and urine specimens Call in Evidence Manager: must be placed in secure refrigerator inside Evidence Room

When assessing the degree of security to provide, the member and their supervisor should weigh the importance of the property it is placing in these areas and the consequences if the property is stolen, damaged, or contaminated while in-custody.

2.3.30 Vehicles held as Evidence

1. If the vehicle is the evidence (i.e.: Hit & Run), we need to take forensic grade photographs (usually by another agency: either the Baltimore County Police Department under our MOU or the Maryland State Police).

2. If the vehicle needs to be stored for courtroom presentation, we need to store it in a secure location: i.e.: the Maryland State Police lot in Waterloo, Maryland.

3. If the vehicle merely contains evidence; then:
   - If it is a crime of violence, our MOU with the Baltimore County Police Department calls for them to process the vehicle. They would tow the vehicle to their Vehicle Processing Room in Towson. We will need to follow the vehicle to ensure the chain of custody AND write a report.
- If the crime will be solely handled by the UMBC Police Department, we need to immediately process it, remove the evidence and secure the vehicle. The vehicle would NOT be needed for court, and we would tow it to a police secured lot (such as Varsity Towing), and notify the owner of the location of their vehicle.

<table>
<thead>
<tr>
<th>OFFICERS HOLDING VEHICLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ask: if the vehicle is part of an investigation taken over by the Baltimore County Police Department or the Maryland State Police, then the towing agencies policy and procedures will be used.</td>
</tr>
<tr>
<td>2. If the vehicle is towed solely for the UMBC Police Department, have the vehicles towed by UMBC authorized towing service.</td>
</tr>
<tr>
<td>3. Notify the Evidence Manager.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUIRED FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. UMBC PD Form 16 Property &amp; Evidence Record.</td>
</tr>
<tr>
<td>5. Evidence tag, to be attached to the vehicle where it can easily be seen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEHICLE CLAIMANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. May not receive their vehicles without approval from the investigating officer.</td>
</tr>
<tr>
<td>7. Provide proper identification.</td>
</tr>
<tr>
<td>8. Pay tow charges if required.</td>
</tr>
<tr>
<td>9. Sign the Form 16 prior to the release of the vehicle.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVIDENCE MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Make notification to the owner of the vehicle through phone AND certified US mail.</td>
</tr>
<tr>
<td>11. If the vehicle is not picked up in a reasonable time, notify the Baltimore County Police Abandoned Vehicle Unit.</td>
</tr>
<tr>
<td>12. Keep contact with the towing/ storage business so they are aware of the progress of the vehicle.</td>
</tr>
<tr>
<td>13. If necessary, notify the University Counsel to protect the University’s financial responsibility for the towing/ storage of the vehicle.</td>
</tr>
<tr>
<td>14. If the vehicle MUST be held as evidence, coordinate with the Baltimore County State’s Attorney’s Office and the investigating officer to determine the length of time of the impoundment. <strong>Note:</strong> a vehicle held for too long may need special precautions to avoid deterioration of the vehicle and evidence.</td>
</tr>
</tbody>
</table>
2.4.0 Communicating With People in Difficult Situations

2.4.1 Persons with Limited English Proficiency (LEP) & Hearing Impairment

Policy Statement: It is the policy of the UMBC Police Department to take reasonable steps to provide meaningful access to all individuals in any encounter with the Department regardless of their national origin or limited ability to speak, read, write, or understand English. A language assistance implementation plan details the steps to be taken in implementing this Policy. The improper use of language or a document could be detrimental to the prosecution of a case and/or present a negative impression of the Department.

PROCEDURES:

1. **Stay poised:** Members must remain calm, patient, and assure the Hearing Impaired or LEP person that you will seek assistance. Attitude and body language are key factors in establishing a calm situation and trust. Remember that many LEP persons are immigrants from countries where the police are feared, not respected.

2. **Use Family / friends:** The affected person’s family or friends may be used to assist in translation for non-criminal interpretations. A family member or friend will not be used to render the necessary interpretation for an interview, interrogation, or charging document due to personal involvement, considerations of confidentiality or evidence (unless exigent circumstances exist).

3. **Find which foreign language:** Have a foreign language speaker show you which language they speak. Use a language identification card found at one of these websites and have them point at their native language: (1) language identification card, (2) US Census, print the card and have the person identify their language. **Tell the person to:** “Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.”

4. **Deaf or hearing-impaired subjects:** may be able to communicate through writing, visual aids, gestures, and the use of a Telecommunication Device (TDD/TTY) or dialing 7-1-1 from any phone. The Federal Communications Commission (FCC) has adopted the use of the 7-1-1 dialing code for access to Telecommunications Relay Services (TRS). TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.

5. **Request help:** Officers will attempt to locate the appropriate language interpreter by requesting the Baltimore County Police Communications Team to broadcast for an on-duty officer that may be available for assistance as an interpreter for the specific language (410-307-2020).

5. **Language Line:** If an on-duty officer is not readily available, the officer will make the necessary arrangements for the use of the Language Line. **All Language Line conversations will be conducted through the Baltimore County Communications**
Definitions

- Non-Certified Interpreter - is an interpreter that is generally accepted as reliable in collecting information and communicating immediate needs of LEP or Hearing Impaired individuals.

- Certified Interpreter - is an interpreter who has Maryland Court recognized interpretation skills and is currently listed on the Maryland Court Interpreter “Release List” Registry.

2.4.2 Interviews and Interrogations

Due to the highly sensitive nature of interviews and interrogations and their close scrutiny by the Judicial System, the following procedures will be used:

1. Any incident or case where the Miranda Rights Waiver (UPD form 10 and 11, or the Waiver of Rights to Prompt Presentment) is implemented and the subject is or may be charged with a crime, the shift supervisor responsible for the case will make the decision on whether a certified interpreter is used.

2. The investigating officer will be present during the interview or interrogation to assist the interpreter and will remain responsible for all duties not related to interpretation.

3. The interpreter will summarize their participation and actions of the interview and the information will be placed on either a Supplemental report or a Confidential Report of Investigation.

2.4.3 Dealing with mentally Challenged Persons: Emergency Evaluations

Reference General Order 2013 – 5 Emergency Petitions

2.4.3.1 General Policy

The agency will provide appropriate services to ensure the health and safety of mentally ill persons, their families, and the university community, and to proactively refer those impacted by mental illness when police action is not warranted. The training function is responsible for ensuring:

1. **Recruit level training includes:** initial training is consistent with MPTC regulations regarding the (1) identification of, (2) response to, and (3) reporting on mentally ill persons;

2. **Refresher training:** All employees receive refresher training on dealing with mentally ill persons at least every three years; and

3. **Training records are kept:** Documentation of this training is maintained for accreditation and other relevant purposes.
### 2.4.3.2 Recognizing Mental Illness

Employees should be alert to symptoms common to mental illness. While a single symptom or isolated event does not necessarily indicate mental illness, professional help should be sought if symptoms persist or worsen.

<table>
<thead>
<tr>
<th>Common symptoms of mental illness include</th>
<th>Looks like:</th>
</tr>
</thead>
</table>
| 1 Social Withdrawal                      | - Sitting and doing nothing;  
- Withdrawal from family and / or friends;  
- Dropping out of activities;  
- Decline in academic or athletic performance. |
| 2 Depression, such as:                  | - Loss of interest in activities;  
- Expression of hopelessness or helplessness;  
- Changes in appetite or weight gain/loss;  
- Behaviors unrelated to events or circumstances;  
- Excessive fatigue and sleepiness or inability to sleep;  
- Pessimism;  
- Thinking or talking about suicide |
| 3 Thought disorders such as:            | 1. Inability to concentrate or cope with minor problems;  
2. Irrational statements;  
3. Poor reasoning, memory and judgment;  
4. Expressing thoughts of greatness or ideas of being harassed or threatened;  
5. Peculiar use of words or language structure;  
6. Excessive fear or suspiciousness. |
| 4 Expression of feelings, such as:      | 1. Hostility;  
2. Indifference;  
3. Inability to cry or excessive crying;  
4. Inability to express joy;  
5. Inappropriate laughter;  
6. Nonverbal expressions of sadness or grief. |
| 5 Behavior, such as:                    | 1. Hyperactivity or inactivity;  
2. Deterioration in personal hygiene and appearance;  
3. Involvement in automobile accidents;  
4. Drug or alcohol abuse;  
5. Forgetfulness and loss of valuable possessions;  
6. Attempts to escape through geographic change, frequent moves or hitchhiking trips;  
7. Bizarre behavior;  
8. Inappropriate use of household decorations, such as aluminum foil covering windows;  
9. Accumulation of waste matter or trash;  
10. Unusual sensitivity to noises, light, colors, and clothing;  
11. Changes in sleeping and eating habits. |
| 6 Cognitive Impairments, such as:       | 1. Disorientation in time, place, or person;  
2. Confusion, incoherence and extreme paranoia;  
3. Inability to find way in familiar setting;  
4. Inability to solve familiar problems;  
5. Impaired memory for recent events |
2.4.3.3 Contacts with Mentally Ill Persons

A. Persons with mental illness can be easily upset and may engage in tantrums or self-destructive behavior. Minor changes in daily routines may trigger these behaviors.

B. Family or friends can assist in calming an individual exhibiting unusual behavior.

C. Guidelines for dealing with persons who possibly have mental illnesses include:

<table>
<thead>
<tr>
<th>Do</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Calm talk</td>
<td>Speak calmly using short, direct phrases</td>
</tr>
<tr>
<td>2. Body language</td>
<td>Use non-threatening body language and keep your hands by your sides if possible</td>
</tr>
<tr>
<td>3. Move to quiet Distractions</td>
<td>Eliminate commotion by moving the person to a calm environment or by remove distractions, upsetting influences, and disruptive people from the scene</td>
</tr>
<tr>
<td>4. Keep animals away</td>
<td></td>
</tr>
<tr>
<td>5. Don’t expect logic</td>
<td>Understand that the person may not be able to hold a rational conversation</td>
</tr>
<tr>
<td>6. Don’t argue with delusions</td>
<td>Know the delusional or hallucinatory experience is real to the person</td>
</tr>
<tr>
<td>7. Medic alert</td>
<td>Look for personal identification, medical alert bracelets or necklaces</td>
</tr>
<tr>
<td>8. Ask family</td>
<td>Gather information from family, caregivers, or bystanders</td>
</tr>
<tr>
<td>9. Be patient</td>
<td>Prepare for a lengthy interaction unless there is an emergency</td>
</tr>
<tr>
<td>10. Figurative vs verbal speech</td>
<td>Be aware that mentally ill people use different forms of communications such as signals, gestures, or demonstrate limited speaking abilities</td>
</tr>
<tr>
<td>11. Officer Safety</td>
<td>Maintain a safe distance; and</td>
</tr>
<tr>
<td>12. Request officers respond when non-sworn employees are dealing with mentally ill persons and believe immediate assistance is needed.</td>
<td></td>
</tr>
</tbody>
</table>
D. Officers should generally:

**Don’ts— avoid actions that include**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Moving suddenly, giving rapid orders or shouting</td>
</tr>
<tr>
<td>2</td>
<td>Forcing discussions</td>
</tr>
<tr>
<td>3</td>
<td>Having direct, continuous eye-contact</td>
</tr>
<tr>
<td>4</td>
<td>Touching the person, unless essential for safety</td>
</tr>
<tr>
<td>5</td>
<td>Crowding the person or moving into the person’s comfort zone</td>
</tr>
<tr>
<td>6</td>
<td>Expressing anger, impatience, or irritation</td>
</tr>
<tr>
<td>7</td>
<td>Assuming that a person who does not respond cannot hear</td>
</tr>
<tr>
<td>8</td>
<td>Using inflammatory language, such as “mental” or “mental subject”</td>
</tr>
<tr>
<td>9</td>
<td>Offering the person multiple choices that can add to the subject’s confusion</td>
</tr>
<tr>
<td>10</td>
<td>Challenging delusional or hallucinatory statement</td>
</tr>
<tr>
<td>11</td>
<td>Misleading the person to believe that officers on the scene think, believe, for feel the way the person does</td>
</tr>
</tbody>
</table>

E. For interviews and interrogations:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Consult with mental health professionals and the Office of the State’s Attorney to determine whether the persons are competent to understand their rights (against self-incrimination)</td>
</tr>
<tr>
<td>2</td>
<td>Do not interpret the lack of eye contact and strange actions or responses as possible indications of deceit, deception, or evading questions</td>
</tr>
<tr>
<td>3</td>
<td>Use simple, straightforward questions</td>
</tr>
<tr>
<td>4</td>
<td>Do not employ common interrogation techniques, suggest answers, pose hypothetical conclusions, or attempt to complete statements of persons who are slow to respond</td>
</tr>
<tr>
<td>5</td>
<td>Understand that a mentally ill person may be easily manipulated and may be highly suggestive.</td>
</tr>
</tbody>
</table>
F. Once sufficient information has been collected about the nature of the situation, and the situation has been stabilized, there are several options the officer can take.

<table>
<thead>
<tr>
<th>These options include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Take no further action</td>
</tr>
<tr>
<td>2. Allow the person to go with family caregivers, or mental health providers</td>
</tr>
<tr>
<td>3. Transport person for medical attention if they are injured or abused</td>
</tr>
<tr>
<td>4. Transport individual to substance abuse center.</td>
</tr>
<tr>
<td>5. Assist in arranging voluntary admission to mental health facility</td>
</tr>
<tr>
<td>6. Transport for involuntary emergency psychiatric services evaluation</td>
</tr>
<tr>
<td>7. Arrest if crimes have been committed</td>
</tr>
</tbody>
</table>

2.4.3.4 *Emergency Psychiatric Evaluations*

Md. HEALTH-GENERAL Code Ann. § 10-622 contains controlling language that describes when Officers may take persons into custody and petition for emergency psychiatric evaluations.

**Emergency Protective Services (Transportation of Adults to Medical Facilities)**

Peace officer -- Any peace officer who acts as a custodian of an emergency evaluee shall have the immunity from liability described under § 5-624(c) of the Courts and Judicial Proceedings Article.

2.4.3.5 *Intoxicated Evaluees*

<table>
<thead>
<tr>
<th>Don’t</th>
<th>Transport an intoxicated person to a crisis center hospital for psychological evaluation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>They can’t evaluate the subject until they are sober.</em></td>
</tr>
<tr>
<td>Do</td>
<td>Offer the subject a preliminary breath test (PBT).</td>
</tr>
<tr>
<td>Don’t</td>
<td>Take someone for an evaluation with a PBT blood alcohol content over 0.04.</td>
</tr>
<tr>
<td>Do</td>
<td>Constantly observe the person until you believe that they are sober enough for evaluation.</td>
</tr>
<tr>
<td>If</td>
<td>They refuse a PBT, the officer must wait until the subject is sober enough for an evaluation.</td>
</tr>
</tbody>
</table>
2.4.3.6  Geriatric Evaluations

When taking persons 65 years of age or older into custody:
1. During normal business hours, the Geriatric Evaluation Service will be contacted through the Baltimore County Health Department, prior to transportation to the emergency facility.
2. During off hours, present petition procedures apply.

2.4.3.7  Petition Process

- Officers must first observe the individual for current symptoms of mental illness. Then upon the officer’s own observations or based upon information received from third parties, may file a petition. Petition Form and Instructions and Certification by Peace Officer Form
- When an individual meets the emergency petition criteria, the officer will:

<table>
<thead>
<tr>
<th></th>
<th>Custody</th>
<th>Inform</th>
<th>Petition</th>
<th>Notify</th>
<th>Transport</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Take the individual into custody, whether or not a crime has been committed.</td>
<td>Take the evaluatee of the reason for their apprehension and that they are being taken into custody under the Annotated Code of Maryland.</td>
<td>Complete a Petition for Emergency Evaluation (original and two copies) and attach a copy of the petition to each copy of the report.</td>
<td>the nearest relative and/or interested person (as shown on the petition). Notification will include the evaluatee's present and future whereabouts.</td>
<td>the person to the closest designated emergency facility.</td>
<td>Write a UMBC Police Incident Report</td>
</tr>
</tbody>
</table>

2.4.3.8  Transportation of Evaluatees

**PURPOSE:** The UMBC Police Department provides assistance to our community when in distress, which includes transport to a hospital for mental health care and treatment.

a. **To closest designated emergency facility:** Evaluatees will be transported by police vehicle to the nearest emergency facility when a petition is initiated by a police officer, certified medical authority, or endorsed by the court.

b. **Security:** Transportation must be accomplished with care to avoid injury to the officers and the patient. Special precautions, such as leg restraining straps and handcuffs, may be necessary.

c. **Re-transport:** When an evaluatee is released from an emergency facility and desires transportation:
   1. Arrangements for transportation will be made by the emergency facility.
   2. If the emergency facility cannot provide transportation, **the police will be contacted and provide transportation.**

d. **If injured:** When the person to be transported needs medical treatment:
   1. The officer will request an ambulance.
   2. If the evaluatee is violent, the officer may ride inside the ambulance to ensure the safety of EMTs when requested by ambulance personnel.
   3. If necessary, the officer's service weapon may be placed in a locked compartment in the
ambulance until arrival at the emergency facility.

2.4.3.9 **Hospital Procedures**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deliver</td>
<td>The evaluatee to the registration desk and advise the registrar of the need for an evaluation</td>
</tr>
<tr>
<td>2</td>
<td>Advise</td>
<td>The registrar that the subject will be responsible for billing, not UMBC.</td>
</tr>
<tr>
<td>3</td>
<td>Inform</td>
<td>Tell the registrar that if the evaluatee is not violent, the officer will <strong>not</strong> remain unless requested by a physician.</td>
</tr>
<tr>
<td>4</td>
<td>Advise</td>
<td>Advise the supervisor of their status after 15 minutes if the hospital does not relinquish their service or immediately if the request is made for the officer to remain.</td>
</tr>
</tbody>
</table>

2.4.3.10 **Supervisors**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Respond</td>
<td>To the hospital and assess the evaluatee's behavior, when the hospital does not relinquish an officer's services.</td>
</tr>
<tr>
<td>2</td>
<td>Confer</td>
<td>With the physician when a physician requests that the officer remain.</td>
</tr>
<tr>
<td>3</td>
<td>Assess</td>
<td>The evaluatee for violent behavior, keeping in mind that the mere fact that an individual has been involuntarily taken to a hospital for an Emergency Evaluation suggests the potential for <strong>violence</strong>. Consideration should be given to the evaluatee's past actions and propensity for violence, as well as the supervisor's observations at the hospital.</td>
</tr>
<tr>
<td>4</td>
<td>Report</td>
<td>When a supervisor allows an officer to relinquish hospital duties, the report will reflect all factors that led to the decision.</td>
</tr>
</tbody>
</table>

2.4.3.11 **Emergency Mental Health near UMBC**

- The Baltimore County Bureau of Mental Health administers a Crisis Mental Health System through a contract with the Affiliated Sante Group, Inc. **(410) 931-2214.**

- **West Side Shelter** – **Catonsville**
  Emergency shelter beds for 100 men. Residents receive dinner and breakfast as well as laundry and shower facilities. Supportive services provided by Lazarus Caucus and include support with identification, birth certificates, transportation, clothing, and meal coordination. **Call 410-853-3000 if you are seeking shelter** to aid another person. **Westside Men's Shelter** - 55 Wade Ave, Catonsville, MD 21228.
2.4.3.12 Voluntary Commitment Rules

<table>
<thead>
<tr>
<th></th>
<th>Request</th>
<th>UCS personnel will contact UMBC Police requesting a voluntary transport for further mental evaluation when it does not rise to the level where an Emergency Petition would be appropriate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Safety</td>
<td>Officers will advise the student that for their safety and that of the officers the transport can only take place if the student is searched and handcuffed prior to being transported</td>
</tr>
<tr>
<td>3</td>
<td>Refusal</td>
<td>Evaluatees can refuse to be restrained, however, officers will advise the subject that we cannot transport them if they refuse.</td>
</tr>
<tr>
<td>4</td>
<td>Transport</td>
<td>Officers will respond to UCC and meet with the student. If the student refuses to cooperate with a voluntary transport, the University Health Clinic will have to decide if they can perform an emergency evaluation. If not, the officer can leave and no transport will occur.</td>
</tr>
<tr>
<td>5</td>
<td>Notification</td>
<td>The on-duty St. Agnes Hospital reception personnel must be told that this is a voluntary admission and that the UMBC Police Department is merely providing transport.</td>
</tr>
<tr>
<td>6</td>
<td>Police Reports</td>
<td>Officers will complete an incident report if a transport is done. If the student refuses this can be documented on a CAD card only.</td>
</tr>
</tbody>
</table>

2.4.3.13 Logistics

- **Privacy**: Due to the sensitive nature of either type of transports care should be taken to protect the privacy of individuals being transported.
- Officers should park on the sidewalk on the North side of UCC.
- Officers should escort the student outside the North door of UCC to avoid taking the student out the front lobby waiting area.
2.4.3.14 Policy Chart

<table>
<thead>
<tr>
<th></th>
<th>INVOLUNTARY TRANSPORT</th>
<th>VOLUNTARY TRANSPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who fills out the Emergency Petition form?</strong></td>
<td>Usually UCC personnel, or police officers when they have personal observations.</td>
<td>No Emergency Petition is completed with a voluntary commitment.</td>
</tr>
<tr>
<td>Security</td>
<td>Officers will handcuff and search the individual prior to transport, and procedures are consistent with prisoner arrest and transport procedures.</td>
<td>Officers will advise the student that for their safety and that of the officers the transport can only take place if the student is searched and handcuffed prior to being transported.</td>
</tr>
<tr>
<td>Can they refuse to be handcuffed and/or searched</td>
<td>No</td>
<td>Yes, But; officers will advise the student that we cannot transport them if they refuse.</td>
</tr>
<tr>
<td>Transport</td>
<td>Officers will transport the individual to St. Agnes Hospital to be turned over to the mental health unit.</td>
<td>Officers will respond to UCC and meet with the student.</td>
</tr>
<tr>
<td>Paperwork</td>
<td>Officers will provide the hospital with the petition and make a copy for our records.</td>
<td>No Paperwork is given: The on-duty reception personnel must be told that this is a voluntary admission.</td>
</tr>
<tr>
<td>Police Reports</td>
<td>Officers will complete an incident report for Emergency Evaluation.</td>
<td>Officers will complete an incident report for a Sick Student.</td>
</tr>
</tbody>
</table>

2.4.4 Dealing with Diplomats, Foreign Nationals and their Family / Agents

**Resources:**
- Training Video
- FAX sheet for Consular Notification

2.4.4.1 Diplomatic Immunity

A primary source document relating to diplomatic immunity is the US Department of State “Guidance for Law Enforcement Officers: Personal Rights and Immunities of Foreign Diplomatic and Consular Personnel.”
2.4.4.2 Levels of Diplomatic Immunity

A. Police officers may intervene to any extent necessary with persons of any level of immunity in circumstances where public safety is in imminent danger or it is apparent that a serious crime may otherwise be committed. This includes the authority for officers to defend themselves and others from personal harm.

B. Full diplomatic immunity means that: those persons, their residences, vehicles, belongings, and papers cannot be searched. They cannot be arrested or detained and are not required to give evidence as witnesses. Those persons with full diplomatic immunity are:
   1. Diplomatic agents;
   2. Diplomatic mission staff;
   3. Administrative and technical mission staff;
   4. Spouses of 1 - 3; and
   5. Dependent children of 1 - 3, until the age of 21 or 23, if full-time students.

C. Limited criminal immunity prevents convictions if judges find that criminal acts transpired in the course of official duties. Persons enjoying limited immunity may be detained or arrested, their persons and belongings searched, and they may be required to give evidence as witnesses. Those persons with limited criminal immunity are:
   1. Service staff such as chauffeurs, drivers, mission servants, and domestic mission employees; and
   2. Consular officers.

D. Persons who have no criminal or diplomatic immunity are:
   1. Families of service staff;
   2. Families of consular officers;
   3. Consular service staff or their families;
   4. Citizens of the United States who are employed by a consulate; and
   5. Private servants of any foreign national.

2.4.4.3 Claims of Diplomatic Immunity

A. The burden of proof falls upon those claiming any level of diplomatic immunity to display valid diplomatic credentials.

B. All incidents involving claims of any level of immunity, whether bona fide or not, will be documented in appropriate agency reports. Copies of reports involving persons with bona fide immunity will be forwarded to the United States Department of State by the Chief.

C. Vehicles bearing diplomatic registration plates, or owned by persons with full diplomatic immunity cannot be searched. If it becomes necessary to tow vehicles with diplomatic license plates, officers will first attempt to locate owners/agents and request cooperation in moving same. If unsuccessful, officers will:
   1. Have vehicles relocated to a nearby legal parking space;
   2. Accept the related towing bill and forward same to Fiscal Services; and
   3. Ensure owners/agents or the owners/agents embassies are notified of vehicle locations and reasons for the vehicles being towed.
2.4.4.4 **Other Foreign Nationals**

A. Other foreign nationals, not granted criminal immunity, are afforded certain rights and privileges under agreements between the United States and certain foreign countries. These individuals are:
1. Families of embassy services staff, or of consular officers;
2. Private servants of diplomatic agents; and
3. **All other non-United States citizens, regardless of legal status**
   
   *This applies to anyone NOT born in the United States.*

B. Certain procedures must be adhered to when dealing with foreign nationals.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Inform their Consulate or Embassy</strong></td>
</tr>
<tr>
<td></td>
<td>detainees of their right to have their governments informed of their detentions.</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>required according to Federal law as a part of the Vienna Convention on Consular Relations</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>we must inform appropriate foreign consulates or embassies without unnecessary delay and <strong>should make written records of such notifications</strong></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foreign nationals should be advised when their consuls have been notified</td>
</tr>
<tr>
<td>5</td>
<td><strong>Visitation</strong></td>
</tr>
<tr>
<td></td>
<td>Consular officers have the right to visit their nationals, to converse and correspond with them, and to arrange for their legal representation. A foreign consular officer may not take such actions on behalf of such persons if those persons being held expressly oppose the actions.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Passport</strong></td>
</tr>
<tr>
<td></td>
<td>In determining that an arrestee is foreign national, the officer may assume this is the country on whose passport or other travel document the foreign national travels.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td></td>
<td>refer to the U.S. State Department booklet on Consular Notification and Access.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td></td>
<td>Fax sheet: Notifying Consular Officers of Arrest or Detention</td>
</tr>
</tbody>
</table>
### 2.4.4.5 Summary of Diplomatic and Consular Privileges and Immunities


<table>
<thead>
<tr>
<th>Category</th>
<th>May be Arrested or Detained</th>
<th>Residence may be Entered Subject to Ordinary Procedures</th>
<th>May be Issued Traffic Citation</th>
<th>May be Subpoenaed as Witness</th>
<th>May be Prosecuted</th>
<th>Recognized Family Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Diplomatic Agent</td>
<td>NO(2)</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Same as sponsor (full immunity &amp; inviolability).</td>
</tr>
<tr>
<td>(A) Member of Admin. &amp; Tech. Staff</td>
<td>NO(2)</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Same as sponsor (full immunity &amp; inviolability).</td>
</tr>
<tr>
<td>(A) Service Staff</td>
<td>YES(1)</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO for official acts. Otherwise, YES(1)</td>
<td>No immunity or inviolability.(1)</td>
</tr>
<tr>
<td>(B) Career Consular Officers</td>
<td>YES if for a felony &amp; pursuant to warrant.(1)</td>
<td>YES(4)</td>
<td>YES</td>
<td>NO for official acts. Testimony may not be compelled any time.</td>
<td>NO for official acts. Otherwise, YES(1)</td>
<td>No immunity or inviolability.(1)</td>
</tr>
<tr>
<td>(B) Honorary Consular Officers</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO for official acts. YES all other cases.</td>
<td>NO for official acts. Otherwise, YES.</td>
<td>No immunity or inviolability.</td>
</tr>
<tr>
<td>(B) Consular Employees</td>
<td>YES(1)</td>
<td>YES</td>
<td>YES</td>
<td>NO for official acts. YES all other cases</td>
<td>NO for official acts. Otherwise, YES(1)</td>
<td>No immunity or inviolability.(1)</td>
</tr>
<tr>
<td>(C) International Org. Staff(3)</td>
<td>YES(3)</td>
<td>YES(3)</td>
<td>YES</td>
<td>NO for official acts. YES in all other cases.</td>
<td>NO for official acts. Otherwise, YES(3)</td>
<td>No immunity or inviolability.</td>
</tr>
<tr>
<td>(C) Diplomatic Level Staff of Missions to Intl Org.</td>
<td>NO(2)</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Same as sponsor (full immunity &amp; inviolability).</td>
</tr>
<tr>
<td>(C) Support Staff of Missions to Intl Org.</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO for official acts. Otherwise, YES.</td>
<td>No immunity or inviolability.</td>
</tr>
</tbody>
</table>

(A) Diplomatic  (B) Consular  (C) International Organizations

1. This table presents general rules. Particularly in the cases indicated, the employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
2. Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or the prevention of serious criminal acts.
3. A small number of senior officers are entitled to be treated identically to “diplomatic agents.”
4. Note that consular residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.
2.5.0 Campus Law Enforcement

2.5.1 Risk Assessment & Analysis

A. The UMBC Police Department is committed to maintaining a safe working, learning, and living environment for all members of the campus community.

B. The UMBC Police Department’s Support Services Commander conducts a documented risk assessment and analysis annually that addresses:

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<thead>
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<tbody>
<tr>
<td>1</td>
<td>Specific areas to be reviewed;</td>
</tr>
<tr>
<td>2</td>
<td>Identifying records and reports to be used;</td>
</tr>
<tr>
<td>3</td>
<td>Potential risks to the campus community from criminal activity;</td>
</tr>
<tr>
<td>4</td>
<td>Potential risks to the campus community from accidents;</td>
</tr>
<tr>
<td>5</td>
<td>Potential risks of property loss to the institution and individuals;</td>
</tr>
<tr>
<td>6</td>
<td>Liability issues.</td>
</tr>
</tbody>
</table>

C. The Support Services Commander serves as the Liaison to the Crisis Management Executive Team (CMET), and reports the findings (conclusions and recommendations) of the Risk Assessment to appropriate officials within the University community. UMBC Emergency Response Plan (p.8)

2.5.2 Purpose

**DEFINITIONS**

A. **Targeted Violence** is any incidence of violence where a known or knowable attacker selects a particular target prior to a violent attack.

B. **Concerning Behavior** is any range of behaviors falling along a spectrum that, due to their nature or severity, affect or potentially affect the campus or the workplace, generate a concern for personal safety, or result in physical injury.

C. **Threats** are inappropriate behaviors, verbal or nonverbal communications, or expressions that lead to the reasonable belief that an act has occurred or may occur that may lead to physical harm to the threatened, to others, or to property.

**GENERAL**

A. Violence is a process as well as an act. Careful analysis of violent incidents shows that violent acts often are the culmination of long-developing, identifiable trail of problems, conflicts, disputes and failures.

B. Traditional law enforcement activities aim at apprehending and prosecuting perpetrators of violence after the commission of their crime. The UMBC Police Department endeavors to proactively identify potential acts of targeted violence and attempts to reduce or recommend actions to reduce a threat. Members of the agency, when presented with information or
concerns about a possible future violent crime, must understand their responsibilities, authority, and tools.

2.5.3 Documenting Behavior

A. Officers will document behavior that is reported or deemed threatening. Certain acts also require preliminary investigation. Examples include:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Acts of violence;</td>
</tr>
<tr>
<td>2</td>
<td>Threats, whether direct, indirect, implied, or veiled;</td>
</tr>
<tr>
<td>3</td>
<td>Harassment;</td>
</tr>
<tr>
<td>4</td>
<td>Homicidal/suicidal thoughts or actions;</td>
</tr>
<tr>
<td>5</td>
<td>Intimidation;</td>
</tr>
<tr>
<td>6</td>
<td>Stalking or unwanted pursuit; and</td>
</tr>
<tr>
<td>7</td>
<td>Mental health concerns, including voluntary or involuntary commitment.</td>
</tr>
</tbody>
</table>

B. Other behavior that may require documentation and preliminary investigation include:

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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Weapons on campus;</td>
</tr>
<tr>
<td>2</td>
<td>Belligerence or angry outbursts;</td>
</tr>
<tr>
<td>3</td>
<td>Preoccupation with violent themes;</td>
</tr>
<tr>
<td>4</td>
<td>Apparent obsession with someone;</td>
</tr>
<tr>
<td>5</td>
<td>Domestic disputes; and</td>
</tr>
<tr>
<td>6</td>
<td>Intentional destruction of personal property.</td>
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</table>

2.5.4 Preliminary Investigations

Threat assessments will be performed by sworn officers of the agency. Officers will attempt to find the following indicators of risk of violence:

<p>| | |</p>
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<tbody>
<tr>
<td>1</td>
<td>Involvement of/ possession of/ access to Weapons or Weapons Training;</td>
</tr>
<tr>
<td>2</td>
<td>Escalating Aggression, which includes an increase concerning behavior that increases in frequency, intensity, or physical contact;</td>
</tr>
<tr>
<td>3</td>
<td>Negative Mental Status, which may indicate a mental disorder such as depression, paranoia, suicidal or homicidal thoughts.</td>
</tr>
<tr>
<td></td>
<td>a. This may include feelings of injustice, humiliation, and anger.</td>
</tr>
<tr>
<td></td>
<td>b. Negative mental status may be the result of drug or alcohol use.</td>
</tr>
<tr>
<td>4</td>
<td>Negative Member Status, which may be indicated by unemployment, termination, suspension, disciplinary action, negative performance review, unstable employment, demotion, being passed over for promotions or pay raises (employees), or ejection or sanctions from a group.</td>
</tr>
<tr>
<td>5</td>
<td>Personal Stressors, as related to relationships, physical health, financial status, legal issues, family concerns, coping styles and support system availability.</td>
</tr>
<tr>
<td>6</td>
<td>History of Violence and Conflict, which can be detected by a criminal history, direct communication, or being a victim of or a witness to family violence.</td>
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</tbody>
</table>
Officers should search for necessary information about a suspect by checking databases and other resources available to them. These include:

- Criminal History;
- NCIC;
- RMS check;
- Social networking web sites;
- Statements/interviews from victims or witnesses;
- Statements/interviews of others:
  - co-workers;
  - friends;
  - suite-mates;
  - supervisors;
  - resident life staff

Officers will include information concerning these checks in their report narratives. The preliminary investigation will include the collection of evidence or property that corroborates the incident:

1. Email messages;
2. Letters or papers;
3. Instant Messaging messages; and
4. Any other items that may be of evidentiary value.

The preliminary investigation must be worked until complete. If an officer will be on days off, the case may be handed over to an officer on another squad that is working in the interim.

### 2.5.5 Threat Assessments

Threat assessments may be managed by the Criminal Investigations Unit and will be coordinated through the Operations Commander. Where a full threat assessment is not conducted, the original report CCN will be used. Cases requiring a full threat assessment will involve a more in-depth investigation. This may include, but is not limited to:

1. Contacting law enforcement agencies where the suspect lives or lived;
2. Conducting a canvass of the suspect’s neighborhood to question them about the suspect’s behavior.

### 2.5.6 Working with the Campus Community

Threat Assessments may require other departments at the University to act in support of the victim. These include:

<table>
<thead>
<tr>
<th></th>
<th>If the victim</th>
<th>Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>needs a change in classes;</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>needs a change in housing;</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>needs a change in parking location;</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>is a student and needs counseling;</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>is an employee and needs counseling;</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>if the suspect is a student and the student behavior is a violation of the Code of Student Conduct.</td>
<td></td>
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</tbody>
</table>
2.5.7  Resources to Address Potential Campus Threats

2.5.7.1  Behavioral Risk Assessment and Consultation Team

UMBC’s Behavioral Risk Assessment and Consultation Team assists faculty, staff and students address situations where a person is displaying disruptive or threatening behavior. The Behavioral Risk Assessment and Consultation Team is an interdisciplinary team that examines reports of such behavior to assess and identify persons whose behaviors may endanger their own or others’ health and safety. The Team is designed to provide information, recommendations and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline or impose sanctions against any member of the campus community, nor does it provide or mandate treatment and, therefore is not a disciplinary body. To contact the UMBC’s Behavioral Risk Assessment and Consultation Team

2.5.7.2  The Center for Mediation & Conflict Resolution

Interpersonal conflicts are inevitable in any work or educational setting. At UMBC, strategies and tools to resolve them include formal grievance procedures, formal and ad hoc complaint investigations, mediation, counseling, coaching and, when appropriate, sanctions. However, early intervention can often avert both unnecessary suffering and workplace disruption. With a grant from the Maryland Mediation and Conflict Resolution Office (MACRO), the UMBC Center for Mediation and Conflict Resolution was established to provide an alternative first-step response to interpersonal conflict.

2.5.7.3  Mediation

Mediation is a voluntary, confidential process that allows individuals to resolve their conflicts with the assistance of a neutral third party. The UMBC Center for Mediation and Conflict Resolution offers mediation services through professionally trained faculty, staff and student volunteers. Each mediation session is conducted by two mediators. Members of the campus community who are experiencing interpersonal conflicts are invited to contact the UMBC Center for Mediation and Conflict Resolution to explore the possibilities of using the center’s mediation services.

2.5.7.4  Conflict Resolution

The success of the UMBC Center for Mediation and Conflict Resolution rests with the university’s commitment to provide its constituents with an ongoing, confidential program for voluntary resolution of interpersonal conflict. In addition to mediation services, the center offers:

- Conciliation
- Facilitation
- Coaching
- Education
- Training
- Referrals
These services will support the university's goal to provide appropriate, alternate means for the resolution of campus conflicts.

2.5.7.5 Relationship Violence Team

UMBC seeks to improve overall UMBC Community health by encouraging pro-social relationship behaviors and lifestyle changes that can positively impact our community. We are working to build a comprehensive campus-wide atmosphere of awareness and support for the prevention of intimate partner violence. UMBC wants to prevent intimate partner violence so that all UMBC students can be successful in their educational pursuits and as members of society at large—as parents, spouses, partners, researchers, co-workers, family members and leaders.

2.5.8 Preparation of Annual Campus Security Report

The UMBC Police Department prepares the institution’s Annual Campus Security Report. The report is prepared for compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This data is submitted annually to the U.S. Department of Education.

A. The report contains information about campus security, including campus security programs, recommended personal safety practices, the authority of the University Police, campus disciplinary procedures, alcohol and drug policies, sexual assault/offense programs, crime reporting procedures, emergency operations plan, timely warning and alerts notification systems, crime alerts and campus crime statistics for the most recent three year period. The report also contains other operational and reporting requirements.

B. All enrolled students, faculty and staff are provided with printed materials which list the Public Safety website where this report can be located. Additionally, printed copies of the report may be obtained at the Department of Public Safety. This report can also be accessed electronically at the Department of Public Safety’s website.

C. The Annual Fire Report is maintained by the Department of Environmental Safety.
2.5.9  Timely Warnings

A.  What Are Alerts?
Alerts provide a way for UMBC to communicate with students, faculty and staff in a manner that is more reliable, more personal, and more secure than standard email.

B.  Alerts are Personal
The campus community will not receive alerts that do not apply specifically to them. In contrast to email, they can be sure that an alert holds some relevance to them.

C.  Emergency Alerts
a.  UMBC has partnered with e2campus to create an emergency alert system using your text messaging or email. Emergency alerts also will show in myUMBC.
b.  NOTE: This service will only be used for alerts deemed as urgent or critical to the UMBC community. UMBC will not "spam" users via text messaging.

D.  UMBC Alerts will be activated when the University community needs to be directed to seek shelter and seek information in the event of an emergency.

E.  Timely warnings will also be distributed for serious crimes against persons that occur on campus where it is determined that the incident may pose a threat to members of the community. These are examples of when a “Timely warnings” can be sent; but other types of incidents can trigger a timely warning:

☐ Impending Tornado;
☐ Impending Hurricane;
☐ Dispersal of chemical/biochemical agents (HAZMAT);
☐ Active Shooter;
☐ Arson;
☐ Homicide; and
☐ Robbery

F.  Authority: Using these guidelines, the Shift Commander can authorize the use of the e2Campus text alert system. In an extreme emergency, any member can use the system to alert the campus community of an emergency condition.

G.  Testing: annually the system will be tested to ensure that it is working.

H.  Administrative issues:
☐ Training: the Police Communications Supervisor will be responsible for training members of the agency in the policy and use of the e2Campus alert system.
☐ Misuse: Members who misuse the e2Campus text alert system are subject to the disciplinary actions listed in 1.4 Discipline & Internal Affairs.
2.5.10  Daily Crime Log

A. The UMBC Police maintain a daily crime log that can be accessed on the Department's website.

B. The log lists any crime reported to the UMBC Police by classification, case number, date, time, general location and disposition. Daily crime logs from previous years are also available on the website.

C. The daily crime log is maintained in accordance with Clery Act guidelines.

2.5.11  Escorts

A. The UMBC Police Department provides escort service to anyone requesting an escort.

B. On-duty supervisors may make exceptions to this policy for extenuating circumstances.

C. Requests for Escort services are made through the Police Communications dispatcher or directly to an employee.

D. All requests for escorts will be honored unless higher priority calls for service prohibit providing the service.

E. In the event an escort cannot be provided, the supervisor who made the decision not to provide the service will send an email message to the Operations Commander documenting the inability to provide the service with an explanation of the justification.

F. Requests for Escort Services will be assigned to Student Marshals if they are on duty. If there are no Student Marshals on duty, the Request for Escort Service will be assigned to a patrol officer.

G. Student Marshals can also initiate escorts themselves. The role of the Student Marshal is proactive and incident-driven. Therefore, a Student Marshal is welcome to ask someone if they would like an escort. Due to civil liability, Communications must be apprised of the destination of the escort.

H. Employees may transport individuals for escort in agency vehicles.
2.5.12 Communication’s Responsibility

A. Communications will provide the requestor of the escort the estimated time it will take to meet the requestor.

B. Communications will document on the CAD card the time the request was made and the arrival time of the assigned unit.

2.5.13 Escort Procedures

A. Student Marshals working Foot Patrol are normally assigned escort calls if they are on duty.

B. Student Marshals must wear the regular uniform, which is fully described in the Student Marshal Manual of Operations.

2.5.14 Blue Light Emergency Phones

A. Blue Light Emergency Phones are installed throughout the campus in both interior and exterior locations. In the event of an emergency, simply activating one of the phones will immediately notify personnel in the UMBC Police Department Communications Center.

B. If a caller is unable to speak or remain with the phone, Communications personnel will dispatch police to the phone’s location. Procedures for responding are similar to any other call for service or emergency.

C. Blue Light Emergency Phones are either mounted on a wall or encased within a tall blue freestanding pole and are marked “Emergency”. The phones typically have blue lights overhead, making their locations easier to find. Individuals may contact the UMBC Police Department directly and without charge by activating these phones.

D. Officers are also dispatched to check the phones when somebody connects/calls and there is no response (open phone line).

Locations

A. Blue Light Emergency phone locations are determined by UMBC Facilities Management construction project standards. These standards determine the number and location of emergency phones for each construction project shall be determined by the Consultant on a project by project basis. The UMBC Police Department has input to move Blue Light Emergency phone locations as needed to
be closer to handicap accessible locations or bus stops.

B. Blue Light Emergency locations are also determined as based upon student groups' recommendations for emergency phone locations based on their perception of crime/fear.

C. A “needs review” for Blue Light Emergency phones will be based upon a documented security survey, which will be conducted once every three years.

2.5.15 Maintenance and Testing

A. All campus Blue light emergency telephones will be inspected and tested monthly by the Security Officers or Student Marshals while on Foot Patrol. Security Officers also note any problems they may observe while on normal patrol, such as a blue light out.

B. The results of the inspections and tests will be documented on the Emergency Phone Inspection Checklist UPD form 253.

C. If a Blue light emergency telephone is found to be out of service or have any other problems, an email message is sent to the Help Desk at the Office of Information Technology and they coordinate repairs. A copy of the email is saved and the problem is logged on a Student Marshal Foot Patrol log.

D. It is the sole responsibility of Security Officers working Foot Patrol to check and report any deficiencies or malfunctions of Blue Light phones on campus. Essentially, Security Officers working Foot Patrol check for cleanliness, proper functioning of the buttons, proper functioning and coloring of the lights (especially the blue display light), and clear transmission of the speaker.

E. Any deficiencies discovered on Blue Light phones should be noted on the Foot Patrol log, including the location of the phone, its pole number, and its telephone number, if known.

F. Blue Light checks are coordinated through the Supervisor-in-charge of the Security & Event Services.
2.5.16 Agency Role in Monitoring Alarms

A. The agency provides alarm monitoring for institutionally installed and maintained alarms.
   1. Agency personnel will respond to, and make notifications consistent with the agency’s alarm database information.
   2. Institutional security related alarms monitored by the agency include:
      a. Panic;
      b. Motion;
      c. Shock (vibration);
      d. Tamper.
   3. Institutional safety and maintenance related alarms monitored by the agency include:
      a. Battery;
      b. Fire;
      c. Power;
      d. Smoke detector;
      e. Temperature;
      f. Water flow.

B. Officers will respond as requested and consistent with response protocols to those alarms within the agency's primary jurisdiction that are privately monitored.

C. In some incubator buildings on campus, the Baltimore County Police Department may be the first notification of an alarm through their 9-1-1 Center. UMBC Officers may provide back-up assistance to the Baltimore County Police in response to security related alarms outside the agency’s primary jurisdiction consistent with Concurrent Jurisdiction and Extra-jurisdictional Authority Operations.

2.5.17 UMBC Police Department’s Role in Administrative Investigations

There may be times when the University Administration will request that the Police Department conduct an investigation on a matter that may not be criminal on its face.

A. **Standards**: all investigative steps and actions must meet the standards used within a criminal investigation. The steps must be legal, moral and meet established law enforcement ethical standards.

B. **The goal of the investigation**: the investigator and police administrator must make sure that all parties understand our role in the investigation.

C. **Use of law enforcement databases**: any use of existing law enforcement database MUST meet the established rules and laws for those systems: i.e.; NCIC, METERS, etc. some systems require that they can only be used in a
criminal investigation.

D. **Privacy:** the investigator may need to review and analyze university records, and related materials. We need to recognize that some of these files may involve privacy and protected information. The University’s Counsel should be consulted for the resolution of civil legal issues that may arise during an investigation.

E. **Interviews:** UMBC Police investigators can seek additional interviews with witnesses and interested parties; insofar as their role as a certified police officer is not used in an otherwise civil process. Procedures and tactics that may be allowed in a criminal investigation may not be acceptable for an administrative investigation. The trained investigator needs to know what is allowable. The University Counsel and the Baltimore County State’s Attorney’s Office must be consulted if there are any questions as to the legality of procedures that the UMBC Police Department uses in an administrative investigation.

F. **Reports:** any time an investigator is used, there is the expectation that full and complete police reports will be created. These may be held as confidential and non-public records with the consent of the Chief of Police and the University Counsel.

G. **Final report:** the investigator will work with the Deputy Chief of Police to organize and prepare a final report and findings for the President of the University or designee.

H. **Criminal Charges:** in the event that a criminal charge may arise from an administrative investigation (i.e.: theft charges), then the Baltimore County State’s Attorney’s Office will be consulted for formal charging.

2.5.18 **OFFICE OF RESIDENTIAL LIFE (ORL) CALLS FOR POLICE SERVICE**

2.5.18.1 **General Discussion**

Two instances when officers are called by ORL to residential housing:

1. **Provide security:** To assist with a room inspection, where the representatives feel that there is a chance of a confrontation that could be become violent.

2. **Law enforcement:** When the representative is contacted about drug use or alcohol in an apartment, they contact us to perform police duties.

**Caution:** members of the ORL are NOT agents of the UMBC Police Department. We are independent organizations with different rules and responsibilities. Members of the UMBC Police Department are NOT agents of the Office of
Residential Life; and we are held to different rules.

In their care-taker role, ORL has a civil contract for housing that allows them to conduct unannounced apartment inspections for health and safety purposes.

We are bound by the 4th Amendment of the U.S. Constitution. Generally, we conduct only consent searches of these apartments. If there is an emergency; i.e.: a strong chemical smell that may endanger other residents, we can enter and conduct a search. It is the responsibility of the officer to support the decision to conduct a warrantless search of a constitutionally protected area.

**Consent:** most often, we gain consent to search an apartment. Bear in mind; we cannot threaten the occupant in order to gain consent (i.e.: “If you do not consent, the University will eject you from campus housing”). Threats and false promises invalidate consent and are prohibited.

### 2.5.18.2 University Policy allows for room entry and to inspect conditions

<table>
<thead>
<tr>
<th></th>
<th>Move-in/out</th>
<th>at initial occupancy and prior to departure</th>
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<tbody>
<tr>
<td>2</td>
<td>Maintenance</td>
<td>to make repairs at any time during the school year</td>
</tr>
<tr>
<td>3</td>
<td>Dangerous Condition</td>
<td>when there are reasonable grounds to believe that a condition exists which constitutes a danger to health, safety, and security of the occupants of a room, residence hall, or apartment building in which unauthorized equipment is present in a room.</td>
</tr>
<tr>
<td>4</td>
<td>“Guests”</td>
<td>where unauthorized person(s) are living in the room.</td>
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### 2.5.18.3 Role of the Office of Residential Life representative

- **Assist:** At crime scenes is that of a resource person to assist the police officer. This means the actions of the Residential Life representative is directed by the police officer in charge of the scene.
- **Identify:** As a resource person the representative can assist the officer by providing information about anything that is within the scope of their authority AND reasonably within the scope of the police action (i.e.: identification of subjects that reside in a particular room).
- **Apply their rules to their actions:** Nothing in the UMBC Police procedures restricts the Residential Life representative from using the judicial referral option for activities or behaviors that jeopardizes safety, even if consent to search is not granted.

### 2.5.18.4 PROCEDURES/ Rationale

1. **Who is authorizing the search?** Room Entry & Inspection falls under the fourth amendment when they are conducted at the direction of a police officer.
2. **Who discovers contraband & how:** When a Residential Life representative discovers contraband, they must:
   (1) Articulate how the contraband was located,
   (2) Explain their authority to be in the area where the contraband was discovered, and;
   (3) Not be acting at the direction of the police (the inspection wasn’t at the Police Department’s request or suggestion).

3. **Custody of Evidence:** All contraband recovered by the Residential Life representative will be turned over to a police officer and the contraband will be processed in accordance with police department procedures. ORL representatives **cannot** store or possess contraband.

4. **Notification:** **CONTACT ON-CALL COMMUNITY DIRECTOR:** Generally, anytime police establish contact with a resident student and it results in a law enforcement or administrative action; the On-Call Community Director will be notified.

   Notifications will be made for such contact anywhere on property owned, leased, or under the control of UMBC. Examples of these law enforcement or administrative contacts are behavior problems, alcohol related incidents involving a resident student, injuries, or any contact resulting in the issuance of a Judicial Referral or arrest.

### 2.5.18.5 Duties of UMBC Police Officers

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<tr>
<th></th>
<th>Description</th>
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<tr>
<td>1</td>
<td><strong>Conservator of the Peace</strong> When a member of the ORL staff is conducting an inspection, a police officer's only role is to provide security for the staff.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Observe from the threshold</strong> The officer will remain at the entrance, in such a location, so as to see the Residential Life representative.</td>
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<tr>
<td>3</td>
<td><strong>Weapons security</strong> The officer will visually scan the area for weapons. In such cases, the officer will take the appropriate action to secure the object.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Occupant resistance</strong> If conditions are such where occupants are not complying with the ORL representative, the police officer will take appropriate action to ensure the safety of the Residential Life representative.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Contraband</strong> Any contraband observed by police officers may be subject to seizure. The contraband must be in plain view.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Search Warrant</strong> If a decision is made to search further, a search warrant will be required. Once a police officer directs a representative of Residential Life to take official action, the representative becomes an agent of the police.</td>
</tr>
</tbody>
</table>
2.5.18.6 Legal definitions

A. Plain view: when observations are made in a constitutionally protected area; ie: inside of a room, inside of a vehicle, etc. The Plain view doctrine requires that the officer must have been legally in the constitutionally protected area ("Prior Valid Intrusion"); ie: responded to a call for service at an apartment.

B. Open view: when observations are made outside, in a non-constitutionally protected area; ie: when a subject smoking marijuana outside.

C. Warrantless search is any search of a student’s suite, room, or apartment without a court authorized search and seizure warrant.

D. Dog sniffs: Use of canine to detect the scent of CDS:

   In a Constitutionally protected area: need a search warrant:
   Use of a drug detection dog within a residence or in an area where the occupant had a reasonable expectation of privacy requires a court authorized search and seizure warrant, unless a “Consent to Search” form is completed.

   In an Open area, no reasonable expectation of privacy:
   Use of a drug detection dog in a hallway does not require a warrant. The rationale used is that smells emanate from a constitutionally protected area out to open view, detected by a trained and certified K9 unit.

   Must be for criminal prosecution: Drug detection dogs will not be used to scan for evidence of drugs for administrative purposes.

   Post-consent search: Anytime a drug detection dog is used to scan for drugs after a Consent to Search form has been executed, the dog handler will be provided a copy after the officer clears the scene.

2.5.18.7 Consent searches at Residence Life Facilities

These are some of the factors used to evaluate if the consent was voluntary.

- Use of a Consent form: UMBC form 13 Voluntary Consent to Search The form serves as evidence that the person to whom it was directed knowingly and voluntarily consented to the search.

- Mental state of consenting person: Along with the Consent form; indicate in the police report these issues:
  1. The level of police presence, (i.e: were there so many officers present that the subject may have felt intimidated? Detail how many officers were present and list their names.)
  2. Observations about the level of sobriety and mental awareness of the resident. Discuss how you determined that the subject was sober enough to consent. (i.e.: Did they ask clarifying questions? Were they drinking or using drugs?)
(3) After a successful consent search, politely ask the subject why they consented to the search. Note their responses in your report.

2.5.18.8 **Who has the Right to consent**

When two or more residents share a living area, suite, or apartment:

A. **Scope of Consent** is limited solely for those areas controlled by the person who signed the form.

B. **Common area** The search may be extended to common areas shared by the residents, where the person signing the form has reasonable common access. If one resident signs a consent to search form and the others refuse, any area reasonably under control of anyone not consenting to the search cannot be searched.

C. **Must have standing to consent**: Consent to search or refusal of consent to search can only be exercised by a person who has a standing to consent; i.e.: a visitor cannot consent, refuse, or interfere with a search of any living area if a consent has been granted by the person listed on the ORL housing contract or legally in constructive control of the UMBC housing.

D. **Visual Scan**: The refusal of a resident to consent to a search of their living area does not preclude the officer from visually scanning for offensive weapons in reasonable locations.

E. **Securing a residence**: If a decision is made to apply for a search and seizure warrant, the area will be secured to prevent destruction of evidence until the warrant is issued by the court. Approval to apply for a search and seizure warrant will be at the discretion of the shift supervisor after evaluating the circumstance of the incident and its impact on campus safety.
2.6.0 Traffic Enforcement

2.6.1 General Policy for Traffic Law Enforcement

A. The responsibility for enforcing traffic laws and regulations is shared by all officers.
   1. Officers assigned to patrol squads bear the agency’s primary responsibility for the delivery of police traffic related services and traffic law enforcement.
   2. All enforcement actions will be conducted firmly, fairly, impartially, and courteously. The UMBC Police Department prohibits traffic contacts that are based upon a “profile” or any other biased based reasons.
   3. Enforcement actions should take into account the degree and severity of the violations.
      a. Officers should operate on the premise that deliberate violations of traffic laws, and hazardous violations, deserve more vigorous enforcement efforts than do inadvertent violations or non-hazardous violations.
      b. Warnings or other non-punitive enforcement actions may be substituted for arrests or citations when circumstances warrant, especially with inadvertent violations.
   4. Officers’ decisions on enforcement options will be based on laws, directives, training and experience and should involve common sense.
   5. Both qualitative and quantitative factors are facets of the agency’s traffic enforcement program.

B. Officers’ traffic related duties and responsibilities may include:
   1. Conducting traffic safety education and public information sessions.
   2. Enforcing traffic laws;
   3. Investigating collisions;
   4. Operating speed measuring devices; or
   5. Specialized traffic and parking control.

C. Enforcement actions are verbal warnings, written warnings, repair orders, uniform citations, and custodial arrests.
   1. Officers may deliver verbal warnings to violators. Similarly, verbal warnings may be appropriate when drivers are unaware of minor equipment violations.
      a. Officers issuing verbal warnings will:
         1. Fill out a race-based traffic stop decal;
         2. Affix the race-based traffic stop decal to a blank 8 ½ x 11 sheet of paper; and
         3. Submit the paperwork to a supervisor for approval and submission to Records.
      b. The use of verbal warning will be reviewed on a regular basis by the Operations commander.
      c. Excessive use of verbal warnings by an individual officer may prompt a review of that officer’s traffic stops.
   2. Officers may issue written warnings to drivers in situations similar to those where officers would consider giving verbal warnings. Written warnings provide:
      a. The agency and officers with additional documentation of violator contacts; and
      b. Violators with written reminders of their violations.
   3. Repair orders may be issued in accordance with Title 22 of the Transportation Article.
   4. Maryland Uniform Complaint and Citations should be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic.
   5. Physical arrests for violations of the Transportation Articles will be made in accordance with Article 26, Subtitle 2.

D. Authority to Issue Traffic Citations and Make Arrests
   1. Transportation Article 26-201 contains controlling language describing when officers may issue citations to drivers when probable cause exists that persons have committed specified violations.
   2. All officers are provided updated copies of the Maryland Vehicle Law and related statutes through the yearly issuance of ”The Maryland Vehicle Law” as provided through the MVA.
3. Transportation Article 26-202 has controlling language that describes the violations of the Maryland Vehicle Law, including any rules or regulations, for when persons may be arrested without warrants.

2.6.2 Operational Tactics

A. Traffic enforcement tactics may vary depending on the nature of violations and their potential for creating hazards to persons or property or obstructing the free flow of traffic.

B. Enforcement tactics may include:
   1. Roving patrol between points on targeted roadways;
   2. Patrols of defined problem areas;
   3. Stationary observation with agency vehicles being concealed or readily visible;
   4. Use of marked or unmarked vehicles; and
   5. Roadside safety checks.

C. Only vehicles equipped and authorized as emergency vehicles will normally be utilized for stopping vehicles or traffic enforcement.
   1. Officers involved in uniformed bicycle patrol may request assistance from officers operating emergency vehicles, or utilize whistles, bells, or other modes of signaling drivers to stop for enforcement purposes.
   2. Uniformed officers operating non-emergency vehicles may attempt to stop drivers for enforcement or other purposes utilizing horns, requesting the assistance of officers operating emergency vehicles, or by reasonably following drivers until they stop or park.

2.6.3 Use of Emergency Equipment for Traffic Enforcement

A. Emergency lights will be used consistent with TR 21-106 Emergency Vehicles. Emergency lights are usually used in conjunction with sirens when;
   1. Signaling drivers and pedestrians that emergency conditions exist and the right-of-way should be relinquished to emergency vehicles;
   2. Engaging in pursuits;
   3. Responding to crimes in progress;
   4. Stopping traffic violators;
   5. Assisting motorists parked/stopped in hazardous locations; or
   6. Responding to emergency situations.

B. Sirens will be used simultaneously with the emergency lights when in pursuits, when responding to emergency calls, or to signal violators to stop.

C. Spotlights, take down lights, and alley lights may be used to assist officers in conducting traffic stops or investigating criminal activities.

D. The public address system (PA) may be used:
   1. During traffic stops in order to direct commands to vehicle occupants from a safe distance; or
   2. In directing persons when unusual conditions exist, such as when the roadway is temporarily obstructed, or when alerting pedestrians to hazardous conditions.
2.6.4 Unknown Risk Vehicle Stops

A. When observing traffic violations for which contacts are going to be initiated, officers will notify communications of: vehicle registration, description and location of stops.

B. Officers should also provide to communications other relevant information that may include:
   1. Number of vehicle occupants;
   2. Suspicious or furtive activities of vehicle occupants; or
   3. Reason for stop.

C. Stops should be made in areas which afford officers and violators the greatest safety while minimizing disruptions of normal traffic flow.
   1. Patrol vehicles should be positioned approximately 15 to 20 feet to the rear of violators’ vehicles and offset slightly left to provide additional protection to officers.
   2. Emergency lights will remain activated until stops are completed.
   3. When situations allow, officers should direct violators to move to more desirable locations when violator vehicles are stopped in unsafe locations or where they unreasonably impede normal traffic flow.
   4. Additional considerations should be given to stop locations, positioning of police vehicles, and police vehicle lighting effects on oncoming traffic during night time stops.

D. Officers approaching vehicles and coming in contact with violators will:
   1. Have necessary equipment available;
   2. Use caution and be alert to suspicious movements, contraband, or weapons;
   3. Take up a position consistent with current training to allow for changing tactical options;
   4. Be alert and courteous;
   5. Present a professional image in language, dress, grooming, and bearing;
   6. Identify themselves and greet violators courteously;
   7. Request violators’ drivers licenses and vehicle registrations;
   8. Inform drivers of reasons for stop;
   9. Check for signs of physical impairment, emotional distress, and alcohol and/or drug abuse;
   10. Take appropriate enforcement actions and complete required forms;
   11. Explain charges and/or other enforcement actions and required actions with drivers; and
   12. Facilitate violators re-entering traffic flow safely.

2.6.5 High Risk Vehicle Stops

A. Because of officer safety concerns, special procedures will be used during vehicle stops when vehicle occupants are suspected of being armed, dangerous, or who are suspected of committing serious crimes.

B. When conducting high risk vehicle stops, officers will, as necessary and practical:
   1. Notify communications immediately of locations and give thorough descriptions of vehicles and occupants;
   2. Keep suspect vehicles in view and request sufficient assistance in making stops;
   3. Keep support units informed of locations and direction of travel to aid their approach with minimal use of emergency equipment;
   4. Do Not stop vehicles unless absolutely necessary until adequate support is available and in position;
5. Plan to stop suspect vehicles in locations which present minimal dangers to other citizens;
6. Move vehicles into position to the rear of suspect vehicles;
7. Use emergency equipment to stop violators;
8. Direct support units to stop on-coming traffic and control down range pedestrian traffic;
9. Attempt to stop violators on the extreme right side of the road;
10. Turn off sirens and turn on PA when suspect vehicles have stopped;
11. Position their vehicles to provide maximum protection, cover, and concealment;
12. At night, focus lights on the interiors of suspect vehicles; and
13. Position themselves inside the vehicle, to the left edge of the seat, behind the engine block, and remaining accessible to the PA microphone.

C. Officers initiating high risk vehicle stops are in command of the incident, and will;

1. Direct each occupant out of the vehicle by using the PA system if available;
2. Order the driver to shut off the motor and put the keys on the roof of the vehicle;
3. Order all occupants to place their hands on the ceiling, on the windshield, or out a window;
4. Order occupants to exit the vehicle from the most optimal side, one at a time; and
5. Ensure occupants are ordered to positions where they will be placed on the ground and handcuffed.
6. If PAs are unavailable, officers will give voice commands. If officers are unable to be heard by voice, commands may be given by another officer who has access to a PA.
7. To reduce confusion, officers initiating stops will be the only ones to direct suspects, unless control is given to another officer on the scene. An announcement will be made over the radio, clarifying who is in charge.
8. Support officers will cover arresting officers, as well as suspect vehicles, when suspects are brought back to the police vehicles for handcuffing.
9. Officers will not get within each other’s line of fire.
10. When all occupants have been removed from suspect vehicles, support officers will move to cover and search the vehicle.
11. All persons in suspect vehicles will be searched and handcuffed before being placed in police vehicles and transported.

2.6.6 Traffic Stops by Officers in Plain Clothes

A. Traffic stops by officers in plain clothes are discouraged, as the Transportation Articles requires drivers to produce and display their licenses only to uniformed police officers.

B. If a serious violation occurs, plainclothes officers will call for uniformed assistance and request that violators await arrival of uniformed officers.

C. When violators fail to stop for unmarked vehicles operated by officers in plain clothes, uniformed officers in marked vehicles will be requested to assist in stopping violators.
2.6.7 Uniform Enforcement Procedures

2.6.7.1 Nonresidents

A. Nonresidents of Maryland may be issued traffic citations in the same manner as Maryland residents consistent with TR 26-201.
B. Officers may, consistent with provisions contained in TR 26-202, arrest nonresidents and take them before District Court Commissioners for pretrial dispositions.

2.6.7.2 Juveniles

<table>
<thead>
<tr>
<th>Age</th>
<th>Violation</th>
<th>Action</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or 17 years</td>
<td>Traffic offense - no jail sentence</td>
<td>charged on Maryland Uniform Complaint and Citations</td>
<td>Except when concurrently charged with criminal offenses or jail-able traffic offenses-use UPD 22C only</td>
</tr>
<tr>
<td>Under 18</td>
<td>operation of an off-road vehicle upon the roadway</td>
<td>UPD Form 22C Juvenile Referral and Custody Report and release them to self-custody, provided the juveniles:</td>
<td>1. Must prove their identity to the satisfaction of officers; 2. Are not involved in an act which necessitates further investigation or prosecution; 3. Sign the UPD form 22C and willingly receive their copies; 4. Are not causing, or have not caused, damage to persons or property; and 5. Receive and comply with proper instructions prior to release.</td>
</tr>
<tr>
<td>Under 18</td>
<td>Serious Traffic offense - jail possible</td>
<td>UPD Form 22C Juvenile Referral and Custody Report and release them to parents</td>
<td>No exceptions: examples: DUI, No license under 16-101, Suspended/ Revoked under 16-303, Reckless driving, etc.</td>
</tr>
</tbody>
</table>

C. Upon completion of UPD form 22C, copies will be forwarded to the Records Unit.

2.6.7.3 Legislators

Members of the United States Congress, the Maryland General Assembly, the elected members of city or county governments, the federal or state judiciary, and the executive branches of government enjoy no immunity from citation or arrest under Maryland law. Agency employees will address office holders with the respect customarily accorded to their offices or standings within the community.
2.6.7.4  Foreign Diplomats & Consular Officials

See section 2.4.4: Dealing with Diplomats and their Family / Agents

A. Officers may issue traffic citations or warnings to drivers who are believed to have
diplomatic immunity. Issuance of citations does not constitute arrests or detention of
diplomats. Diplomats **DO NOT** have to sign citations, and **CANNOT** be arrested for
refusal to sign citations. The burden of proof falls upon those claiming diplomatic
immunity to display valid diplomatic credentials. View: Diplomatic Driver's Licenses

B. Those entitled to diplomatic immunity will **not** be compelled to take any sobriety or
otherwise mandatory tests, and, except in extreme cases, should **not** be restrained.
Sobriety tests may be conducted, but are **not** required, in order to determine sobriety of
drivers.

C. The property of persons enjoying full immunity, including vehicles, may **NOT** be
searched or seized. Vehicles will **NOT** be impounded, but may be towed a distance
necessary to remove them from obstructing traffic or endangering public safety.

1. If diplomats' vehicles are suspected of being stolen or used in the commission of crimes, occupants
may be required to present vehicle documentation to permit police verification of vehicle status through
computer checks.

2. Vehicles verified to have been stolen or to have been used by unauthorized persons in the commission
of crimes may be searched. [U.S. Department of State, Office of Foreign Missions, Guidance for Law
Enforcement Officers](#).

D. All serious motor vehicle infractions committed by persons with alleged, or true
diplomatic immunity will be documented in police reports. Report copies will be
forwarded to the United States Department of State by the Office of the Chief.

E. Officers may contact the Office of Foreign Missions during regular business hours or the
Command Center of the Office of Security, Department of State during non-business
hours in order to verify diplomatic status. Other directives related to diplomatic immunity
are contained in **2.4.4**.

2.6.7.5  Military Personnel

A. Military Personnel are required to obey the rules of the road while operating vehicles in
Maryland.

B. Military personnel are exempt from certain licensing requirements consistent with TR 16-102 and
16-115, and vehicle registration requirements consistent with TR 13-402.1.

C. Arresting officers will ensure the Officer on Duty (OD) or the military police of the military
reservation, ship, or installation to which the military person is assigned is notified if traffic
enforcement results in the physical arrest of an active duty member of the armed forces of the
United States.
2.6.8 Driving Suspended or Revoked

A. TR 16-202: Power of Arrest authorizes officers to make full, custodial arrests of drivers consistent with TR 16-303 Driving while privilege is canceled, suspended, refused or revoked.

B. Officers should take into consideration drivers’ prior driving histories and reasons for license suspensions, revocations, etc., when determining to make full, custodial arrests. The important factor is Failure to Appear (FTA) charges, which are indicative that the driver will not appear for trial. However, officers will not allow drivers who are suspended, revoked, etc. to continue to drive.

C. Officers may attempt to place appropriate charges against drivers if their license status cannot be determined upon initial contacts, but are subsequently determined to be suspended, revoked, etc.

2.6.9 Speed Violations

A. Excessive speed is one of the greatest causes of death and injuries on the highways. Officers will uniformly enforce speed laws within agency jurisdiction where those violations pose threats to persons or property.

B. Officers should base the enforcement of speed limits upon violation locations, time of day, traffic volume, proximity of pedestrians, and danger caused to other motorists.

2.6.10 Off-Road Vehicle Violations

A. Officers will enforce laws pertaining to off-road vehicles. To be operated on roadways, off-road vehicles must be registered or exempted in accordance with TR 13-402, Vehicles Subject to Registration; Exceptions.

B. Unregistered or unauthorized off-road vehicles may be impounded and towed if found in violation of the Transportation Articles and in operation on public highways or on university property.

C. Persons illegally operating off-road vehicles on public highways should be charged on appropriate charging documents.
   1. Officers may exercise discretion for off-road vehicle violations and issue verbal or written warnings.
   2. Off-road vehicle violations endangering lives or property should result in appropriate charges being placed rather than written or verbal warnings.
2.6.11 Equipment Violations

A. Officers should consider the continued safe operation of vehicles, general conditions of vehicle equipment, and types of vehicle equipment defects when enforcing vehicle equipment laws and regulations.

B. Officers should issue Safety Equipment Repair Orders for equipment violations on vehicles registered in Maryland.

C. Written warnings for equipment violations may be issued to drivers of vehicles not registered in Maryland.

D. Uniform citations for equipment violations may be issued to drivers of vehicles consistent with the Transportation Articles.

2.6.12 Public Carrier / Commercial Vehicle Violations

A. Officers taking enforcement actions against public carriers or commercial vehicles should consider factors that include, but are not limited to:
   1. Extra space and stopping requirements of oversized vehicles;
   2. Possible traffic congestion caused by improper stopping, standing, or parking of commercial vehicles;
   3. Delivery access for commercial vehicles;
   4. Severity of violations;
   5. Whether violations were willful or inadvertent;
   6. Whether violations posed immediate threats to persons or property; and
   7. If enforcement actions are prompted by citizen complaints or repeat or chronic offenders.

B. Commercial vehicles may be stopped for inspectional purposes without probable cause in accordance with TR 25-111, Motor Carrier Safety Inspections. Baltimore County Police and the Maryland State Police can be contacted to assist with these inspections. Members conducting inspections must be certified through NHTSA as truck inspectors.

C. Consistent with TR 16-813, persons licensed as commercial drivers may not drive, operate, or be in physical control of commercial motor vehicles while they have any alcohol concentration in their blood or breath.
   1. Officers will complete DR-102 forms when alcohol tests of commercial drivers result in findings of 0.04% or above.
   2. Officers will complete DR-15A forms when alcohol tests of commercial drivers result in findings of 0.08% or above.

2.6.13 Multiple Violations

A. Officers stopping violators for multiple violations may issue citations for all violations or exercise discretion by issuing citations only for the most serious violations and issuing warnings or taking no formal actions on lesser violations.

B. Multiple paper citations that are issued to violators must have their numbers loop recorded in accordance with citation guidelines.
2.6.14 Newly Enacted Laws & Regulations

- Grace periods are frequently established or accepted relating to newly effective traffic laws or regulations.
- Officers will not issue citations for violations occurring during legally established grace periods, but may issue warnings.
- Officers may issue citations during informal or accepted grace periods if violations are serious, hazardous, or contribute to collisions.

2.6.15 Violations Resulting in Traffic Collisions

A. Officers who investigate nonfatal collisions and complete ACRS reports should take enforcement actions if probable cause can be developed for violations of the Transportation Article.
   1. Enforcement discretion is encouraged when collision damage is minor or when ACRS reports are not required.
   2. Enforcement discretion is discouraged when there is evidence of deliberate or flagrant violations causing or contributing to collisions.

B. Violators may be physically arrested for certain motor vehicle law violations consistent with TA 26-202.

C. Officers will not file charges in fatal collision cases excepting in cases involving driving under the influence or while impaired by alcohol and or drugs.
   Memorandum of Understanding with the Baltimore County Police (see page three)
   1. Officers may place alcohol-related charges only against violators only in order to arrest violators and conduct chemical tests.
   2. The Baltimore County State’s Attorneys’ Office personnel are responsible for screening fatal collision investigations in order to place or authorize the placing of charges against violators.

2.6.16 Pedestrian and Bicycle Law Enforcement

A. Officers will monitor pedestrian and bicycle movements to ensure compliance with the Transportation Articles.

B. Enforcement actions involving violations by pedestrians and bicyclists should receive enforcement emphasis equal to that of regular traffic enforcement. Appropriate enforcement action will be taken in situations involving violations leading to collisions, non-collision hazards, and non-hazardous pedestrian and bicycle violations.
2.6.17 Occupant Protection Enforcement

A. Seat belt usage is the single most effective way to prevent injuries and fatalities in the event of a motor vehicle accident. Child safety seats and booster seats help protect the lives of children in the event of an accident.

B. The goal of the agency's occupant protection strategy is to reduce the risk of serious injuries and death to members of the community. Officers should take appropriate enforcement action in situations involving violations of occupant protection laws.

2.6.18 Traffic Arrests

A. Officers may arrest persons without warrants for violations of the Transportation Articles consistent with TR 26-202.

B. When motorists are operating vehicles in violation of TR 16-303 Driving while privilege is canceled, suspended, refused, or revoked, officers may determine that this meets the provisions of TR 26-202 (a)(2)(ii) when deciding whether to make full, custodial arrests.

C. The manner of arresting traffic violators is the same as for making other arrests. Directives related to processing of traffic arrestees are contained in 2.8 Arrest Procedures.

D. Vehicles under the control of persons arrested for motor vehicle offenses will be handled as Towed Vehicle, section 3.2.29.

2.6.19 Vehicle Tag Impoundment

A. Vehicle registration plates may be impounded by officers for:
   1. Expired (in excess of 30 days) or suspended registration plates;
   2. Compulsory insurance violations, with control numbers;
   3. MVA financial responsibility flags, with control numbers;
   4. MVA accounting flags, with control numbers;
   5. MSP pick up orders, with control numbers; or
   6. Unauthorized use of registration plates.

B. Officers impounding vehicle registration plates will obtain property numbers, complete property receipts and submit plates to the Evidence Coordinator.

C. Vehicles may not be impounded for suspended registration plates due the VEIP (Vehicle Emissions Inspection Program) Inspections.
2.6.20 Traffic Safety Education Materials

The agency provides traffic safety educational materials to the community in order to support enforcement efforts, enhance public understanding of traffic safety, and achieve voluntary compliance with traffic laws and regulations.

2.6.21 Hazardous and Non-hazardous Violations

A. Officers will uniformly enforce hazardous and non-hazardous violations of laws within agency jurisdiction where those violations pose threats to persons or property.

B. Officers should base the enforcement of hazardous and non-hazardous violations upon violation locations, time of day, traffic volume, proximity of pedestrians, and the potential for danger caused to other motorists.

2.6.22 Maryland Uniform Complaint & Citations

2.6.22.1 Completing Citations

A. Officers will complete all (E-TIX and paper) traffic citations in accordance with procedures set forth in the "Law Enforcement Manual" (DR-24) of the Maryland Department of Transportation, Motor Vehicle Administration and the DC/CR 90 collateral book provided by the District Court of Maryland.

B. Officers will provide violators required information relative to specific charges at the time violators are charged.

C. When violators are charged using paper citations:
   1. Violators should be instructed to carefully read the back of their citation copies for precise instructions and information.
   2. Violators can elect to stand trial or pay established fines if offenses are established in the DC/CR 90. Violators will be informed of court dates and locations by the District Court.
   3. Violators must stand trial on dates and at locations established and provided by the District Court if offenses are designated as "Must Appear."
   4. Violators will be requested to sign citations, not admitting guilt, but promising to appear for trial or prepay fines.
   5. Violators are subject to arrest if they refuse to sign citations.
   6. Possible consequences of not paying fines or appearing in court may include the suspension of driving privileges and/or issuance of bench warrants.
D. When violators are charged using E-TIX citations:
   1. Violators should be instructed to carefully read the back of their citation copies for precise instructions and information.
   2. Violators can elect to stand trial or pay established fines if offenses are established in the DC/CR 90. Violators will be informed of court dates and locations by the District Court.
   3. Violators must stand trial on dates and at locations established and provided by the District Court if offenses are designated as "Must Appear."
   4. Possible consequences of not paying fines or appearing in court may include the suspension of driving privileges and/or issuance of bench warrants.

2.6.22.2 E-TIX Program

A. All sworn personnel below the rank of Lieutenant will be trained on and use the E-TIX System for issuing written warnings and traffic citations.

B. E-TIX citations cannot be voided.

C. Administrative ranked personnel, officers assigned to foot, bicycle or motorcycle patrol may still use paper citations and warnings for enforcing traffic violations.

D. The E-TIX Process will be managed by the Records Unit:
   1. The Records Unit will be responsible for liaison with the Maryland State Police and the District Court; and
   2. Citation Control will supply the E-TIX paper.

E. E-TIX software and equipment will be managed and maintained by the Technology Unit.

2.6.22.3 Paper Citation Accountability

A. When violators are not taken before commissioners, the:
   1. White (court) and yellow (law enforcement headquarters) copies will be submitted to the Citation Control Unit;
   2. Officers who are permitted to write paper citations will be required to place the completed race based traffic decal on the back of the yellow copy of the citation before submitting it to the Citation Control Unit;
   3. Pink copies will be retained by issuing officers;
   4. Second white copies (court/defendant's) will be submitted to the Citation Control Unit for must appear violations and to defendants for minor violations; and
   5. Blue (defendant's) copies will be given to defendants

B. When violators are taken before commissioners;
   1. White copies not retained by commissioners will be submitted to the Citation Control Unit;
   2. Yellow copies will be submitted to the Citation Control Unit;
   3. Pink copies will be retained by issuing officers;
   4. Second white copies (court/defendant's) will be given to Commissioners;
   5. Blue (defendant's) copies will be given to defendants; and
   6. Officers who are permitted to write paper citations will be required to place the completed race based traffic decal on the back of the yellow copy of the citation and submit it to the Citation Control Unit.

C. Paper citations that have not been presented to violators for signature may be voided administratively. In these cases, officers will submit all copies to the Citation Control Unit, with officer information filled out, citations marked "void," an explanation for the
citation being voided, and initials or signature of a supervisory or administrative ranked officer in approval.

D. Paper citations signed by violators must be disposed of in court, through dismissal by judges or declarations of *nolle prosequi* by Assistant State’s Attorneys.

### 2.6.23 Maryland Safety Equipment Repair Order (Msp #157)

A. MSP #157 will be used to issue SEROs. They will be issued only to motor vehicles or trailers assigned permanent Maryland registration.

B. Yellow, gold, and buff copies will be given to violators.
   1. Yellow copies will be retained by inspection stations or police agencies completing inspections.
   2. Gold copies may be retained by owners.
   3. Owners are responsible for ensuring buff copies are mailed to MSP.

C. White copies will be forwarded to the Citation Control Unit. Applicable information will be entered into ARMS by the Citation Control Unit prior to forwarding originals to MSP.

D. Officers are required to place the completed race based traffic decal on the back of the white copy of the SERO before submitting it to the Citation Control Unit.

E. Officers may retain pink copies.

#### 2.6.23.1 Certification of SEROs

A. Officers may certify SEROs only when marked defects are noted with an asterisk. SEROs containing defects not noted with an asterisk must be certified at authorized inspection stations.

B. Upon determining that repairs are within lawful limits, officers will enter information at the bottom of the SERO in the spaces provided. This information includes:
   1. Officer’s Rank, signature and ID number;
   2. Certification date;
   3. Agency name;
   4. Agency code (HL/UM); and
   5. Agency mailing address.

C. After certifying and completing SEROs, officers will;
   1. Submit yellow copies to the Records Unit; and
   2. Give the owner/agent the gold and buff copies.
2.6.24 Warning Notices / Field Interview Report

A. The agency provides dual purpose Warning Notice / Field Interview forms. Only one use per form is allowed.
   1. Officers assigned to foot or bicycle patrol may issue written warnings.
   2. Sworn personnel will use the E-TIX System for issuing written warnings.
   3. Sworn personnel ranked Lieutenant or higher and officers not trained in the E-TIX System may issue written warnings from a warning book.

B. When officers use the forms to issue written warnings:
   1. Violators are given yellow copies.
   2. Officers may retain pink copies.
   3. All other copies will be submitted to the Citation Control Unit with a race-based traffic decal affixed to the back of the warning and destroyed following the entry of applicable information by Citation Control Unit personnel.

C. When officers use the Field Interview forms to record information gathered during field interviews:
   1. The form will be submitted to the ARMS system by the issuing officer.

2.6.25 Requests for Driver Re-Examination

A. Officers may request re-examination of Maryland licensed drivers who appear incapable of safely operating vehicles.
   1. Officers will utilize the MVA #JA, Request for Re-Examination of Driver, for this purpose.
   2. The physical defects and summary sections of the #JA must be conclusive and specific in order to relieve officers from having to appear at MVA hearings.

B. Conditions which may lead to requests for driver re-examination include:
   1. Driver incompetency;
   2. Physical or mental disabilities or diseases; or
   3. Other conditions that might prevent persons from exercising reasonable care and control of motor vehicles.

C. Completed forms will receive supervisory review and will be submitted to the Citation Control Unit.

D. eTix instructions for sending re-examination request over eTix.
2.6.26 Selective Enforcement

A. The Operations Commander is responsible for ensuring selective enforcement activities are conducted by the agency.
   1. Selective enforcement activities are based on analysis of traffic violation and collision data obtained from the Maryland Automated Accident Reporting System (MAARS / ACRS); and
   2. The analysis of traffic offenses and collisions includes geographic, temporal, and causative factors that include, but are not limited to:
      - Types of collisions and violations;
      - Kinds of vehicles involved;
      - Volume of traffic;
      - Locations of violations and collisions;
      - Environmental factors;
      - Day of the week; and
      - Hourly distribution of collisions.

B. The Operations commander will ensure selective enforcement activities are assigned on a priority basis. Officers should be deployed to areas which have been identified as either high collision or traffic violation areas. Enforcement at these locations will be focused on collision causing violations.
   1. High collision locations will be identified through analysis of traffic collision data.
   2. Days and times that collisions most frequently occur will be identified in traffic analysis reports. Officers should be deployed to concentrate on days and times when collisions and traffic problems most frequently occur.
   3. Officers are deployed for selective traffic enforcement in order to achieve an agency goal of protecting life and property.

C. The Operations Commander is responsible for ensuring evaluations and analysis of all selective enforcement programs are conducted annually. Additional evaluations and analysis may be conducted in order to address or study immediate concerns.

2.6.27 Radar

A. The Operations Commander is responsible for the radar enforcement program:
   1. Processing maintenance requests;
   2. Ensuring maintenance, damage, and repair information is recorded and maintained; and
   3. Analyzing the effectiveness of the program.

B. Only certified radar operators or officers in radar operator training are permitted to operate the agency’s radar units.
   1. Radar operators are responsible for ensuring equipment operation is consistent with their training, NHTSA standards, and specific equipment operating instructions.
   2. Radar operators must conduct the minimum of radar operation hours as established by the radar program coordinator in order to retain their program certifications.
   3. Operator training and equipment standards for agency radar units will meet or exceed current National Highway Traffic Safety Administration (NHTSA) standards.
   4. Radar units will be periodically inspected by radar operators to ensure they are
receiving proper care and upkeep. Only specifically designated personnel are authorized to make minor repairs to radar equipment. All other maintenance must be conducted by authorized maintenance technicians.

5. Radar units, and their assigned tuning forks, will be calibrated by authorized maintenance technicians biannually. Written calibration documentation or repairs will be maintained by the program coordinator.

6. The use of radar for speed enforcement is a component of the agency’s selective enforcement program.

7. Radar enforcement will not be conducted during inclement weather.

2.6.28 Alcohol / Drug Related Traffic Offenses

2.6.28.1 Alcohol Enforcement Countermeasures

A. The agency’s enforcement emphasis on alcohol related traffic offenses is designed to: detect and apprehend impaired or drugged drivers, and reduce collisions.

B. The alcohol enforcement countermeasures program is a component of routine traffic enforcement, and the agency’s selective enforcement program; we can use:
   1. Selective assignment of personnel at times when, and to the locations where, analyses have shown a significant number of violations and/or collisions involving impaired drivers;
   2. Selective surveillance of roadways on which there have been an unusual incidence of drinking and driving collisions to ascertain characteristic violation profiles of impaired drivers;
   3. Selective roadway checks for deterrence purposes; and
   4. Selective enforcement of impaired-driving laws through concentration on existing laws and the expeditious processing of violators.

2.6.28.2 Alcohol Restriction Types

- Age-based restrictions (under 21 years of age).
- Court-ordered restrictions.

2.6.28.3 Alcohol-Restricted License

- If a suspect appears not to be intoxicated or impaired but has the odor of an alcoholic beverage on their breath:
  1. A chemical test for alcohol must be requested.
  2. The Form DR-15, Advice of Rights, must be completed.

- If the driver refuses to take a test or takes a test resulting in a blood-alcohol-content (BAC) of .08 or more, the license will be confiscated.

- A driver may be charged with an alcohol restriction violation if the BAC test results for:
  1. A court-ordered restriction is .01 or higher.
  2. An age-based restriction is .02 or higher.
In situations where the driver is charged with a violation of the Annotated Code of Maryland, Transportation Article, Section 21-902, and there is a test result of .02 or higher, an alcohol restriction violation will also be charged as required by Section 16-113(b).

If DUI charges are added due to the test results, field sobriety tests must be administered and documented. UPD Form 35 Field Sobriety Report

### 2.6.28.4 Additional Required Forms

- Form DR-15A, Officer's Certification and Order of Suspension, is completed when the test is refused or results in a BAC are .08 or higher.
- Form 33, Result of Test for Alcohol Concentration MSP, is completed whenever the chemical test is taken.
- Form DR-103, Violation of Alcohol Restriction is issued for all alcohol restriction violations where the BAC test result for:
  1. A court-ordered restriction is from .01 to .07.
  2. An age-based restriction is from .02 to .07.
- Form 35 Field Sobriety Report, Alcohol Influence Report, and UPD Form 22 Arrest Report, must be completed for all arrests. In the remarks section of Form 35B, include the name of the medical personnel drawing the blood, if applicable.
- Form DC/CR4, Statement of Probable Cause, is completed for all violations, except when the BAC test result for:
  1. A court-ordered restriction is .00.
  2. An aged-based restriction is less than .02.
- Maryland Uniform Complaint and Citation will be issued for all alcohol restriction violations, except when the BAC test result for:
  1. A court-ordered restriction is .00.
  2. An aged-based restriction is less than .02.
  3.

### 2.6.28.5 Initial Contact with Violators

- After stopping a vehicle, the officer establishes a reasonable suspicion that the driver is under the influence of alcohol.
- The officer may request that the driver perform a standardized field sobriety test.
- The officer may request that an officer from the Baltimore County Police Department administer a Portable Breath Test (PBT) for the driver to determine the alcohol level of the person’s breath.
- Officers giving a PBT will complete the form: MSP 102, Advisement of Rights for Preliminary Breath Test. The officer administering the PBT will write three originals copies of the MSP 102:
  - One form will be given to the arresting officer;
  - Another form will be given to suspect; and
  - They retain one form for the PBT supervisor.
- PBT results will be used only to guide determinations of whether suspects should be arrested for alcohol offenses. PBTs do not replace establishing probable cause for arrests.
• Results of PBT tests will be given to drivers when:
  o They are released without arrest; or
  o They are arrested, but only after submission or refusal of evidentiary breath or blood tests to determine alcohol concentration.
• Officers who administer the PBT must fill out MSP 104, Preliminary Breath Test Log, as soon as practical after administering PBTs.
• Results of PBTs may not be introduced in court as evidence or to support probable cause, but may be introduced by the defense.

2.6.28.6 Driving While Intoxicated Arrest Procedures

A. Officers will complete DR-15s and DR-15As as prescribed in TR 16-205.1.
   1. Officers read aloud the DR-15 “Advice of Rights” forms to all persons arrested for violating the provisions of TR 21-902.
   2. Officers complete the DR-15A “Police Officer’s Certification and Order of Suspension” only if alcohol or drug tests were refused or test results indicate 0.08% or more alcohol concentration.
   3. Copies of DR-15s and DR-15As are distributed according to the printed instructions.
      a. Confiscated driver’s licenses are attached to completed DR-15A and mailed to the MVA. Completed DR-15A serve as property receipts for MVA.
      b. MVA copies of DR-15, DR-15A, MSP Form 33 (when applicable) and any confiscated driver’s licenses will be mailed to MVA within 72 hours after the issuance of DR-15 and DR-15A.
   4. Through MVA: For written and AUDIO Spanish DR-15s.

B. DR-15A are sequentially numbered and require full inventory accountability.
   1. The Quarter Master supplies DR-15A in the patrol squad supply cabinet.
   2. Supervisory personnel issue DR-15A books to officers and complete the DR-15A registry.
   3. Officers receiving DR-15A books are responsible for completing the receipt cards and submitting them to the Records Unit.
   4. Records Unit personnel are responsible for ensuring DR-15A issuance information is entered into the ARMS and subsequently provided to MVA.
   5. Officers issuing DR-15A forms to violators are responsible for entering required information into the ARMS.
   6. Voided forms will be submitted to the Records Unit for inventory, accountability, and data entry purposes.

C. If defendants agree to submit to chemical tests for alcohol, arresting officers have two hours from the time of arrest to have tests administered. Tests conducted after two hours may be accepted, but are not considered per se evidence. If defendants refuse to submit to chemical tests for alcohol, arresting officers must complete DR-15A, Officer’s Certification and Order of Suspension, and mail MVA copies within 72 hours.

D. When defendants initially refuse to take tests, and later withdraw their initial refusal and consent to take tests, in accordance with TR 16-205.1, the tests will be given.
E. Officers will keep defendants under observation at all times and will not allow them to eat, drink, or smoke from time of arrest until after chemical tests are completed.

2.6.28.7 Disposition of Defendants’ Vehicles

A. Officers making arrests driving under the influence or while impaired related traffic offenses may tow and impound defendants’ vehicles.

B. Vehicles will not be towed:
   1. If they are lawfully parked and are not needed for evidence or seizure;
   2. If third parties are present and arrestees request those third parties take possession of vehicles so long as the third parties are legally capable of removing vehicles; or
   3. If arrestees give officers permission to move their vehicles short distances to legal parking spots.

2.6.28.8 Miranda Warnings/Questioning

A. Advising suspects of their Miranda Rights is not necessary until situations become custodial and information beyond identification requirements is requested.

B. Following completion of DR-15 procedures, arresting officers will read defendants their Miranda Rights and request information concerning:
   1. Where defendants were prior to arrest;
   2. What defendants had to drink prior to arrest;
   3. How much defendants had to drink prior to arrest; and
   4. How long defendants had been drinking prior to arrest.

2.6.28.9 Right to Counsel

A. Defendants are entitled to request and communicate with attorneys prior to taking chemical tests. **Attorneys may contact defendants at test facilities in order to speak to them or administer separate breath tests using attorneys’ personally owned test equipment.**

B. Defendants will be advised that refusal to submit to chemical tests due to inability to contact attorneys or have them present within necessary time limits will constitute refusals to submit to chemical tests.

C. All attorney-client contacts, prior to breath tests or chemical test refusals, will be conducted in the presence of arresting officers. Attorney-client privileges are not breached by requiring and maintaining visual observation of defendants /attorneys.

D. Attorneys are subject to pat-downs prior to having contact with defendants. Containers, briefcases, etc., carried by attorneys will be checked for weapons or tools of escape before being allowed in the presence of defendants.
D. Attorneys will be permitted to administer breath tests only when they will not substantially interfere with timely and effective administration of chemical testing procedures. Secondary testing by attorneys will be allowed only after initial testing by police personnel.

2.6.28.10  Prescription Medication

A. If defendants require prescription medications, officers will allow defendants to administer themselves medication as directed by the prescription.

B. Officers will inform defendants wishing to take prescription medications that, if prescription related time delays result in the expiration of the two hour limit for chemical testing, the actions will constitute a refusal to submit to chemical testing.

C. Twenty minutes of observation time must elapse following the taking of prescription medication by defendants prior to chemical testing. If the two hour limit for chemical testing expires, defendants will be processed as refusing to submit to testing.

D. Arresting officers will document in their DWI reports the times, types of medications, and amounts taken.

2.6.28.11  Test of Breath for Alcohol

A. Tests will be administered at the closest police facility possible. Communications will maintain a list of nearby agencies with breath test equipment.

B. Breath test instruments are certified and procedures are in accordance with policies of the State Toxicologist.

C. Arresting officers must remain with defendants during the twenty minute observation period prior to testing.

D. When breath test results are 0.00% BrAC, or when arrestees’ observed levels of impairment are not consistent with breath test results, arresting officers will attempt to have arrestees evaluated by DREs. If DREs are unavailable or arrestees do not agree to be evaluated by DREs, arresting officers and on-duty patrol squad supervisors will determine whether arrestees are to be transported to health care facilities for emergency protective services consistent with ET 13-709.

E. When breath test results are greater than or equal to 0.30% BrAC, arresting officers and on-duty patrol squad supervisors will determine whether arrestees are to be transported to health care facilities for emergency protective services consistent with ET 13-709.
2.6.28.12 Blood Tests

A. Blood tests will only be used if:
   1. Defendants are unconscious or otherwise incapable of refusing breath testing;
   2. Injuries to defendants require taking them to medical facilities;
   3. Defendants cannot physically take a breath test (stoma, mouth wired shut, etc.);
   4. Breath test equipment is not available; or
   5. Fatalities occur and breath tests cannot be administered.

B. These hospitals are authorized to administer blood tests:
   1. St Agnes Hospital
   2. University of Maryland Hospital

C. Blood samples will be collected only by qualified medical personnel.

D. Blood test kits are stored in the Ready Room supply cabinet. When there are only two kits available for issue, the supervisor will request additional kits.

E. Only current, authorized blood collection kits will be used.
   1. Authorized blood collection kits are the Becton-Dickinson Blood Specimen Collection Kit and Lynn Peavey Company Blood Specimen Kit.
   2. Officers will check expiration dates on blood sample kits to ensure that expired kits will not be used. The oldest kit (by expiration date) will be used first. Expired kits will be forwarded to the Logistics Unit to be replaced.
   3. Officers are responsible for following the procedures for proper use and submission of the blood specimen kits. Instruction sheets are kept with blood test kits in the patrol squad supervisors’ supply cabinet.
   4. Completed blood test kits are transported by the Evidence Manager to: CTAU, MSP Headquarters, Pikesville, MD 21208.

2.6.28.13 Alcohol Restriction Violation/Charges

A. All persons under the age of 21 have alcohol restrictions imposed on them. However, the restriction code will not appear on the driver’s license or computer printout.

B. Charges: applicable components of TR 16-113 and TR 21-902.

C. If defendants refuse chemical testing, arresting officers will charge defendants with alcohol restriction violations as well as TR 21-902 and complete DR-15As, Officers Certification and Order of Suspension.

D. Officers charging holders of regular driver’s licenses with violating alcohol restrictions must complete MVA Certification of Police Officer - Violation of Alcohol Restriction (DR-103) if test results are above 0.02%, but below 0.08%.
   1. Original white copies will be mailed to MVA by Records Unit personnel utilizing attached preaddressed, prepaid envelopes.
2. Canary copies will be given to defendants.
3. Pink copies will be forwarded with other case related documents to the Records Unit.

E. Officers charging holders of commercial driver’s licenses with violating alcohol restrictions under TR 16-813 must complete MVA Certification of Police Officer - Test Result above a 0.04% and below 0.08% (DR-102).
   1. Original white copies and MSP-33 Certification will be mailed by the Records Unit to MVA.
   2. Canary copies will be given to defendants.
   3. Pink copies will be forwarded with other case related documents to the Records Unit.

2.6.28.14 Processing Drug Suspects

A. Defendants suspected of driving while under the influence of drugs are processed in the same manner as defendants driving under the influence of alcohol.

B. If defendants submit to chemical testing, the tests can be used to determine the extent of alcohol influence.

C. A low test result, together with officers’ observations, may support the probability of CDS or other drug use.

D. CDS found on defendants or in defendants’ vehicles may be corroborative evidence in determining charging.

E. Drug recognition experts (DREs) should be contacted to conduct related tests for CDS impairment.

2.6.28.15 Documentation

A. The reports and/or documents that will be completed as applicable in all alcohol and CDS related driving arrests are:

<table>
<thead>
<tr>
<th>Form</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 UPD #35</td>
<td>Field Sobriety / Alcohol Influence Report</td>
</tr>
<tr>
<td>2 DR-15</td>
<td>Advice of Rights</td>
</tr>
<tr>
<td>3 DR-15A</td>
<td>Officer’s Certification and Order of Suspension</td>
</tr>
<tr>
<td>4 DR-103</td>
<td>Violation of Alcohol Restriction</td>
</tr>
<tr>
<td>5 UPD Form 22</td>
<td>UMBC Arrest Report</td>
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<tr>
<td>6 DC/CR4</td>
<td>Statement of Probable Cause</td>
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<td>7</td>
<td>MSP 102</td>
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<td>8</td>
<td>MSP 104</td>
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<tr>
<td>9</td>
<td>Spanish DR-15s</td>
</tr>
<tr>
<td>10</td>
<td>MSP 33</td>
</tr>
</tbody>
</table>

B. When received from MSP, a copy of MSP 33 (Blood Draw Results) will be mailed by arresting officers to the Baltimore County State’s Attorney’s Office DWI coordinator.

### 2.6.28.16 Unconscious Persons

A. When motor vehicle operators are unconscious or otherwise incapable of refusing to undergo chemical testing and probable cause exists to make arrests, investigating officers will obtain prompt medical attention for the individuals and arrange transportation to the nearest medical facility.

B. Officers will have to bring alcohol blood test kits to the medical facility or have one brought to the facility.

C. If chemical testing for alcohol will not jeopardize the individual’s health or well-being, officers will request qualified medical personnel withdraw blood for a chemical test for alcohol. Consent forms will be completed and the word "unconscious" written where defendants’ signatures would normally be placed.

D. If individuals regain consciousness or otherwise become capable of refusing the test prior to the withdrawal of blood, investigating officers will proceed with the DR-15, Advice of Rights.

### 2.6.28.17 Fatal Collisions

A. Fatal collisions are investigated by accident re-constructionists from either the Baltimore County Police Department or the Maryland State Police.

B. TR 16-205.1(c) provides legal criteria for mandatory chemical testing of persons involved in collisions that result in death of, or life threatening injuries to others.

C. Officers are not required to complete DR-15s for drivers involved in fatal collisions.

D. If breath testing is appropriate, officers will follow procedures previously set forth in this directive. Persons refusing breath testing will be transported to a hospital for blood testing.

E. If blood testing occurs, officers will witness withdrawal of blood and follow procedures for blood testing.
F. When operators of motor vehicles die as a result of injuries sustained in automobile collisions, investigating officers will request the Deputy Medical Examiner to respond to the scene.
   1. With permission of the Medical Examiner, designated funeral directors will take custody of bodies and transport them to the morgue.
   2. The Deputy Medical Examiner will take blood samples and report the blood analysis to investigating officers.

2.6.28.18 Release Authorization

Pursuant to TR 26-202(c), arrestees charged with alcohol or drug related traffic offenses will be taken without unnecessary delay before District Court Commissioners for pretrial release determination unless arresting officers, in their discretion, release arrestees upon their written promise to appear for trial.

2.6.29 Traffic Direction & Control

2.6.29.1 Equipment

A. Officers and Student Marshalls will wear issued reflective safety vests when directing traffic.

B. Whistles enhance traffic directions given by officers and should be used whenever practical.

C. Uniform hats enhance officer recognition and visibility while directing traffic. Uniform hats will be worn during traffic direction activities, except during periods of high winds or when the exigency of the situation precludes wearing of uniform hats.

D. Officers will use flashlights with traffic wands for traffic direction during periods of low light or unfavorable weather conditions.
   1. Flares will not be used during hazardous or explosive incidents or conditions.

2.6.29.2 Uniform Signals

A. Manual traffic direction should be conducted uniformly to enhance driver and pedestrian recognition and responses.

B. Hand signals will be used during traffic direction.
   1. To stop traffic, raise an arm with hand extended and palm toward the moving traffic to be stopped.
   2. To start traffic, extend an arm and hand and bring the hand sharply in the direction that traffic is to be moved.

C. Whistle signals may be used during traffic direction.
   1. To stop traffic, use one long blast.
   2. To start traffic, use two short blasts.
   3. Multiple whistle blasts may be used to get the attention of drivers.
2.6.29.3 Manual Operation of Traffic Control Devices

A. Officers who have been suitably trained may operate automated traffic signals in the manual or flash mode when the signals are malfunctioning or when manual operation would facilitate the flow of traffic.

B. Officers are prohibited from adjusting or otherwise attempting repairs on traffic signals.

C. Officers will notify communications of any traffic signal malfunction, or signal placed on flash as the result of malfunction, and request the appropriate agency be notified to effect repairs.

2.6.29.4 Temporary Traffic Control Devices

Traffic cones are available for use during traffic control assignments.
1. The use of cones is preferred to flares during periods of extended traffic direction.
2. The Operations Commander is responsible for ensuring that cones are delivered and picked up during special events. Employees will request cones when needed.

2.6.29.5 Special Event Traffic Planning

A. The agency will develop traffic contingency plans for special events in order to ensure proper flow of traffic through or around the area. These special events may be sporting events, parades, demonstrations, festivals, or other large public gatherings.

B. Traffic control planning for special events will be conducted by Operations Commander. Each proposed event will be studied to determine its impact on:
   1. Ingress and egress of vehicles and pedestrians;
   2. Effect and impact on students during class change;
   3. Spectator control;
   4. Availability and effect upon available public transportation;
   5. Provisions for news media;
   6. Alternate routes for through traffic;
   7. Temporary traffic controls and parking prohibitions;
   8. Emergency vehicle access;
   9. Staffing requirements; and

C. The Operations Commander will prepare an operations plan detailing staffing requirements, assignments, and duties of the event as well as ensure that all involved personnel are briefed on the operations plan.
2.6.29.6 Collision, Fire, Emergency, and Disaster Scenes

A. Officers have primary responsibility for the direction and control of traffic at collision, fire, emergency, and disaster scenes in order to:
   1. Allow for the ingress and egress of police and other emergency equipment;
   2. Coordinate access and detour routes with communications personnel as well as on-scene ranking fire department officials;
   3. Prohibit access to unauthorized vehicles and persons attempting to enter affected areas;
   4. Halt or divert approaching traffic away from or around scenes; and
   5. Provide for a system of alternate routes to move traffic around sites.

B. Officers will notify communications when incidents require closure of lanes of traffic.

C. If detours will be in effect for an extended time, detour routes will be communicated to the university community through the PIO.

D. Officers will, when practical, implement traffic controls at key intersections along campus related evacuation routes to allow rapid evacuation of the injured.

E. Officers will direct volunteer firefighters arriving at fire scenes in privately owned vehicles to park outside established perimeters. Related problems should be addressed through fire department incident commanders.

2.6.29.7 Adverse Road and Weather Conditions

- Adverse road or weather conditions which might create traffic congestion or motorist hazards will be reported by officers to communications. Officers will provide locations, hazard type, and other information which might assist in determining appropriate responses. Hazardous roadway conditions are: Roadway damage; Damage to traffic control devices; Downed power lines; Water main breaks; Construction areas; or Snow, icing, or flooding.

- Officers will direct traffic at necessary locations until appropriate temporary traffic controls can be placed or hazards are eliminated. This does not include instances where the weather causes a large number of locations to become hazardous.

2.6.30 Traffic Engineering

A. UMBC Facilities Management is responsible for the administration of institutional traffic engineering.

B. The Maryland State Highway Administration (SHA) maintains engineering responsibility for state-owned and maintained roadways.

C. Because the UMBC Police Department does not perform traffic engineering functions for the university, the agency is responsible for:
   1. Referring complaints or suggestions concerning traffic engineering deficiencies to appropriate organizations; and
   2. Transmitting collision and enforcement data to appropriate organizations.

D. The agency collects and transmits engineering relevant data as part of its regular collision investigation
activities consistent with directives for MAARS / ACRS.

E. The chief will appoint a liaison with the traffic engineering organizations.

F. Members should refer citizens to the appropriate agencies when approached with traffic engineering concerns.

G. Agency employees will contact Communications to make notifications whenever traffic engineering deficiencies pose immediate hazards to persons or property.

H. Agency employees will submit written or email accounts through their chain of command to the agency’s traffic engineering liaison when they become aware of traffic engineering deficiencies (not immediate hazards), but require examination by traffic engineers.

2.6.31 Assistance to Motorists

A. Officers will be alert for motorists who appear to need assistance. Particular attention must be given to motorists during hours of darkness when potential hazards are higher.
   1. Officers will stop and offer reasonable assistance to motorists. If involved in calls of higher priority, they will report situations to communications to assign of units.
   2. When stalled vehicles are creating traffic hazards, officers will stop and provide traffic control until hazards are alleviated.
   3. Officers will offer reasonable assistance to ensure the well-being of motorists and passengers who need assistance.
      a. Assistance may be in the form of requesting road service, assisting with minor repairs, changing tires, obtaining fuel, finding alternative transportation arrangements, attempting to make notifications, providing local transports, or the ability to wait a reasonable time in the Headquarters lobby, use of the lobby telephone and telephone books, and access to restroom facilities.
      b. Reasonable efforts will be made by Communications employees to assist motorists brought to Headquarters.

B. Motorists will not be left in situations that expose them to undue risks.
   1. Officers will consider traffic hazards, vehicle locations, time of day, weather conditions, and priority of calls for service in determining appropriate responses to motorists needs.
   2. Based on the assessment of motorists’ needs and the risks presented, officers may place devices such as flares, traffic cones, etc., to warn oncoming traffic and clear scenes.
      a. Officers will make periodic checks to ensure that risks to motorists have not increased.
      b. If officers cannot make periodic checks, they will notify communications to request assignment of other officers to make checks.

C. Officers will provide information and directions upon request. Officers should become familiar with the streets and services in the local surrounding community.

D. Officers will notify communications when assistance is being rendered to motorists.

E. Jump starting services are offered using agency vehicles or the portable kits. Other
F. **Pushing Other Vehicles**

a. **General guidelines**

(1) **Statement of policy:** A department vehicle will **not** be used to push or pull a disabled vehicle unless it reasonably appears to be a threat to public safety.

(2) **Vehicle types**

(a) **Pushing vehicles**

- Department vehicles equipped with push bumpers may be used to push certain vehicles off a roadway and onto a shoulder or median.
- Vehicles not equipped with push bumpers shall **not** attempt to push vehicles except in emergency circumstances, but shall be placed to protect the vehicle until a wrecker or a properly equipped patrol vehicle arrives.

(b) **Pushed vehicles:** certain vehicles, which may be pushed include:

- A standard passenger car;
- Pickup trucks, vans or recreational vehicles not exceeding a 3/4 ton capacity.

b. **Procedure**

(1) **Obtain consent and instruct the operator before pushing**

(a) Make the operator aware that he or she will not have use of power brakes or power steering unless the vehicle engine is running.
(b) Instruct the operator to release the brakes, including the parking brake, and to turn on the ignition to the "on" position to unlock the steering wheel and automatic transmission lever.
(c) Instruct the driver where it is you intend him to steer to and stop and that he or she will not apply vehicle brakes until you "back off" his or her vehicle just before arrival at the final location.
(d) Instruct the operator to be ready to use the parking brake or hand brake if the brake pedal has no stopping effect when depressed.

2.6.32 **Road Services**

Deleted and placed into above section.

2.6.33 **Vehicle Fires**

- Officers will respond to vehicle fires to provide assistance to the motorists involved.
- Officers will advise communications of the extent of fires and damages.
- Communications will advise Baltimore County Fire Department of any information which may assist them in determining staffing and equipment needs.
- If practical, Officers should use fire extinguishers located in police vehicles.
2.6.34 Medical Emergencies

- Officers will handle medical emergencies involving persons in vehicles consistent with their individual levels of expertise, training, and certification.
- Employees will request ambulance services upon discovery of medical emergencies.
- To assist the fire department, employees will provide communications with the types or nature of emergencies, patient conditions, and any other pertinent information.

2.6.35 Vehicle Escorts

A. **Priority escorts of non-emergency vehicles are generally prohibited.** During a medical emergency, an ambulance should be called to handle the transport. Escorting a civilian vehicle during a medical emergency is a highly dangerous practice and should be avoided. If an escort is authorized, one or two police marked vehicle would be needed to escort the civilian vehicle to the nearest hospital emergency room to avoid endangering other highway users.

B. Legitimate requests for scheduled escort services include: those associated with funerals, dignitary motorcades, oversized vehicles, highway construction vehicles, and vehicles with hazardous or unusual cargos.

C. When practical, requests for vehicle escorts will be forwarded to the Operations Commander for evaluation and approval.
   1. On-duty patrol squad commanders may evaluate and approve escorts when time constraints prohibit notifications to Special Events.
   2. This does not preclude officers providing escorts of motorists to locations within the agency's jurisdiction as a component of motorist services, e.g., escorting lost motorists.

2.6.36 Hazardous Roadway Conditions

A. Hazardous roadway conditions include: Defects in roadways; defects or lack of highway safety features; Lack of traffic control or information signs; Lack of roadway lighting systems; Obstructions; Ice or heavy snow; Fire and/or smoke; or Vehicles parked or abandoned on or near roadways.

B. When hazards are identified and are believed to require immediate correction, e.g., fallen trees or electrical lines, officers will immediately inform communications of situations and identify assistance required. Officers will protect scenes, direct traffic, or take other actions necessary to isolate hazards.

C. When roadway or traffic-related signs are observed to be missing or damaged, officers will notify communications to request appropriate notifications.
2.6.37 Hazardous Materials On Roadways

A. HAZMATS are elements, compounds, or combinations thereof, which are flammable, corrosive, explosive, toxic, radioactive, oxidizers, or highly reactive.

B. Officers will take every precaution available, reasonable, and prudent when it is believed that collisions or spills involving HAZMATS have occurred.

C. The Baltimore County Fire Department has primary responsibility in handling HAZMAT incidents. Officers provide support to assist the Baltimore County Fire Department.

D. When it is believed that HAZMAT spills have occurred, initial responding officers will:
   1. Fire/Rescue: Request the Baltimore County Fire Department;
   2. Supervisor: Request a supervisor respond to the scene;
   3. Contain: Establish a perimeter by closing off all access roads leading to the scene;
   4. Evacuate: non-essential personnel from within perimeters; and
   5. Identify: Attempt to identify HAZMATS via placard numbers or symbols.
      a. Identifications should be made from as far away as possible.
      b. Officers should not jeopardize their own safety for material identification purposes.

E. Supervisory will coordinate all activities with the Baltimore County Fire Department in the safe resolution of HAZMAT incidents.

2.6.38 Parking Enforcement

2.6.38.1 Transportation Services Role

Transportation Services has the primary responsibility for the enforcement of university parking regulations.

2.6.38.2 Agency Role

A. The agency conducts limited parking enforcement activities only within the agency’s primary jurisdiction.
   1. University parking regulations cannot be enforced outside our primary jurisdiction.
   2. Enforcement of university parking regulations is a component of the agency’s traffic enforcement program.
   3. Special emphasis will be directed to areas where infractions may pose safety hazards or impede traffic flow.

B. Officers may issue parking citations for:
   1. Vehicles parked in fire lanes or interfering with access to fire hydrants or the passage of emergency vehicles;
   2. Vehicles illegally parked in handicapped spaces or access areas; or
   3. Vehicles parked or standing:
      a. Impeding movement of traffic;
      b. Blocking driveways or entrances;
      c. Interfering with traffic during snow emergencies;
      d. Blocking dumpsters marked “No Parking Area” or similar wording;
e. Blocking legally parked vehicles;
   f. Unattended on any road or parking lot in a manner constituting a threat to public safety; or
   g. In spaces prohibited by direction or instruction of agency employees.

C. Transportation Services may call officers of this agency to assist in towing vehicles for excess parking.

2.6.38.3 Accountability of Parking Violation Books

- Transportation Services issues Parking Violation Notice (PVN) books to the agency for use by officers.
- Officers are responsible for accounting for all PVNs that are issued.
- The Logistics Unit distributes PVN books and retrieves obsolete PVNs.
- Officers will sign out PVN books from the patrol squad supervisors’ supply cabinet utilizing the PVN sign out record.

2.6.38.4 Issuing PVNs

A. Officers will issue PVNs only for those violations listed in 2.6.38.2B, unless ordered to do otherwise by supervisor.

B. Officers will complete PVNs in accordance with Transportation Services instructions.

2.6.38.5 Voiding Parking Violation Notices

Officers wishing to void PVNs, because of errors or drivers returning to vehicles prior to PVNs being placed on violators’ vehicles will write "VOID" in large letters across the PVN, obtain approving signatures or initials of a supervisor, and place all copies of voided PVNs in the Records mailbox by the end of the issuing officers’ tours of duty.

2.6.38.6 Compliance with Parking Regulations

- Agency vehicles will be parked in accordance with parking regulations.
- Employees will park their personal vehicles in accordance with parking regulations.
- Employees are responsible for PVNs received on personal or agency vehicles. However, this does not affect employees’ rights to appeal PVNs through established channels.
- On an as-needed basis, the chief will distribute notices containing clarifying information on parking of personal and agency vehicles.

2.6.38.7 Parking Coordinator

The chief will appoint a parking coordinator for the purposes of:
- Requesting parking permits; and
- Requesting administrative appeals of PVNs.
2.6.38.8 Appeals

Employees who receive PVNs may appeal them by:
- Submitting appeals directly to Transportation Services;
- Requesting District Court trials;
- Submitting appeals through the Student Parking Appeals Office (SPAO) if they are registered as university students; or
- Requesting administrative appeals through the chain of command to the Office of the Chief.

2.6.38.9 Administrative Appeals

A. Employees seeking administrative appeals will forward PVNs with written explanations, through the chain of command to the parking coordinator. All requested information on PVNs must be completed. PVNs issued to employees must have been received while engaged in employment related activities to be eligible for an administrative appeal.

B. Visitors to the agency may submit PVNs directly to the parking coordinator.

C. PVNs issued to employees’ personal vehicles will not be accepted for administrative appeals if issued for:
   1. Expired parking meters;
   2. Parked in handicapped spaces;
   3. Parked in fire lanes; or
   4. Failure to display permits.

D. PVNs issued to state licensed vehicles will not be accepted for administrative appeals if issued for handicapped parking violations.
2.6.39 Collision Investigation

A. Except as specifically provided elsewhere in this directive, agency officers will respond to collision scenes involving:
   1. Deaths, injuries, or possible injuries;
   2. Hit and run;
   3. Impairment of operators due to alcohol and/or drugs;
   4. Damage to public vehicles or property;
   5. Hazardous materials;
   6. Altercations between principals;
   7. Major traffic congestion;
   8. Damage to vehicles to the extent towing is required;
   9. Damage to vehicles or other property.

B. Sufficient officers will be dispatched to render necessary aid, investigate collisions, record short-lived evidence, and restore normal traffic flows. Responses may be modified on factors that include, but are not limited to the:
   - Collision severity;
   - Amount of traffic flow disruptions;
   - Availability of officers; and
   - Related directives.

C. On-duty patrol squad commanders may temporarily order the suspension of agency responses, investigations, and reporting requirements of minor property damage collisions and minor, property damage hit and run collisions due to:
   1. Adverse weather conditions that contribute to an unusually high number of collisions; and
   2. Emergency or exigent circumstances that require deployment of all available patrol squad personnel.

2.6.40 Establishing Investigative Responsibilities

A. Agency officers are responsible for collision reporting and investigation requirements within the agency's area of primary jurisdiction.
   1. The first officer arriving at the scene of a collision will normally be responsible for the investigation and report.
   2. Supervisory officers may alter the investigation and reporting responsibilities, as well as request collision re-constructionists or other technical assistance.

B. Officers may investigate and report upon collisions occurring on public thoroughfares within the agency's area of concurrent jurisdiction consistent with 1.2.4 Concurrent Jurisdiction. Primary collision investigation and reporting responsibilities within areas of concurrent jurisdiction rest with the Baltimore County Police Department.
2.6.41 Collision Investigation & Report Requirements

A. Agency officers will investigate traffic collisions and complete ACRS reports for collisions within the primary jurisdiction of the agency involving:
1. Deaths, injuries, or possibility of injuries;
2. Hit and run collisions where substantial investigative leads exist;
3. Use of alcohol and/or drugs by vehicle operators;
4. Damage to public vehicles or property;
5. Hazardous materials;
6. Vehicle damages such that towing is required;
7. Buses; or
8. The charging of one or more persons with violations of the Transportation Articles and placing them at fault.

B. If conditions listed in A do not exist, investigations and reports are not required for:
1. Property damage collisions which do not result in disabling vehicle damages;
2. Hit and run collisions lacking substantial investigative leads;
3. Other late reported property damage collisions;
4. Non-governmental, non-vehicular property damage collisions, e.g., fences, poles, landscape; or
5. Charging persons with non-fault related violations of the Transportation Articles.

C. Collision reports will be completed consistent with the Instruction and Reference Manual of ACRS of the Maryland State Police, Central Records Division.

D. When officers respond to collisions that do not require investigation and reporting, they will supply communications with information that includes, but is not limited to:
1. Collision locations;
2. Vehicle information (State, Tag, Yr., Color, Make, Model); and,
3. Reason for collisions not requiring reports and investigations.

E. Officers should provide copies of UPD Form 33 "Collision Exchange of Information" form to parties involved in collisions wherein no investigations or reports are conducted so as to facilitate the exchange of information between same.

2.6.42 Collision Scene Duties

Responding officer’s collision scene responsibilities include:
- Preventing collisions from worsening;
- Checking for injuries, administering emergency medical care, and basic life support commensurate with training levels and equipment availability;
- Requesting assistance from EMS personnel;
- Recognizing fire, safety, HAZMAT, utility, and other hazards;
- Protecting, securing, and processing scenes.
- Requesting additional logistical, technical, or organizational support;
- Safeguarding property belonging to victims unable to care for same;
- Collecting information from involved drivers and witnesses;
- Supplying communications with necessary and prudent information;
- Interviewing principles and witnesses;
- Checking wanted status of persons and vehicles;
- Determining if alcohol and/or drugs were involved;
- Examining damages to vehicles and property and making any necessary notifications;
- Clearing and reopening roadways and driving lanes as soon as possible;
- Extinguish flares and removing them to roadsides;
- Determining collision causes;
2.6.43 Follow-Up Collision Investigations

A. Collecting off-scene, collision investigation related data is normally the responsibility of primary investigating officers. These off-scene related activities may include:
   1. Obtaining medical records, physicians reports, blood tests, laboratory reports, etc.;
   2. Obtaining witness or victim statements;
   3. Preparing collision diagrams or reconstruction reports; and
   4. Preparing written reports in support of criminal or traffic charges resulting from the collisions.

B. Agency officers or members of other agencies have specialized technical training which may be of assistance in the investigation of collisions. Services of these officers may be requested on a 24 hour basis with supervisory approval. These services include:
   1. Collision reconstruction;
   2. Commercial and passenger vehicle equipment inspection;
   3. Interpretation of physical evidence such as tire marks, vehicle damage, road surface damage, etc.;
   4. Preparation of scaled collision drawings;
   5. Specialized photography of collision scenes; and
   6. Assistance in report and trial preparation for complex collision cases.

C. In some cases it may be necessary to submit physical evidence from a collision to the Maryland State Police Crime Lab for scientific analysis. Evidence will be collected, preserved, and submitted according to MSP rules.

D. The Operations Commander is responsible for coordinating necessary follow-up assistance when necessary technical assistance is not available within this agency.

2.6.44 Collision Reconstruction

A. Collision re-constructionists will be requested to respond to collisions involving:
   1. Fatalities;
   2. Serious injury collisions involving governmental vehicles, including agency vehicles;
   3. Critical injury bus collisions;
   4. Serious injury crashes that appear intentional or collisions where mechanical defect or roadway design may have been proximal causes.

B. The on-duty patrol squad supervisor requests collision re-constructionists to respond.

C. Collision re-constructionists may be requested to assist when there is a need for limited participation without complete reconstructions, e.g., speed calculations, determination of point of impact, etc.

2.6.44.1 Organ Donor Victims

A. Driver’s license information of persons killed in collisions should immediately be checked to determine if the victims are organ donors.
B. Investigating officers should ensure organ procurement teams associated with transplant programs are notified by communications personnel.

**2.6.45 Collisions Involving Domesticated Animals**

A. When collisions involve domesticated animals, investigating officers will:
   1. Attempt to determine the owners’ identities and subsequently contact them;
   2. Provide owners with the names, addresses, phone numbers, vehicle registration information, and insurance information of vehicle owners or drivers; and
   3. Provide drivers of striking vehicles with names, addresses, and phone of animal owners.

B. If animal owners cannot be determined or located, investigating officers will notify communications who will contact Baltimore County Animal Control.

**2.6.46 Departmental Collisions**

UMBC Policy & Procedures

**2.6.46.1 Involved Employee’s Responsibilities**

A. When full-time or part-time employees of the agency are involved in collisions while operating motor vehicles that are owned, leased, or under control of the agency, the operators will immediately take action to notify:
   1. Supervisory or administrative ranked personnel to ensure that the collisions are investigated; and
   2. Police agencies of primary jurisdiction when collisions occur outside the jurisdiction of the University Police to ensure collision reports are completed.

B. With the exception of hit and run collisions, involved employees will **not** move vehicles from points of impact without approval unless there are threats to the safety of persons or property.

C. In hit and run collisions, involved officers, after notifying communications, may leave scenes to attempt to identify or apprehend striking vehicles or operators, provided that such departures can be made safely.

D. Involved drivers must, as applicable:
   1. Provide indexing information dealing with dates, times, locations, witnesses, other drivers, etc. of collisions;
   2. Complete UPD form 33 “What to do in case of an Auto Accident form”.
   3. Comply with Workers’ Compensation reporting requirements, and

E. Officers may be compelled under provisions of LEOBR to give full accountings of collision facts and circumstances.
   1. Officers may elect to freely and voluntarily give narrative accountings of the collision; or
   2. Officers may invoke and be granted the provisions and rights conveyed under LEOBR.

F. Baltimore County vehicles involved in accidents on campus: under the Memorandum of Agreement, the Baltimore County Police Department will investigate these accidents.
2.6.46.2 Investigating Officers’ Responsibilities

A. All departmental collisions occurring within the agency’s jurisdiction will be investigated by on-duty officers. It is preferred that on-duty patrol squad supervisors serve as investigating officers. However, all officers who have completed their initial probationary periods may serve as initial investigating officers.

B. Duties and responsibilities of investigating officers include:
   1. Performing collision scene duties;
   2. Completing MAARS / ACRS reports, if not prepared by re-constructionists;
   3. Completing forms required by the Office of Environmental Safety & Health (ESH). This form must also be reviewed by a supervisor and returned to ESH within 24 hours of the accident.
   4. Ensuring Workers’ Compensation reporting requirements are met; See: 1.14.1 On-Duty Injury Reporting
   5. Making notifications and sending Command Incident Summary;

2.6.46.3 Departmental Collisions occurring outside the Agency’s Jurisdiction

- Involved officers are responsible for notifying the appropriate police agency for a report.
- The Support Services Commander ensures that the required forms are submitted and that a complete investigation is completed.
- When practical, supervisors will respond to departmental collisions occurring out of jurisdiction that involve fatalities or serious personal injuries. The purpose of the response is to coordinate this agency’s fact finding into the collisions and to arrange for collision report copies to be forwarded to this agency.

2.6.46.4 Records Unit Responsibilities

A. Records Unit personnel are responsible for ensuring departmental collision related documents are disseminated or distributed to appropriate units, organization, and persons.
B. Original ACRS reports will be submitted in accordance with ACRS requirements.
   1. One copy will be submitted to Operations Maintenance.
   2. One copy will be submitted to investigating officers for inclusion in ROIs.
   3. One copy will be retained in Records Unit files.
C. Original “What to do in case of an Auto Accident” will be submitted to the Department of Environmental Safety.
   1. One copy of each form will be submitted to Operations Maintenance.
   2. One copy of each form will be submitted to investigating officers for inclusion in ROIs.
   3. One copy of each will be retained in Records Unit files.

2.6.46.5 Collision Coordinator

The Support Services Commander or designee serves in an ancillary capacity as the agency’s collision coordinator. The duties include:
   1. Working with investigating officers to ensure departmental collision investigations are conducted thoroughly, accurately, completely, on a timely basis;
   2. Making recommendations as to whether collisions were chargeable v. non-chargeable.
2.6.46.6 Alcoholic Beverage/CDS Related Collisions

Departmental collisions in which involved employees are suspected to be in violation of TR 21-902 will be handled consistent with 1.4 Discipline & Internal Affairs.

2.6.46.7 Vision and Hearing Testing

- Employees found to have caused preventable departmental collisions may be ordered, at no cost to involved employees, to submit to eye tests, hearing tests, or other appropriate tests.
- Testing will be coordinated by the Office of the Chief.
- Testing may be conducted following each preventable collision.

2.6.46.8 Remedial Driver Training

Employees may be assigned to remedial or other relevant driver training programs when such training is determined to be in the best interests of the employee or agency.

2.6.46.9 Appearance at Hearings

Employees directed to appear before courts or administrative proceedings relating to departmental collisions will promptly notify the Office of the Chief of those notices.
2.7.0 Crime Prevention Activities

2.7.1 The Deputy Chief of Police handles the duties and responsibilities for crime prevention activities

A. Facilitator: Managing, facilitating and coordinating crime prevention and community involvement activities throughout the agency; and

B. Make the Major aware: All agency employees who become aware of crime prevention or police-community relations issues are responsible for forwarding the information through the chain of command.

C. Fact based: Crime prevention programs are developed in response to crime analysis and our planning and research functions.

D. All crime prevention programs must be:
   a. Crime-Targeted programs by crime types and geographic area on the basis of analysis of available data;
   b. Fear-Targeted programs to address community perceptions of crime; and
   c. Evaluated for effectiveness at least once every three years.

2.7.2 Community Involvement Programs

A. All agency employees are responsible for participating in the agency’s crime prevention and community involvement efforts that are consistent with their job classification and assignment.

B. The Deputy Chief of Police is responsible for ensuring community involvement programs are developed and conducted to:
   a. Encourage employees to become involved and to work cooperatively with community members, groups, and organizations;
   b. Encourage the community: groups and organizations can call upon this agency for crime prevention presentations; and
   c. Invite involvement: community members and groups to become involved in agency activities and police their own community.
C. The agency’s community involvement functions includes:

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<th>Description</th>
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<tr>
<td><strong>Liaison</strong></td>
<td>Establish liaison with existing community organizations or help establish community groups where they are needed;</td>
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<td><strong>Policies</strong></td>
<td>Develop community involvement policies for the agency;</td>
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<td><strong>Publicize</strong></td>
<td>Publicize agency objectives, community problems, and successes;</td>
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<td><strong>Share info</strong></td>
<td>Convey relevant information received from community members and organizations; (generate “buzz”)</td>
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<td><strong>Improve</strong></td>
<td>Improve agency practices bearing on police community interaction;</td>
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<td><strong>Improve training effectiveness</strong></td>
<td>Identify training needs through interviews with citizens / representatives, consultations with those involved in internal investigations, and conferences with supervisors;</td>
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<tr>
<td><strong>Solve problems</strong></td>
<td>Develop problem oriented or community policing strategies.</td>
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### 2.7.3 Community Survey

A. The Deputy Chief of Police is responsible for ensuring a survey of citizen attitudes and opinions is conducted and submitted to the chief at least every three years with respect to:
1. Overall agency performance;
2. Overall competence of agency employees;
3. Officers’ attitudes and behavior toward citizens;
4. Community concerns over safety and security within the agency’s primary jurisdiction; and
5. Citizen’s recommendations and suggestions for improvements.

B. The information provided by the survey will be utilized by the agency in its strategic management program to prioritize the utilization of limited personnel, equipment, and resources in ways that will favorably affect future public welfare.
## Description of Crime Prevention Programs available at UMBC

The University, working cooperatively across departments, has developed a comprehensive program towards preventing crime through awareness and participation of the university community. While the UMBC Police Department may offer advice and assistance regarding campus safety, each individual has the primary responsibility for his/her own safety.

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<tr>
<td>1</td>
<td><strong>New Student Orientation</strong></td>
<td>Crime prevention/awareness programs begin with freshman orientation presentations. Performed by the Orientation Staff &amp; Office of Student Affairs.</td>
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<tr>
<td>2</td>
<td><strong>UMBC Police Web Site</strong></td>
<td>Has prevention information, special pamphlets and fliers, and the Crime Log</td>
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<td>3</td>
<td><strong>Crime alerts</strong></td>
<td>(Timely Warnings) are made IN the University’s electronic mail system</td>
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<tr>
<td>4</td>
<td><strong>Speakers series</strong></td>
<td>The University Police provides speakers on a variety of topics; including: the prevention of rape and sexual assault, theft and robbery prevention, drug and alcohol awareness, safety issues and advice about personal defense.</td>
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<tr>
<td>5</td>
<td><strong>Operation Identification</strong></td>
<td>Allows any member of the university community to have personal property engraved with a driver’s license or other identifying number to facilitate the recovery of property that is lost or stolen.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Community Meetings</strong></td>
<td>University police officers periodically meet with formal community organizations in order to exchange information and ideas related to policing, security, and other related community concerns.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Open House</strong></td>
<td>Crime prevention and safety tips are presented to student, staff, and faculty attendees of the university’s open house programs.</td>
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<td>8</td>
<td><strong>Resident Assistant training</strong></td>
<td>Resident Assistants for Residential Life are trained in certain aspects of drug identification and recognition.</td>
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<tr>
<td>9</td>
<td><strong>Peer Educator Training</strong></td>
<td>In conjunction with the Counseling Center, information is provided to peer counselors concerning alcohol and drug abuse and sexual assault. University Health Services</td>
</tr>
<tr>
<td>10</td>
<td><strong>Emergency Telephones</strong></td>
<td>Direct connect emergency and “blue light” phones are strategically placed throughout campus.</td>
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<tr>
<td>11</td>
<td><strong>Behavioral Risk Assessment and Consultation Team</strong></td>
<td>UMBC’s Behavioral Risk Assessment and Consultation Team assists faculty, staff and students address situations where a person is displaying disruptive or threatening behavior. The Behavioral Risk Assessment and Consultation Team is an interdisciplinary team that examines reports of such behavior to assess and identify persons whose behaviors may endanger their own or others’ health and safety. The Team is designed to provide information, recommendations and referrals to those dealing with threatening or disruptive situations. It does not adjudicate, discipline or impose sanctions against any member of the campus community, nor does it provide or mandate treatment and, therefore is not a disciplinary body. To contact the UMBC’s Behavioral Risk Assessment and Consultation Team</td>
</tr>
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</table>
### The Center for Mediation & Conflict Resolution

Interpersonal conflicts are inevitable in any work or educational setting. At UMBC, strategies and tools to resolve them include formal grievance procedures, formal and ad hoc complaint investigations, mediation, counseling, coaching and, when appropriate, sanctions. However, early intervention can often avert both unnecessary suffering and workplace disruption. With a grant from the Maryland Mediation and Conflict Resolution Office (MACRO), the UMBC Center for Mediation and Conflict Resolution was established to provide an alternative first-step response to interpersonal conflict. Contact for Mediation

### Mediation

Mediation is a voluntary, confidential process that allows individuals to resolve their conflicts with the assistance of a neutral third party. The UMBC Center for Mediation and Conflict Resolution offers mediation services through professionally trained faculty, staff and student volunteers. Each mediation session is conducted by two mediators. Members of the campus community who are experiencing interpersonal conflicts are invited to contact the UMBC Center for Mediation and Conflict Resolution to explore the possibilities of using the center's mediation services.

### Conflict Resolution

The success of the UMBC Center for Mediation and Conflict Resolution rests with the university's commitment to provide its constituents with an ongoing, confidential program for voluntary resolution of interpersonal conflict. In addition to mediation services, the center offers: Conciliation, Facilitation skills, Coaching skills, Education, Training, and Referrals. These services will support the university's goal to provide appropriate, alternate means for the resolution of campus conflicts. Contact Conflict Resolution

### Relationship Violence Team

UMBC seeks to improve overall UMBC Community health by encouraging pro-social relationship behaviors and lifestyle changes that can positively impact our community. We are working to build a comprehensive campus-wide atmosphere of awareness and support for the prevention of intimate partner violence. UMBC wants to prevent intimate partner violence so that all UMBC students can be successful in their educational pursuits and as members of society at large—as parents, spouses, partners, researchers, co-workers, family members and leaders. Relationship Violence information

### Bystander Intervention

The mission is to mobilize men to use their strength for creating cultures free from violence, especially men's violence against women. They offer presentations that focus on highlighting the campus's commitment to adding new, positive resources for students who want to do something to end gender-based violence. For more information: Bystander Intervention Training
2.7.5  Campus Residence Halls

Residence halls on campus are locked 24 hours a day, requiring key or card access to exterior doors, elevators and individual rooms. Residence Halls are staffed with Residential Assistants. The Residential Assistants are stationed in the lobby of each residence facility for the purpose of ensuring that only those persons with \textit{bona fide} business to conduct are allowed to enter those facilities.

Campus residents are reminded that crime can happen anywhere, at any time, to anyone. UMBC is not a sanctuary or a crime free zone. Residents must take personal safety issues very seriously. Crime prevention is everyone’s responsibility. Residents should be especially mindful of the below practices:

- Keep room and apartment doors locked at all times.
- \textbf{Never} prop open the exterior doors, and doors to your room.
- Secure valuables out of sight.
- "\textit{Property at Rest is Property at Risk.}" Unattended personal property is a target for thieves. Laptop computers are made to be portable and easily carried away. Only the owner can take the necessary steps to protect their property.
- Immediately report suspicious activity or persons to the UMBC Police Department.
- Never walk alone at night (use our Escort Service) and stay in well-lit areas.

Various locations in the residence halls have Closed Circuit television cameras.

2.7.6  Escort Services

The police department maintains an escort service that operates 24 hours a day. The service is offered by walking and riding escorts that provide point-to-point service. Please contact ext. 55555 from offices, residential rooms or other campus facilities. You may also contact the University Police via campus emergency telephones to request an escort any time of the day.

2.7.7  CRIME ALERT BULLETIN (Timely warnings)

Crime Alert Bulletins are used when the police department needs to make the campus community aware of a situation or threat where:

- We want people to avoid the area where an emergency is occurring
- We need people to evacuate a building and leave the area,
- We need people to “shelter in place” at their facility.

Whenever a violent or a major property crime occurs on campus; and the police department believes that the safety of the campus community is at-risk, a Crime Alert will be issued. The alert process can be an:

1) All- campus electronic mail;
2) Posting on the UMBC Police Department web page.
3) Bulletins posted in designated campus residential areas by residential life personnel may be an option depending upon the circumstance.

Campus Crime Alerts are distributed as soon as possible subject to the availability of
accurate information during an emergency.

2.7.8 SEXUAL MISCONDUCT POLICIES & PROCEDURES

UMBC is committed to creating a safe and secure campus environment that is free from acts of intimidation or the fear of falling victim to sexual misconduct or hate violence. The following offices contribute greatly toward this effort.

- Counseling Center  410-455-2472
- Voices against Violence  410-455-3754

2.7.8.1 Sexual Assault Education/Prevention Programs

UMBC conducts various sexual misconduct education/prevention programs throughout the year. A “Central Repository” for all campus educational programs relating to sexual misconduct has been established. The repository is housed in the University Police Department’s Support Services Unit. All faculty, staff or student groups providing or sponsoring such programs are responsible for forwarding program information to the Central Repository in a timely fashion. Resources available:

1. UMBC Sexual misconduct Reporting Protocol
2. Stalking
3. Frequently asked questions
4. Responding to Sexual Misconduct and Relationship Violence at UMBC

2.7.8.2 Administrative/Judicial Considerations

During any campus disciplinary proceeding in a case of alleged sexual misconduct, the accuser and the accused are entitled to the same opportunities to have others present. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual misconduct. Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university. For more information, see The Code of Student Conduct.

UMBC, upon request, will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to: the alleged victim, or the next-of-kin, if the victim is deceased.

Assistance will be made available in changing academic and living situations after an alleged sexual misconduct incident if requested by the victim and if these changes are reasonably available. Counseling, mental health and other student services are available, both on campus and in the community, for victims of sexual misconduct. Counselors with UMBC are not considered “Campus Security Authorities,” when acting in their professional counseling roles [668.46(4) Code of Federal Regulations] and therefore, not required to report statistics concerning incidents of sexual misconduct.
2.7.8.3  **Acquaintance Rape Prevention**

The following material addresses the subject of acquaintance rape -- a problem that is increased throughout the country. The resources provided define acquaintance rape, offer suggestions on how to avoid it, and give information on how to help a victim. Rape is not just a problem for women. Men and women must work together to bring about the changes needed to end sexual violence.

1. Resources and contact phone number
2. Types of Abuse
3. Sexual Assault and Relationship Violence Response Team
2.8.0  Arrest Procedures

A. **Introduction:** Directives contained in this unit specify procedures agency personnel will utilize when processing persons arrested or taken into custody.

B. **Authority:** There are two types of arrests that officers can make:
   1. **On-view arrests:** for violations of law that are supported by written probable cause statements, and
   2. **Arrests on warrants:** Officers are trained in the circumstances and rules for both warrant and warrantless arrest.
   3. In making an on-view arrest, officers must follow proper mechanics:
      4. **Show your authority to arrest:** being in full uniform, showing your badge of office when in civilian clothes and displaying your warrant will meet this requirement.
      5. **Notification:** Tell the violator that he is under arrest.
      6. **Touching:** Touch the person to be arrested. The slightest touch is sufficient and completes the arrest.
      7. Unless an arrest has been properly made, there is no charge for "resisting arrest."

C. **Exceptions:** (1) If a subject is dangerous (believed to be armed), or (2) it can be shown that they knew that the officer was a police officer, and (3) they know the officer intends to make an arrest, these elements can be negated.

D. **Constitutional Protections & Rights:** Officers are trained in the area of constitutional rights of defendants; as proscribed by the 4th Amendment of the United States Constitutions. The Constitution and Supreme Court cases define the rights of defendants in the area of arrest, detention and search and seizure. When officers have questions, the answers can be found from supervisors, administrators and members of the Baltimore County State’s Attorney’s Office. **Attribution:** when seeking legal advice, it is a best practice to request advice in writing, and to seek an answer in writing. When writing reports, it should be noted when we are acting under the direction of a prosecutor, and the name, date and time of the contact will be noted in the report.

E. **Miranda Rights:** It is a generally accepted practice for law enforcement officers to advise arrestees of their right against self-incrimination (commonly called “Miranda Rights”). The best practice is for these rights to be provided using the written UMBC Police form 10. The form should be read to the defendant and signed by the officer and the defendant. **The fact of the reading of Miranda Rights must be included in the officer’s police report, noting the date and time the warnings were read. Officers will have to explain their reasons for NOT reading Miranda warnings to arrestees.**

F. **Automatic Procedures:** (1) All arrestees are to be properly searched prior to arrival at the police station. (2) Every person arrested will be checked for open warrants from Baltimore City, Baltimore County and via CJIS/ NLETS.
2.8.1 Alternatives to Arrest
Refer to 5.0 Guide for Completing Criminal, Juvenile and Civil Citations

2.8.2 Physical Arrest Procedures

A. Warrantless Arrests of Fugitives: Md. Criminal Procedure Code Ann. § 9-109 and CP 9-114 contain controlling language that describes when officers may arrest individuals without warrants upon reasonable information that the accused are wanted for crimes punishable by death or imprisonment for more than one year in other states.

B. Retake Warrants: Md. Correctional Services (CS) Code Ann. § 6-107 contains controlling language that describes when officers may arrest or retake alleged parole violators. CS 3-214 contains controlling language that describes when officers may arrest escapees on the strength of retake warrants issued by administrators, or their designees, of local or regional detention facilities.

C. Intrastate Fresh Pursuit Arrests: Md. Criminal Procedure Code Ann. § 2-301(CP) and CR 5-88 contains controlling language that describes when officers may engage in the intrastate fresh pursuit of persons and exercise authority. See also 2.2.15 Vehicle Pursuits.

D. Extradition: there are two scenarios;

1. Arrested on local charges is found to be wanted in another state:
   a. the State’s Attorney will be contacted to determine whether to prosecute locally or proceed with the extradition procedure;
   b. If local prosecution is waived, a Maryland fugitive Warrant will be obtained;
   c. If the accused waives formal extradition, he/she must sign a DCCR-31 form: A Consent to Waiver of Extradition Form supplied by the court before a court of record. The courts will supply waiver forms. The subject may then be turned over to the demanding state.
   d. If the accused refuses extradition; notify the demanding state to obtain a Governor’s Warrant from their state.
   e. The accused will be taken before a court commissioner in connection with the fugitive charge. He/she may then be committed to jail for a period of 30 days to await a Governor’s Warrant or be released on bond with the following conditions:
      i. Appearance before the court at the time specified on the bond
      ii. Surrender for arrest upon the issuance of a Governor’s Warrant.

2. Extradition Policy for Charges Originating from a UMBC Investigation:
   a. All extradition requests will be approved by the Baltimore County State’s Attorney’s Office prior to entry into MILES/NCIC.
   b. Approved request will be noted entered into NCIC noting in the miscellaneous section any area restrictions approved by the State’s Attorney’s Office.
   c. If the request is not approved, the fugitive will be entered as will not extradite.
   d. If an extraditable fugitive is apprehended in another state, the Baltimore County State’s Attorney’s Office will be notified for approval to proceed with extradition procedures.
   e. Upon approval, the apprehending jurisdiction will be requested to apply for a Governor’s Warrant and any other procedures related to their local extradition proceedings.

E. Diplomats / Consular Employees: See Operations Manual 2.4.4 for procedures.
2.8.2.1 Search of Detainees

A. Duty to Search: Officers will search detainees coming into their custody, regardless of whether they have been previously searched.

B. Transport searches: Detainees will be searched prior to transport or, because of exigent circumstances, as soon as possible thereafter. The Transporting Officer is responsible for making sure that the prisoner they transport has been searched.

C. Evidence Handling: Employees performing searches are responsible for the discovery and removal from detainees all contraband, evidence, weapons, and items that could cause harm to self or others, damage property, or facilitate escape.

2.8.2.2 Search by Officer of Same Sex

A. Detainees will generally be searched by employees of the same sex unless circumstances dictate otherwise, such as when:
   1. Detainees are likely to be armed;
   2. Delaying searches may result in destruction or loss of evidence; or
   3. Same sex employees or officers are not available in a reasonable amount of time.

B. Employees conducting searches will, if practical, have at least one witness present.

2.8.2.3 Strip Searches

A. Definition: Strip searches are the removal or rearrangement of clothing caused, at the direction of police officers, which permits visual inspections of arrestees’ genitals, buttocks, anus, female breasts, or undergarments.

B. When: Strip searches, including visual inspections of body cavities not involving physical probing into body cavities, will be conducted only:
   (a) When pre-approved by the Operations Commander or Deputy Chief; and
   (b) When reasonable suspicion exists that person(s) are secreting: weapons, implements of escape, contraband, fruits of crime or evidence.

C. Elements of Reasonable Articulable Suspicion may be based upon, but is not limited to the following:
   1. The nature of the offense charged (felony, violent crimes may justify a more thorough search than a minor crime)
   2. The arrestee’s appearance and demeanor (e.g.: baggy clothes, combative demeanor);
   3. The circumstances surrounding the arrest;
   4. The arrestee’s criminal record, particularly past crimes of violence and narcotics offenses;
   5. The discovery of evidence of a major offense in plain view or in the course of a search incident to arrest;
   6. Detection of weapons or contraband beneath the suspect’s clothing during
a field search incident to arrest;

7. The actions of the arrestee during the time the officer had contact or control over the arrestee (example: movement in the transport vehicle that appears to be hiding something inside their clothes).

D. **Not under arrest**: Strip searches determined to be necessary for criminal investigation purposes will be conducted only upon obtaining written consent or search warrants.

E. **How conducted**:
   1. Strip searches will be conducted by employees of the same sex and only by the number of employees necessary to accomplish searches. Such searches will be out of the view of persons not directly involved in conducting searches.
   2. Persons being searched will not be unclothed longer than necessary to conduct strip searches.
   3. Strip searches will not be video-recorded or monitored.

F. **Agency reports** relating to incidents wherein strip searches were conducted will include:
   1. Facts and circumstances leading to the necessity of strip searches being conducted;
   2. Names of officers approving, conducting, and witnessing strip searches; and
   3. Search results.

H. The following does **NOT** constitute a strip search:
   1. Removal or rearranging clothing reasonably required to render medical treatment;
   2. Removal of articles of outer clothing such as coats, ties, belts, or shoelaces; and/or
   3. Other exigent circumstances (i.e. checking a suspected suicide bomber).

**2.8.2.4 Body Cavity Searches**

A. Body cavity searches involve physical intrusions into individual's stomachs, rectal, or vaginal cavities. The use of drugs to induce vomiting (emetics) or stomach pumps, or X-rays are considered to be body cavity searches.

B. Body cavity searches will be conducted only when probable cause exists to believe that individuals are secreting weapons, implements, contraband, fruits of crime, or evidence within their bodies.

C. Body cavity searches may be conducted incident to lawful arrests or pursuant to search warrants describing reasonable means of conducting searches.
   1. Mouths are the only body cavities that may be searched without search warrants.
   2. Search warrants must be obtained for all other body cavity searches. Supervisory approval is necessary for officers to initiate body cavity search warrant applications.
   3. Body cavity searches conducted on the authority of search warrants must be conducted by licensed primary health care providers at medical facilities.
   4. Body cavity searches will be observed by officers of the same sex and only by the number of employees necessary to accomplish searches.
   5. Persons being searched will not be unclothed longer than necessary to conduct body cavity searches.
6. Reasonable, prudent, and necessary force may be used to conduct body cavity searches.

D. Factors considered by officers when contemplating reasonableness of proposed body cavity searches include:
   1. Threats to life or safety posed by proposed procedures;
   2. The reasonableness of methods employed to search;
   3. The availability of evidence from less intrusive sources;
   4. The type of crimes for which the individuals were arrested; and
   5. The strength of the facts supporting the belief that items being sought are concealed somewhere in the individual’s bodies.

E. Agency reports relating to body cavity searches will include:
   1. Facts and circumstances leading to the necessity for body cavity search;
   2. Names of officers approving search warrant application and witnessing the body cavity search;
   3. Names of judges signing search warrants;
   4. Names of primary health care providers conducting body cavity searches; and
   5. Search results.

2.8.2.5 Restraining Devices

A. Detainees will be restrained with handcuffs and seatbelts during transport except as described herein:
   1. **Discretion**: Officers may exercise discretion in deciding whether to handcuff detainees based upon:
      a. Arrest circumstances;
      b. Nature of offenses; or
      c. Conduct, physical condition, or disabilities of detainees.
   2. Officers with any doubts relating to detainees’ conduct will handcuff them.
   3. When handcuffs are utilized, detainees will be handcuffed with their hands behind their backs.
   4. In vehicles equipped with safety barriers, Seat-belt ing combative detainees is recommended but not mandatory.
   5. Handcuffs will be double locked immediately unless temporarily delayed because of exigent circumstances.
   6. Restraining devices will not be utilized if such use would exacerbate injuries, illnesses, or disabilities.
   7. **Juveniles taken into custody only for status offenses will NOT be handcuffed or otherwise restrained.** (Also found in 2.9.10 A (8).

B. Officers may utilize additional or enhanced agency authorized restraints only as necessary for detainees who:
   1. Are violent or combative;
   2. Are self-destructive or suicidal;
   3. Are escape risks;
   4. Are under the obvious influence of alcohol or other drugs; or
   5. Have mobility, medical or other physical limitations or disabilities that preclude other restraint uses.
C. Authorized, additional and enhanced restraints are:
   1. Multiple sets of handcuffs linked together to lengthen cuffing span;
   2. Leg irons;
   3. “Flexi-Cuffs” or other similar issued or authorized non-metallic, temporary restraining devices.

D. Unauthorized restraint devices are prohibited.

E. Officers may exercise discretion in handcuffing or restraining persons who are disabled, sick, or injured based on detainees’:
   1. States of mind and degrees of cooperation;
   2. Nature and extent of disabilities, illnesses, or injuries;
   3. Potential for inflicting injury to selves or others;
   4. Capacity to physically resist; and
   5. Escape potential.

F. Extremely violent detainees may be handled and secured in the safest and most expeditious manner possible that are not otherwise violations of directives.

G. “Flexi-Cuffs” or other issued or authorized non-metallic, temporary restraining devices may be utilized when conducting multiple arrests.

H. Appropriate restraining devices will be utilized when transporting mentally disturbed persons.
   1. Officers will use their best judgment to determine the most appropriate methods of restraint for mentally disturbed persons.
   2. Officers should consider the use of ankle cuffs based on officers’ assessments of the behavior of mentally disturbed persons.
   3. Officers will request assistance from Baltimore County Fire Department EMS personnel to restrain and transport extremely aggressive or combative mentally disturbed persons.
   4. Circumstances surrounding transport of mentally disturbed persons will be contained in agency reports of such incidents.

I. Detainees will not be handcuffed or otherwise restrained:
   1. To parts of transport vehicles such as door frames, posts, or steering wheels;
   2. In a “hog-tying” position or other position reasonably known to possibly contribute to “positional asphyxia.”

J. Facts and circumstances leading to increased or enhanced use of restraints will be included in agency reports related to the incidents.
## 2.8.3 Transporting Prisoners

<table>
<thead>
<tr>
<th>A</th>
<th>Authority to Maintain Custody</th>
<th>Officers may transport defendants to District Court Commissioners beyond the boundaries of the agency’s jurisdiction and have the same power to maintain custody of prisoners as if they were within the agency’s jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Transport searches</td>
<td>All police vehicles are searched for weapons and contraband \textbf{BEFORE} beginning the shift, and after \textbf{EVERY} transport.</td>
</tr>
<tr>
<td>C</td>
<td>Rapid Removal</td>
<td>Detainees will be removed without unnecessary delay from arrest scenes and transported directly to appropriate police, detention or medical care facilities.</td>
</tr>
<tr>
<td>D</td>
<td>Limit Contact</td>
<td>Detainees will not be transported together if their ability to communicate with each other would lead to further collusion.</td>
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<tr>
<td>E</td>
<td>Force</td>
<td>Officers shall not kneel or sit on a prisoner’s neck or back while handcuffing.</td>
</tr>
<tr>
<td>F</td>
<td>Duty to search</td>
<td>Before being placed in a UMBC PD vehicle, all arrestees shall be searched for contraband and weapons, unless there is an emergency need for rapid removal.</td>
</tr>
<tr>
<td>G</td>
<td>Role of the Transport Officer</td>
<td>Responsible for the security of detainees in their custody.</td>
</tr>
<tr>
<td>H</td>
<td>Maintain visual contact with detainees during transport.</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Will not routinely divert nor delay the detainee transport.</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Officers will transmit their mileage and destination to communications.</td>
<td></td>
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<tr>
<td>K</td>
<td>Seat-belt</td>
<td>Will be seat-belted in police vehicles.</td>
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<tr>
<td>L</td>
<td>Safety</td>
<td>Will not be secured by any means to fixtures within police vehicles.</td>
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<tr>
<td>M</td>
<td>Juveniles</td>
<td>Will not be transported with adult offenders unless juvenile jurisdiction has been waived or exigent circumstances exist.</td>
</tr>
<tr>
<td>N</td>
<td>Opposite Sex</td>
<td>Arreestees of opposite sexes are not to be transported together unless exigent circumstances exist.</td>
</tr>
<tr>
<td>O</td>
<td>Handcuffing</td>
<td>Arreestees being transported in UMBC PD vehicles shall be handcuffed unless exigent circumstances exist. Discretion may be used in deciding whether to handcuff based upon the circumstances of the arrest, the nature of the offence and the conduct or physical condition of the arrestee. Flex-cuffs are authorized for use as prisoner restraints when necessary.</td>
</tr>
<tr>
<td>P</td>
<td>At receiving facility:</td>
<td>Appropriately secure all weapons;</td>
</tr>
<tr>
<td>Q</td>
<td>Remove restraining devices</td>
<td>Remove restraining devices only when directed to do so by personnel at receiving facilities or detainees are properly controlled and secure;</td>
</tr>
<tr>
<td>R</td>
<td>Deliver all necessary documentation</td>
<td>Deliver all necessary documentation to receiving personnel or facilities</td>
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<tr>
<td>S</td>
<td>Advise receiving personnel of potential medical or security hazards</td>
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<tr>
<td>T</td>
<td>Obtain signatures</td>
<td>Obtain signatures of receiving personnel and/or documentation detailing the detainee transaction.</td>
</tr>
<tr>
<td>U</td>
<td>High Risk prisoners/medical treatment</td>
<td>If a high-risk prisoner (e.g. obese, intoxicated, unruly, escape risk) is being transported or receiving treatment from the Baltimore County Fire, an officer shall inform the BCoFD (or medic if no supervisor is on the scene) of those factors which make the prisoner a high risk.</td>
</tr>
<tr>
<td>V</td>
<td>Staffing &amp; seating positions</td>
<td>One officer shall not transport more than one prisoner in a patrol car, unless a supervisor grants approval. The prisoner shall be placed in either the right rear or right front seat with the seat belt fastened</td>
</tr>
<tr>
<td>W</td>
<td>At no time shall two officers transport more than two prisoners in a patrol car. The prisoners shall be placed in the right rear and right front seat, with the second officer in the left rear seat behind the driver. If a screened vehicle is in use, both prisoners shall be placed in the rear seats</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Medical Care for Prisoners</td>
<td>Prisoners who are seriously ill or seriously injured when taken into custody, or who become so during transport, shall be taken to a hospital for treatment. Should the nature of an illness or injury require the use of an ambulance for prisoner transport, an officer shall escort the prisoner to the hospital and remain with the prisoner until he is returned to a detention facility or released from police custody. Officers accompanying prisoners to a medical facility in an ambulance shall ride in the rear compartment of the ambulance with their prisoner. \textbf{The transporting officer is ultimately responsible for the security of the prisoner at all times.}</td>
</tr>
</tbody>
</table>
2.8.3.3  Request assistance when needed during a transport

Baltimore County Police: Special Operational Procedures 2015 – 01
UMBC Special Order 2015 -03: At Risk Prisoner Agreement

In the event of a violent arrestee, or an arrest who is too intoxicated to take before a Court Commissioner, UMBC officers can house the prisoner at the P1/Wilkens District station.

**Procedures**

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<td><strong>7</strong></td>
<td>Prisoner searches</td>
</tr>
</tbody>
</table>
2.8.3.4 Security during Transport

A. Officers are responsible for the security of detainees in their custody.

B. Officers will maintain visual contact with detainees during transport.

C. Officers will not routinely divert nor delay detainee transport.

D. Officers performing transports may take police actions when there is grave and imminent danger to third parties and assistance can be rendered without endangering detainees or compromising their security.

E. Officers transporting detainees to other facilities will comply with operational directives of those facilities as they relate to detainee security. Transporting officers will:
   1. Appropriately secure all weapons;
   2. Remove restraining devices only when directed to do so by personnel at receiving facilities or detainees are properly controlled and secure;
   3. Deliver all necessary documentation to receiving personnel or facilities;
   4. Advise receiving personnel of potential medical or security hazards;
   5. Obtain signatures of receiving personnel and/or documentation detailing the detainee transaction.

2.8.3.5 Transport Notifications

A. Officers beginning detainee transports will transmit their mileage and destination to communications.

B. Officers ending detainee transports will transmit arrival and mileage information to communications. Transporting officers out of radio system range will report destination and mileage information by calling Communications on a recorded line.

C. Officers interrupting detainee transports for any reason will notify communications of their mileage, location, and reason for the interruption.

D. Recorded radio transmissions and phone conversations, in addition to on-line data entered by Communications personnel, document detainee transport notifications.

2.8.4 Sick or Injured Detainees

A. Officers will ensure, to the best of their capabilities, that detainees receive necessary medical attention prior to arrest processing.
   1. The Baltimore County Fire Department will be called immediately to render assistance if detainees under control of this agency require emergency medical treatment. These situations include, but are not limited to, when detainees:
      a. Complain of illness or injury;
      b. Exhibit bizarre behavior;
      c. Have obvious injuries; or
d. Have ingested or secreted into their bodies any non-food or non-prescribed substances.

2. Officers will render aid to the extent of their emergency medical training and certification until relieved by the BCFD personnel.

B. Detainees requiring medical treatment will be transported to appropriate medical facilities.
   1. Choice of medical facilities will be determined by EMS protocols if transportation is being provided by EMS units.
   2. Choice of medical facilities will be determined with agency supervisory approval if transport is being provided by agency units.

C. Officers will either follow EMS units or accompany detainees in EMS units based on:
   1. Detainee temperament;
   2. Detainee mobility;
   3. Detainee propensity for escape; or
   4. Desires of EMS personnel.

D. Officers will obtain copies of detainees’ discharge summaries whenever emergency department medical records are prepared for detainees.

E. Arresting officers are required to photograph detainees who are injured or allege injuries when clearly observable injuries are present. Photographs should be taken following cleaning and/or treatment of those areas that are injured/ alleged injured.

F. Officers must document detainee’s verbal injury complaints and include their own observations of injuries in their report.

G. While the DOC medical staff can handle certain non-life threatening medical conditions of committed detainees, some medical problems are beyond their scope of care. For these reasons, some prisoners need to be taken to a hospital for medical evaluation, treatment and release.

2.8.4.1 Detainee Security at Medical Facilities

A. Officers transporting detainees to medical facilities should ensure facility security personnel are notified and aware of the situation and should seek assistance from those personnel as reasonable and prudent.

B. Officers will comply with security procedures established by medical facilities that are not in conflict with agency directives.

C. Officers will contact agency supervisors when medical facility security procedures conflict with agency directives.

D. Officers maintaining custody of detainees at medical facilities are responsible for their security until custody is formally transferred to other authorities.

E. If detainees are admitted to hospitals, arresting officers will contact supervisory personnel and determine whether to:
1. Release detainees from custody and apply for warrants;
2. Request District Court Commissioners respond to conduct arraignments; or
3. Remain with detainees until they are released from medical care.

F. In order to request Commissioners to conduct arraignments in hospitals:
   1. Defendants must be admitted to hospitals and not be temporarily on the premises for treatment in emergency facilities;
   2. Defendants must be conscious, speak English and be able to understand all aspects of initial appearance proceedings;
   3. Arresting officers must have completed all arrest related paper work;
   4. There must be some valid reasons why arresting officers cannot file for Statements of Charges or charge by way of citations; and
   5. The agency must be willing to provide transportation for Commissioners both to and from hospitals.

G. DOC will be contacted to arrange for transfer of custody when commitments are issued for hospitalized detainees.

2.8.4.2 Dispensing Medication to Detainees

A. Agency employees will not dispense medications to, or allow self-medication by detainees unless they are non-prescription, legal medications or legal prescription medications that can be verified by a pharmacy, or the detainee’s certified health care practitioner.

B. Detainees needing medications not in their possession at the time of their arrest will be afforded opportunities to place calls in order to have the medications delivered.

C. Medications will be dispensed only in accordance with labeling or health care practitioner’s instructions.

D. Details concerning the dispensing of medications to detainees will be contained in arrest related reports.

2.8.5 Arrest on Warrant from Other Agencies

A. Officers will ensure that warrants are confirmed and printed copies obtained before transporting arrestees to the Court Commissioners, or the Baltimore County Detention Center for processing.
   1. For warrants held by this agency, the warrants will accompany arrestees to the Court Commissioner.
   2. For warrants held by other Maryland agencies, officers must provide Baltimore County Detention Center personnel copies of TTYs confirming open warrants and ensure agencies holding the original warrants to FAX the warrant copies to the Baltimore County Detention Center.
   3. For extraditable warrants held by non-Maryland agencies, officers must contact the Originating Agency (ORI) to coordinate warrant confirmation. Confirmed extraditable warrants will result in the MSP Fugitive Unit to be notified.
B. Agency officers will assist officers from other agencies who present warrants or charging documents for persons within the jurisdiction of this agency.

C. Fugitives will not be surrendered to officers who do not have jurisdiction within the state unless the extradition process is completed.

D. Reports of all arrests on warrants from other agencies will be written containing:
   1. Reasons for agency officers initially contacting wanted persons;
   2. Warrant numbers and charges;
   3. Names, ID numbers, and agencies of personnel receiving detainees; and
   4. Date and time custody is transferred.

2.8.6 **Processing Arrestees**

A. The routine processing of agency detainees will be conducted in the Processing Room. Officers are responsible for maintaining security and custody of arrestees until custody is formally transferred to Baltimore County Detention Center personnel.

B. The agency’s Processing Room may only be used to facilitate questioning, testing, or limited processing of detainees.

The Conference Room may be used to hold and interview subjects, however, there must be constant monitoring of prisoners. This is **NOT** a secure room, and caution must be taken to ensure the safety of the officer and arrestees.

C. Officers are not compelled to file charges against everyone who is arrested by this agency (**1.1.11 Discretion** and **1.1.12 Alternatives to Arrest**). Officers will not file charges against persons when investigations or other situations lead to the diminishment of probable cause to the point that it no longer exists.

D. All full-custody adult arrests resulting in charges being filed against persons must be completely processed with the exception of arrests on other agency warrants.

E. Arresting officers are responsible for entering alcohol or CDS related driving offenses into the ARMS.

F. Arresting officers are responsible for ensuring all arrest related documents, forms, reports, etc., are completed, approved, and submitted to appropriate personnel or units prior to ending their tours of duty wherein arrests were made unless they receive specific authorization from supervisory or administrative ranked personnel.

G. Documentation necessary for detainee presentation before judicial officers must be completed to ensure compliance with Maryland Rule 4-212.

H. Whenever a foreign national is arrested or detained in the United States, the foreign national must be advised of the right of consular notification and access.
2.8.7 Adult Arrest Documentation

A. When forms are made: When a person is transported to the UMBC Police facility and they are handcuffed, and either: charged criminally, arrested on a warrant from any agency, or they are issued a criminal or civil citation, then an arrest report is made, and an arrest number is obtained, using the UPD form 22a (adult) or form 22 C (juvenile). The ONLY exception is someone who is being taken for a non-criminal emergency petition that didn’t originate from an arrest.

B. Release without charge: Officers arresting persons, but subsequently not charging them, will cease the arrest processing sequence at that point where decisions are made not to file charges.
   1. All arrest related documentation completed up to the point where the arrest processing sequence is terminated will be submitted to the Records Unit prominently marked VOID following report review and approval of supervisory or administrative ranked approval. Records Unit personnel are responsible for ensuring such documentation is destroyed.
   2. Reports of incidents wherein persons are arrested and released without charges being filed will contain facts and circumstances describing the incidents, how initial probable cause was established, and, if applicable, circumstances leading to diminishment of probable cause.

C. On Statement of charges: use the permanent address: When listing arrestee’s address, use their permanent address, NOT their campus address, unless they are an International student. The Court will send the summons to appear in court to the address our officers list on the Statement of Charges. If the student is removed from campus housing, then they do not receive the court date notice, leading them to “Fail to Appear for Trial,” and subsequently they are charged on a warrant for FTA. This requires more work for our members transporting these subjects.

2.8.7.1 Arrest Numbers

A. Arrest numbers are auto-generated in the ARMS.

B. Arresting officers must ensure that arrest numbers are obtained for all:
   1. Criminal arrests;
   2. Citations in lieu of custodial arrests;
   3. Criminal summonses as they are served;
   4. Services of warrants issued to agency personnel; and
   5. Juvenile arrests.
2.8.7.2 Detainee Property & Screening Record

A. All detainees will be searched.

B. Arresting officers will ensure that Detainee Property and Screening Records are completed for all detainees brought into the agency’s Processing Room in order to record:
   1. Arrest information;
   2. Property held pending its return at time of release;
   3. Visual observance (constant); and
   4. Apparent physical condition of detainees, including but not limited to:
      a. Current health;
      b. Medications currently being taken;
      c. Behavior, including state of consciousness and mental status; and
      d. Body deformities, trauma markings, bruises, lesions, ease of movement, etc.;
   5. Any meals provided during the detention.

C. The detainees’ property is the responsibility of custodial officer until released.

D. Property retained by the agency as evidence or contraband will be recorded separately on Evidence/Property form 16.

E. Property will be inventoried in view of detainees from whom the property is being taken unless they are violent, unconscious, or otherwise incapable of witnessing the inventory process.
   1. Detainees will be requested to sign Detainee Property and Screening Records witnessing the accurate listing of property inventoried.
   2. Arresting or processing officers will have other officers’ witness and sign detainee property inventories when detainees are unwilling or incapable of signing Detainee Property and Screening Records.
   3. Property pending its return at time of release will be placed in property storage lockers until detainee disposition.

F. Property not retained as evidence or contraband will be returned to detainees upon release from agency custody.
   1. Arresting or processing officers will have another officer sign Detainee Property and Screening Records witnessing detainee property inventories when detainees are unwilling or incapable of signing for release of their property.
   2. When detainees are remanded to the custody of DOC, officials accepting custody will sign in Official Accepting Custody section.
      a. Detainees’ property will be turned over to officials accepting custody.
      b. Copies of Detainee Property and Screening Records will be provided to officials accepting custody of detainees.
   3. Release of detainees’ property to private citizens is prohibited unless detainees give their written consent to do so.
   4. Alleged discrepancies in personal property inventories claimed by detainees must be brought to the attention of supervisory personnel prior to detainees being released. Alleged discrepancies will be documented in an incident report and investigated.
2.8.7.3 **Adult Fingerprinting / Photographing**

A. The UMBC Police Department uses the Cross Match LIVESCAN system, in conjunction with the State of Maryland.

B. Instructions for the use of the system are found in the Processing Room.

C. Video instructions are available in the Processing Room.

D. Prior to the release of a defendant, officers must ensure that they have identified a subject.

E. Every defendant who is arrested will be fingerprinted and photographed through LiveScan. It is the officer’s duty to explain and document when this does not occur.

2.8.7.4 **Obtaining Criminal History Information**

Officers will run information and criminal history checks using agency resources consistent with MILES and NCIC directives. Officers will analyze the record to determine if:

(a) The defendant has prior failure to appear charges (includes MVA record),
(b) Past charges indicates that the defendant poses a danger to the community,
(c) The defendant is under the supervision of Parole and Probation.

2.8.7.5 **Refusal or Inability To Cooperate In Processing**

A. If a prisoner refuses to be processed, he/she will be taken for a bail hearing and the commissioner will be informed of the refusal, along with the fact that the subject might be wanted or could possibly be using false identification.

B. If the court commissioner refuses to conduct a bail hearing until the prisoner is identified, document that fact, and transport the prisoner to the Baltimore County Detention Center until the next sitting of the Court.

C. Contact the Administrative Judge to request the matter be put on the docket and request that a court order be imposed for the prisoner to submit to fingerprinting, processing, etc.

D. The University Counsel may be contacted, if necessary, for further instructions, and consultation with the Office of the Attorney General.
2.8.7.6 **FBI Special Processing Center**

A. LIVESCAN allows us to send electronic fingerprints and photos to the Maryland State Police and the FBI. The FBI staffs the Special Processing Center on a 24 hour basis in order to assist law enforcement agencies making urgent identification of unknown subjects, arrestees, or decedents.

B. In order to use services of the Special Processing Center, officers will:
   1. Obtain a full set of fingerprints, printed nail to nail and including the digit line;
   2. Obtain approval of agency supervisory or administrative personnel; and
   3. Call the FBI utilizing the phone number contained in CAD and RMS and provide them with all available subject information including:
      a. Name;
      b. Date of birth;
      c. Social Security Number;
      d. Race, sex, eyes, hair, height, weight;
      e. Scars, marks, tattoos; and
      f. FBI Number.

C. The fingerprints will be submitted to the FBI either in person or by FAX.
   1. Officers may hand carry prints to the FBI Hoover Building, submit them directly to the Special Processing Center, and wait on-site for results.
   2. Officers may FAX prints to the Special Processing Center using the phone number contained in CAD and ARMS. Prints submitted via FAX must be copied and enlarged to as close as twice their original size as possible before being faxed. FBI staff will call with the results.

2.8.7.7 **Detainees' Ages Undetermined**

- Arresting officers will process arrestees as adults if their ages cannot be established, unless officers can reasonably assume by observations that detainees are juveniles.
- Arresting officers will submit continuation reports and notify the Clerk of the Court as necessary when detainees charged as adults are later discovered to be juveniles.

2.8.8 **Interrogations**

A. It is the State's responsibility to prove that detainees were properly and fully advised of their Miranda rights, that they understood those rights, and were afforded opportunities to exercise them.

B. Detainees will be advised of their constitutional rights prior to interrogations.
   1. Explanation of Miranda Rights forms should be used.
   2. Officers may provide copies Miranda Rights forms to suspects or detainees.
   3. In field interview situations, officers may use agency issued advice of rights cards to inform suspects or detainees of their Miranda rights.
C. Persons waiving their rights must do so knowingly, intelligently, and voluntarily.

D. It is not necessary in all cases for officers to immediately advise suspects or prisoners/detainees of their Miranda rights.
   1. Apprehending officers need not advise suspects of their Miranda rights:
      a. Unless circumstances necessitate immediate interrogation of suspects; or
      b. When suspects are taken into custody and are to be turned over to investigators for follow-up investigations.
   2. When officers turn suspects over to investigators, they will advise whether suspects were given their Miranda rights.
   3. Investigators receiving suspects for interrogations must ensure that Miranda rights are advised.

2.8.9 Presenting Defendants before Judicial Officers

A. Maryland Court Rule 4-212 requires that defendants be presented before District Court Commissioners without unnecessary delay and in no event later than 24 hours after arrest. Officers will avoid unnecessary delays when preparing defendant’s cases for presentation before District Court Commissioners.

B. Responsibilities of District Court Commissioners include:
   1. Receiving applications and determining whether probable cause exists for the issuance of charging documents;
   2. Advising arrested persons of their constitutional rights;
   3. Setting bond or committing persons to jail in default of bond; and
   4. Releasing arrested persons on personal recognizance if circumstances warrant.

C. Defendants’ opportunities to make bail will not be impeded by agency employees.

2.8.10 Screening Requirements

Form 22B Arrestee Screening Form

2.8.10.1 Suicide Screening by MEMBERS

A. Officers will be alert for potential signs of suicidal behavior, which include:
   a. Evidence of prior suicide attempts.
   b. Talk of suicide, including jokes.
   c. Alcohol or drug intoxication.
   d. Unrealistic attitude or a lack of a sense of the future.
   e. Excessive shame or guilt.
   f. Severe mood changes.
   g. Known mental illnesses.
   h. Behavior of a provoking manner.

B. Will check the Baltimore County Police IN-PURSUIT and Jailtrack for prior suicide attempts and emergency commitments.

C. Document observations on the Form 22B.

D. Immediately notify the shift commander of potential suicidal behavior.
2.8.10.2 Shift Commanders

A. Personally interview and observe the prisoner to determine or verify their condition and decide if an emergency evaluation is necessary.

B. Arrange to house the prisoner at a Baltimore County Police precinct or the Baltimore County Detention Center.

C. Initiate an emergency evaluation when appropriate.

2.8.10.3 Handling suspected suicidal Prisoners

- If they are returned after an emergency evaluation, we will take responsibility for the prisoner, subsequent treatment, or transportation.
- When a UMBC prisoner will be housed as a guest-prisoner at a Baltimore County Police precinct, UMBC officers will guard the prisoner at the host police facility.

2.8.10.4 Health Screening By Arresting Officers

Screen the prisoner to determine: The current health of the person.
- The importance and location of medications currently being taken by the prisoner.
- The prisoner's behavior, state of consciousness, and mental status.
- If there are any body deformities, traumatic markings, bruises, jaundice, or other injuries or illnesses.
- Enter any and all observations in the arrest incarceration log.
- Promptly notify the shift commander if medical attention is required or if medical treatment is specifically requested.

2.8.10.5 Shift Commander’s responsibilities

- Ensure the prisoner receives medical attention and is transported immediately to a medical facility if an emergency exists.
- Will follow procedures regarding medical issues.

2.8.11 Juvenile Arrest & DOCUMENTATION

Refer to 5.0 Guide for Completing Criminal, Juvenile and Civil Citations

Refer to 2.9.0 Juvenile Arrest & Detention
2.8.12 Management & Administration of the Processing Room

2.8.12.1 Processing Room- Basic Rules

The Processing Room is a minimally secure place to process non-violent arrestees. It is NOT a holding cell, and lacks security. Therefore, there must be constant monitoring of arrestees during the processing stage of the arrest. Violent subjects will be transported to a Baltimore County Police facility to assist with a holding cell.

A. Short-term detention/ processing only: The agency’s Processing Room is only to be used to facilitate investigations or the questioning or testing of detainees.

B. Extreme Length of stay: Adult detainees may be held in the facility up to 23 hours, but only with permission from a command-level officer.

C. No weapons in arrest area: Agency employees will ensure that non-agency employees follow applicable weapons, security, and facility directives.

D. Safety is everyone’s responsibility: Employees observing incidents or situations that threaten the safety of the facility or any person therein, or discovering deficiencies during facility use, checks, or searches will:
   1. Notify supervisory personnel;
   2. Take corrective actions or make appropriate notifications as necessary;
   3. Complete appropriate reports.

E. Health/ Safety: The Processing Room has:
   1. Safety, sanitation, and security systems and precautions in place and properly maintained;
   2. Procedures established and posted for gaining access to medical and health care services;
   3. Adequate lighting and air circulation systems; and
   4. Toilet facilities and drinking water available to detainees.

F. Monitoring: On-duty patrol personnel are responsible for the day-to-day facility operations. These responsibilities include ensuring:
   1. Activities in the facility are monitored;
   2. Safety, security, and sanitation precautions are properly utilized; and
   3. Detainees are given access to toilet facilities, and drinking water.

G. Command Notification: Administrative, maintenance, or operational problems within the facility will be forwarded in writing to the Operations Commander.

H. Training: Agency personnel with responsibilities for detainees. There is initial training on facility operations, fire suppression and equipment provided for use by the agency, and retraining every three years.

I. Inspections/ Review: A documented administrative review of the Processing Room will be conducted by the Support Services Commander at least once every
2.8.12.2  Access by Non-Essential Personnel

A. The facility is a limited access area.

B. Those permitted in the facility when detainees are present are:
   1. Detainees;
   2. Attorneys; and
   3. Employees actively assisting with detainee activities.
   4. Generally, other visitors will NOT be allowed in the facility. There are times
      when officer may believe that a parent or friend may serve to calm the detainee,
      and may be helpful. Discretion may be used, with supervisory consent, to allow
      visitors, as long as they are helpful to the processing of the detainee. If the
      visitor causes any trouble, they will be ordered to leave the facility.
   5. Visitors who are NOT attorneys will not be allowed to provide legal assistance
      to a detainee.

C. Only essential personnel will enter the facility during emergencies.

D. When there are no detainees in the facility, it may only be accessed by:
   1. Persons conducting authorized inspections;
   2. Persons participating in authorized building tours;
   3. Persons utilizing agency fingerprinting services;
   4. Employees obtaining forms or supplies; or
   5. Janitorial, repair, or maintenance personnel.

2.8.12.3  Weapons in Processing Room

A. Officers entering the facility will first secure their firearms in the firearms locker.

B. When detainees are in the facility:
   1. Firearms will not be allowed in the facility;
   2. Other agency issued weapons may be carried for self-defense;
   3. Evidentiary weapons will be secured in evidence lockers.

2.8.12.4  CCTV Security System

UMBC Police Facility CCTV monitoring and recording will be constant. The system will not be
turned off, tampered with, or otherwise compromised. As audio and video electronic
surveillance is installed, it will be controlled as to not unnecessarily invade the detainee’s
personal privacy (i.e.: in the bathroom).
2.8.12.5 Emergency Panic Alarm

Communications personnel will quickly evaluate situations and coordinate appropriate response when the alarm is sounded for other than equipment tests.

2.8.12.6 Escapes

A. Employees will exercise due care and diligence in order to prevent detainee escapes.

B. Transporting and detention facility personnel will be notified of any escape risks when taking custody of detainees.

C. Employees becoming aware of escapes from the facility will immediately notify the on-duty patrol squad supervisor who will:
   1. Immediately notify communications and provide:
      a. Complete description of the detainee;
      b. Direction of travel;
      c. What the detainee was in custody for; and
      d. If the detainee is a danger to self, officers, or the community;
   2. Be in command of the incident and make every practical attempt to apprehend the detainee by coordinating actions and responses of personnel; and
   3. Prepare reports on the incident.

D. If escapes occur, Communications personnel will:
   1. Broadcast a lookout;
   2. Notify Baltimore County Police, MSP; and
   3. Send a wanted/escape message via MILES.

E. Recaptured detainees will be charged with escape in addition to initial charges leading to their arrest.

F. Administrative investigations into escape circumstances will be conducted.

2.8.12.7 Detainee Security

A. Detainees will be visually monitored during the entire time that they are in custody. This requires that two officers are with a detainee. One will process, while the other does paperwork. When there is more than one prisoner, we can transport to the Wilkins District or ask for the assistance of Baltimore County Police.

B. Detainees will routinely be restrained at all times when in agency custody. However, detainees may be allowed out of restraints when they are:
   1. Being searched or processed;
   2. Using toilet facilities;
   3. Being administered breath tests for alcohol.
C. Detainees may be handcuffed to restraining rails in the detention cell.
   1. Detainees will **NOT** be left unattended in agency facilities unless they are secured to the processing bench in the Processing Room.
   2. When there are articulable reasons to do so based upon the detainee’s escape potential or probability of causing harm to self or others.
   3. When the officer cannot devote their full attention to the arrestee.

D. Officers may utilize additional or enhanced restraints authorized by the agency on detainees only as necessary:
   1. For the protection of self or others;
   2. For mobility, medical, or other reasons that preclude other required restraint uses; or
   3. On detainees who are violent, self-destructive, suicidal, escape risks, or under the obvious influence of alcohol or other drugs.

E. Authorized additional or enhanced restraints involve:
   1. Handcuffing both arms to the upper restraint bar;
   2. Utilizing leg irons;
   3. Utilizing leg irons with the chain passed under the lower restraint bar; or
   4. Utilizing flex-cuffs or other similar nonmetallic restraints.

F. Detainees will be escorted by officers when outside the facility.
   1. Officers may exercise discretion in deciding whether to handcuff or otherwise restrain detainees while escorting them outside the facility based on:
      a. Circumstances of arrests;
      b. Nature of offenses; or
      c. Conduct or physical condition of detainees.
   2. Officers with any doubts relating to detainees’ conduct will restrain them as necessary and appropriate when escorting them outside the Processing Room.
   3. Unrestrained detainees or detainees handcuffed to the front will not be permitted in areas occupied by armed officers.

2.8.12.8 **Placement of Detainees**

A. The Processing area may be occupied by no more than two detainees at a time.

B. The Processing Room will not be occupied by more than one age/sex demographic of detainee at a time.
   1. Sight and sound separation must be maintained at all times between male/female and adult/juvenile detainees.
   2. It is recommended that juveniles being charged as adults not be securely held with adult offenders.

C. Juvenile status offenders and juvenile non-offenders, such as children in need of supervision, cannot be placed in any locked room or handcuffed to stationary objects.
2.8.12.9 Special Detainee Segregation & Notification

A. Detainees who are violent, self-destructive, or suicidal will be placed in the detention cell by themselves.

B. Employees will ensure detainees who are self-destructive or suicidal receive emergency psychiatric evaluations prior to their appearance before District Court Commissioners.

C. Officers relinquishing custody of detainees to other officials will notify those officials if detainees are believed to be drug addicts, self-destructive, or suicidal.

2.8.12.10 Supervision of Detainees

A. Detainees in the facility are continuously monitored by audio and video equipment that is located in Communications Center.

B. Sworn police officers are responsible for ensuring visual observations of unattended detainees are conducted constantly, without interruption.

C. Sworn police officers may supervise detainees of the opposite sex so long as contact periods are monitored and recorded by the CCTV system.
   1. Searches will be made only by members of the same sex.
   2. Supervising officers will respect the sexual privacy of detainees utilizing toilet facilities or attending to other personal hygiene needs.

D. Civilian employees will not supervise detainees. A minimum of one sworn police officer must be in the main police station headquarters during the time that any prisoner is in the Processing Room.

2.8.12.11 Attorney-Detainee Contacts

A. Detainees will be allowed to meet with their attorneys in agency facilities consistent with constitutional, processing, and detainee security requirements.

B. Attorneys having direct contact with detainees will have their person and property searched prior to detainee contact.

C. Attorneys and their detainee clients will be provided privacy inside the Processing Room in order to confer.
   1. The audio monitoring and recording functions will be disabled.
   2. The video monitoring and recording functions will remain active.
   3. Detainees will be searched following direct contacts with attorneys.

D. Information relating to attorney-detainee contacts, including personal information of attorneys, times, and duration of contacts will be recorded in agency reports of the arrest.
2.8.12.12 Telephone Use

A. Detainees will be afforded reasonable use of telephones. Phone use must not compromise ongoing investigations or unduly interfere with agency activities.

B. Calls will be made only from the phone in the facility.

C. Information relating to phone calls, including phone numbers and persons called will be recorded in agency reports of the arrest.

2.8.12.13 Meals

Detainees held beyond four hours will be provided a meal. The officer buying the meal will use either a campus dining source or fast food. The cost of the meal and tax will be re-compensated through the petty cash fund. The meal cost and amount will be reasonable, and will include a non-alcoholic drink.

2.8.13 Inspections of the Processing Room

A. Checklist: On-duty Patrol Supervisors are responsible for a daily visual inspection of the Processing Room are conducted, checking:

- Heat / smoke / fire detector, sprinkler, and fire extinguisher;
- Sanitary conditions, notifying Facilities Management (FM) when necessary for cleaning;
- Doors, locks, and other mechanical conditions are in working condition, notifying Facilities Management when necessary for maintenance;
- Security conditions that include searching for weapons and contraband;
- First aid, replenishing supplies as necessary;
- CCTV system;
- Weapon lockers and keys; and
- AED.

B. Pre/Post Check: On duty Patrol Shift Supervisors are responsible for ensuring that officers conduct PROCESSING ROOM security checks of the facility immediately:

1. Before and after every time it is used to hold detainees;
2. After authorized building tours by civilian personnel; and
3. After work conducted by repair or maintenance personnel.

C. Facility inspections will include all areas of the PROCESSING ROOM, including the processing area, holding cell, interview room where weapons, contraband, or other articles that may present potential security threats could be secreted.

1. Locations to be closely examined include, but are not limited to:
   a. In and around trash cans;
   b. Under the holding cell bench;
   c. In and around the toilet and sink;
   d. In shelving and form storage areas; and,
2. Articles that are to be removed by inspecting employees as potential security
D. Results of inspections, observed deficiencies, and any corrective actions will be documented on a UPD Form 3 Departmental memorandum.

E. Administrative personnel are responsible for determining if uncorrectable deficiencies are of sufficient magnitude that health or safety conditions are unacceptably compromised in the PROCESSING ROOM and therefore ordering the facility closed until deficiencies are corrected.
   1. Uncorrectable problems and deficiencies, discovery of weapons or contraband, or facility closures will be reported via a Departmental Memo.
   2. The Operations commander will be notified when the facility is closed or weapons or contraband are found.

F. The Support Services Commander will:
   (1) Arrange for Facilities Management to conduct a semi-annual test of the fire and smoke alarms for the Processing Room.

   (2) Other fire-fighting equipment; i.e.: fire extinguishers will be tested by a certified inspector and documented.

   (3) The results will be reported to the Chief of Police in an annual report on the status of safety equipment.

2.8.13.1 Fire Prevention & Emergency Plan

A. The facility is equipped with automatic heat, smoke, and fire detection and suppression systems.

B. Detainees are not permitted to possess any flammable materials, excepting essential clothing, while in the facility.

C. Detainees will be evacuated by officers via posted emergency evacuation routes to areas of safety in the event of fires or other environmental emergencies.
   1. Communications personnel will notify Baltimore County Fire and UMBC Environmental Safety.
   2. Agency personnel will, as practical, attempt to extinguish fires using fire extinguishers and/or sprinkler system.
   3. Detainees needing first aid or transportation to medical facilities will be transported by EMS personnel.

D. The evacuation route from the facility is out the facility via the front door and into lot E across from Police Headquarters.

2.8.14 Helpful Datalinks
District Court Commissioner’s Charging Language Manual
2.9.0  Juvenile Arrest & Documentation

**Definitions:**

**Secure Detention** – §31.304(b) a detention facility designed to physically restrict the movements and activities of persons in custody, such as locked rooms. It does not include facilities where physical restriction of movement or activity is provided solely through facility staff.

**Secure custody** when a juvenile offender is physically detained or confined in a locked room or area; i.e.: being physically secured to a cuffing rail or other stationary object.

**Status Offender** – §31.304(h): A juvenile offender who has been charged a crime, which would not be a crime if committed by an adult. (i.e.: smoking)

**Six-Hour Hold Exception:** The Office of Juvenile Justice and Delinquency Prevention (OJJDP) regulations allow for a 6-hour “grace period” that permits the secure detention in an adult jail or lockup of those juveniles accused of committing offenses that would be criminal if committed by an adult. The 6 hours can be used for the purpose of processing or release or transfer to a juvenile facility. Sight and sound separation must be maintained while juveniles are in a secure custody status.

**Sight and Sound Separation** 42 U.S.C. §5633: (a)(12) –

- **Sight contact** is when a juvenile has clear visual contact with an incarcerated adult within close proximity.
- **Sound contact** is when a juvenile can have direct oral communication with an incarcerated adult.

**Basic Policies for Juveniles:**

As an adult institution of higher learning, there are few in our primary jurisdiction. Therefore, as an agency we do **not** conduct anti-delinquency programs.

Juveniles are entitled to all of the protections of the United States Constitution. With the exception of status charges; every law enforcement action that applies to adults applies to juveniles.
1 **Authority**

CJ 3-89 and 3-8A-15 contain controlling language that describes when officers may take juveniles into custody.

2 **Interview**

Officers taking juveniles into custody will interview the subjects to determine if juveniles have been harmed or are in danger of being harmed. Juvenile runaways are often escaping abuse, and law enforcement needs to determine if we are returning the child to a dangerous environment. Necessary medical treatment will be provided.

3 **Process**

Completed juvenile arrest related documentation will be forwarded to the Records Unit. This documentation should include fingerprints and photographs.

4 **Required form**

Officers taking juveniles into custody will complete the State of Maryland Juvenile Holding log for any juvenile offender held regardless of their classification.

5 **Separation**

Juveniles are kept in sight and sound seclusion from adults.

### 2.9.1 Juvenile Custody Dispositions

#### A. Discretion:

Officers will use the *least coercive* among reasonable enforcement alternatives when dealing with juvenile offenders. Officers are not compelled to file charges against all juveniles who are taken into custody by this agency.

<table>
<thead>
<tr>
<th><strong>1 Discretion</strong></th>
<th>1.1.11 Discretion and 5.0 Criminal, Juvenile and Civil Citations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2 Release without Charge</strong></td>
<td>Officers may, as the severity of incidents dictate, release juveniles to responsible parties with no further formal actions taken.</td>
</tr>
<tr>
<td><strong>3 Status Charges</strong></td>
<td>Juveniles may be taken into custody without formal charges being placed for “Status Offenses.”</td>
</tr>
<tr>
<td><strong>Probable Cause must exist</strong></td>
<td>Officers will not file charges against juveniles when, even though probable cause existed at the time of arrests, when investigations or other situations lead to the diminishment of probable cause.</td>
</tr>
<tr>
<td><strong>5 DJJ Role</strong></td>
<td>Referring juveniles to appropriate courts by arrest, etc.</td>
</tr>
</tbody>
</table>

**Parental Notification Required:** Whenever a juvenile is arrested for any offense, the parents or legal guardians will be contacted.

B. Criminal Charges: the same amount of probable cause must exist for a juvenile arrest as would apply for an adult arrest.

C. **Community Arbitration Program:** This is available through the Maryland Department of Juvenile Services.
D. Juvenile Citation Form: the investigating officer will fill out a Juvenile Citation Form, if applicable, and the department's juvenile referral and custody report. Information for the citation is self-explanatory, however, for clarity of two areas the following procedure shall be adhered to:

- **Offense section:** Enter the main title of the offense: Theft, Assault, etc. Subtitles such as theft of bicycle, etc. are not required as this information is in the officer's offense report.

- **Sign in acknowledgement:** The juvenile and his/her parent must sign the citation form, and receive a copy of the form. This releases the juvenile to the custody of his/her parents. If they refuse to sign, put "refused to sign" on the citation.

- **Complainant:** The investigating officer furnishes the complainant with a copy of the juvenile citation, instructing them that their appearance is not mandatory, however, if they do appear their testimony would assist the program arbitrator in reaching his / her decision.

- **Document Facts:** The investigating officer documents pertinent information in the narrative of the offense report, and includes citation number, and date and time of hearing, etc. The officer does not have to attend the hearing unless he is the complainant or victim. Therefore, the offense report is the only official account of the incident. Without the full incident particulars; the arbitrator cannot render proper and efficient corrective measures.

- **Report flow:** Upon completing the offense report, the report and the remaining three (3) copies of the juvenile citation are given to the shift supervisor for routine report logging. The officer has at this point, officially concludes the case. If the officer desires, he may attend the arbitration hearing, or if concerned with the outcome only, program personnel will be furnishing the UMBC Police with a weekly report on the decisions of the previous week's hearing.

- **Community arbitration** personnel request the station copy of all reports pertaining to the previous day's juvenile offenses where a citation was issued. These forms are hand carried by the program official to the program center where a copy is made and used by the arbitrator during the hearings.

2.9.2 Juveniles Charged as Adults

A. Juveniles will be charged as adults when they are accused of crimes enumerated in CJ 3-8A-03(d) or when instructed to do so upon consultation with personnel from the Baltimore County State's Attorney's Office.

B. Juveniles charged as adults will be processed consistent with 2.8 Arrest & Processing.

C. Juvenile cases waived to adult courts must be charged immediately by arresting officers and taken before Commissioners.
   1. No more than 24 hours must pass without charges being made.
   2. Arresting officers must appear at all waiver hearings.
2.9.3  **Arrest Numbers**

A. Arrest numbers must be obtained when juveniles are arrested on either Criminal charges; or Juvenile status offenses.

B. Arrest numbers may be obtained through the Arrest Book in the Booking Room. The numbers are sequentially assigned, and officers simply take the next sheet assigned.

C. **Complete the Juvenile Holding Logbook.**

2.9.4  **Juvenile Charging Documents**

A. Copies of agency crime reports serve as statements of probable cause for juvenile arrests and as reporting documents to the Juvenile Section of the Baltimore County State’s Attorney’s Office and Department of Juvenile Justice.

B. Charging officers will ensure reports contain:
   1. Enough information to establish probable cause for all offenses for which charges are requested;
   2. Complete names, addresses, and telephone numbers of persons accepting custody of juveniles;
   3. Complete names, addresses, and telephone numbers of all witnesses to be summoned;
   4. Schools being attended by juvenile arrestees;
   5. Listings of applicable charges and statute citations; and

C. Form 22C Juvenile Arrest & Custody Report.

2.9.5  **Juvenile Traffic Charges**

A. Copies of agency crime reports will be used to process:
   1. Non-jail-able traffic offenses involving juveniles under the age of 16;
   2. Jail-able traffic offenses enumerated in the Transportation Article 27-101; and
   3. Juveniles accused of both jail-able and non-jail-able traffic offenses stemming from the same incident.
   4. The Courts & Judicial Proceeding Article 3-8A-23 lists that juveniles may be assessed points and sanctions arising from certain traffic citations.

B. Juveniles 16 years of age or older may be issued Maryland Uniform Complaint and Citations for **non-jailable** motor vehicle offenses.
2.9.6  Juvenile Fingerprinting

A. Adult fingerprint processing directives will be followed for juveniles charged as adults or when juveniles are arrested for:
1. Felonies;
2. Breaking and entering;
3. Unauthorized use of motor vehicle or vehicle theft;
4. Sex crimes;
5. Handgun or concealed weapons offenses; or
6. CDS offenses, excepting simple possession of marijuana or hashish.
7. Any other offense when authorized by a supervisor/ commander.

B. Juveniles in custody, charged with criminal offenses not listed in this directive, must be fingerprinted on MSP and RAFIS fingerprint cards (LIVESCAN).

2.9.7 Release of Juveniles to Responsible Parties

A. Arresting officers will attempt to notify the parents, guardians, or adults responsible for juveniles, as soon as practical, of the fact that the juveniles have been taken into custody.

B. Juveniles may be released to parents, guardians, or responsible adults when juvenile charges are requested on crime reports. Officers may release juveniles at Police Headquarters or at the juveniles’ residences.

C. Detaining officers who release juveniles without charges will ensure that the Baltimore County Sheriff's Office has been contacted in order to check for outstanding writs.
1. Detaining officers of juveniles with outstanding writs will contact DJJ personnel for instructions where the juveniles are to be taken.
2. Detaining officers will request Baltimore County Sheriff's Office fax copies of writs to the agency.

D. Persons accepting custody of charged juveniles must sign the Form 22C Juvenile Arrest & Custody Report and receive photocopies.
1. The identity of parents, guardians, or persons responsible for juveniles must be confirmed.
2. Permission for adults other than parents or guardians to accept juvenile custody must be confirmed.
3. The original Form 22C Juvenile Arrest & Custody Report will be submitted to the Records Unit.

E. Arresting officers will contact the Department of Juvenile Services for instructions and recommendations if parents, guardians, or other responsible parties refuse to sign the Form 22C Juvenile Arrest & Custody Report.

F. Form 22C Juvenile Arrest & Custody Report will not be completed in non-custodial situations.
2.9.8 Detention of Juveniles

A. Juveniles will be taken to juvenile detention facilities or shelter care facilities without delay, subject to the instructions of DJS personnel, unless they are released to parents, guardians, responsible adults, are in need of emergency medical treatment, or are contacted in non-custodial situations.

B. Juveniles are candidates for detention when:
   1. They have outstanding writs;
   2. They are charged with violent offenses or multiple auto thefts;
   3. They are runaways from out of state with an outstanding writ of attachment;
   4. They present by history a serious risk of absconding;
   5. Parents, guardians, or responsible adults cannot be contacted or they refuse to accept custody of juveniles.

C. Copies of related agency reports will be delivered with juveniles to detention facilities.

D. Prior to 1530 hours on days when court is in session, officers will contact the DJJ, and deliver juveniles for detention to the DJJ. Officers will ensure DJJ personnel are contacted to confirm transport destinations. If any concerns arise regarding the child’s mental or physical condition, the officer will take the child to a hospital first for medical clearance.

E. After 1530 hours, on weekends, and on holidays, officers will contact DJJ to request detention. Intake officers are to respond to locations where subject juveniles are being held, complete necessary DJJ paperwork, and instruct officers where the juveniles are to be taken. If any concerns arise regarding the child’s mental or physical condition, the officer will take the child to a hospital first for medical clearance.

F. If DJS declines to authorize detention or shelter care and if a parent refuses to take custody of the juvenile, it will be necessary to contact the Department of Social Services for assistance.

2.9.9 Juvenile Screening Requirements

Arresting officers will screen juvenile felony cases, or when juveniles are accused in multiple misdemeanor incidents, with the Baltimore County State’s Attorney’s Office. Screening is not necessary for single misdemeanor cases. Copies of case related documents must be forwarded by Records Unit personnel to the Victim Witness Coordinator for the Juvenile Section within 72 hours of arrests.
2.9.10  Status Charges & Non-Offenses

**NO FINGER-PRINTING OF STATUS OFFENDERS**

A. Juveniles may be taken into custody for violations applying specifically to children. Examples of such status charges and non-offenses include:
1. Child in need of supervision (CINS);
2. Child in need of assistance (CINA);
3. Runaway;
4. Truancy;
5. Curfew violation;
6. Underage possession and/or consumption of tobacco products (note: the Baltimore County State’s Attorneys’ Office will not prosecute these offenses); and
7. Underage alcohol offenses.
8. Juveniles taken into custody **only** for status offenses will **NOT** be handcuffed or otherwise restrained.
9. **Status Offenses:** Juvenile status offenders and non-offenders will be transported separately from juvenile delinquent offenders and adult detainees.

B. Officers may release juveniles to parents, guardians, or other responsible adults in cases involving status charges or non-offenses. Officers may release juveniles at Police Headquarters or at juveniles' residences.

C. Arresting officers releasing juveniles will ensure that the Baltimore County Sheriff’s Office has been contacted in order to check for outstanding writs.
1. Detaining officers of juveniles with outstanding writs will contact DJJ personnel for instructions where the juveniles are to be taken.
2. Detaining officers will request the Baltimore County Sheriff’s Office fax copies of writs to the agency.

D. Reporting officers will ensure reports contain:
1. Enough information to establish probable cause for all offenses;
2. Complete names, addresses, and telephone numbers of persons accepting custody of juveniles;
3. Complete names, addresses, and telephone numbers of all witnesses;
4. Listings of applicable charges and statute citations.

E. Detaining officers will contact DJJ for instructions and recommendations if parents, guardians, or other responsible parties refuse to accept custody of juveniles for:
1. Child in need of supervision (CINS);
2. Runaway;
3. Truancy; and
4. Curfew violation;
5. Underage possession and/or consumption of tobacco products; and
6. Underage alcohol offenses.

F. Detaining officers will contact Department of Social Services for instructions and recommendations for Children in need of assistance (CINA).
G. Accused and adjudicated Status offenders and non-offenders may not be placed in secure custody/detention in an adult jail or lockup facility for any period of time.

H. Accused or adjudicated delinquent offenders can be held securely for up to six hours prior to an initial court appearance, for up to six hours after an initial court appearance or for up to six hours for processing, identification, investigation, awaiting pick up by a parent or guardian, or transfer to a juvenile facility in an adult jail or lockup facility.

2.9.11 Restitution in Juvenile Cases

A. Officers will include applicable restitution information in agency crime reports.

B. Restitution is handled by the DJS or the courts.

C. Inquiries by victims into restitution processes will be referred to the DJS, or the Juvenile Division of the Baltimore County State’s Attorney’s Office.

2.9.12 School Notifications for Juvenile Arrests

A. Consistent with ED 7-303, agency employees are responsible for ensuring public school superintendents, or their designees, are notified whenever children enrolled in Maryland school systems and school programs are arrested for:
   1. Offenses enumerated in CJ 3-8A (e); or

B. Agency officers arresting and subsequently charging juveniles with crimes coming under the requirements of ED 7-303 will:
   1. Attempt to obtain from arrested individuals the names of any applicable Maryland public schools or public school programs they are attending;
   2. Attempt to verify school attendance information through parents or guardians; and
   3. Include school attendance information in report narratives.

C. Juveniles attending private schools and adults attending public schools are not covered by the requirements of ED 7-303.

D. Every business day, Records Unit personnel are responsible for:
   1. Reviewing ARMS entries to determine if juveniles were arrested and charged with crimes coming under the requirements of ED 7-303;
   2. Obtaining school attendance information from related reports;
   3. Sending FAX memorandums containing required information to appropriate school superintendent’s offices; and retaining original FAX memorandums in related case record files.
2.9.13  Processing Room

A. Delinquent juvenile offenders may only be held for up to 6 hours for processing purposes (i.e. awaiting pickup from parents or guardians, transfer to a DJS facility, questioning/ interviewing, or for identification purposes).

B. Short-term detention/ processing only: The agency’s Processing Room is only to be used to facilitate investigations or the questioning or testing of detainees.

C. No weapons in arrest area: Agency employees will ensure that non-agency employees follow applicable weapons, security, and facility directives.

2.9.14  Interviews & Interrogation of Juveniles

Juveniles have the same rights regarding statements and confessions as adults.

1. Juveniles have 5th Amendment Rights: Juveniles can waive or retain their Miranda rights. Officers must be able to articulate that juveniles waiving their Miranda rights did so knowingly, intelligently, and voluntarily.

2. Don't give legal advice: There are no requirements for officers to affirmatively suggest to juveniles that they need or should have legal representation during interrogation.

3. Explain legal process: Officers interrogating juveniles will explain to them the juvenile justice system and the agency's directives relating to juvenile interrogations.

4. Extension needs approval: The interrogation may be extended for exigent circumstances and with supervisory approval based on offense severity and the willingness of juveniles under interrogation to continue talking with interrogating officers, if necessary, for an additional hour.

5. Talk to Parents: Interrogating officers may confer with parents or guardians to discuss interrogation processes. These conferences may be held before, during, or after interrogations as considered appropriate by interrogating officers.

6. Factors to consider:

<table>
<thead>
<tr>
<th>Answer these questions for Interrogations</th>
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<tbody>
<tr>
<td>The ages of juveniles, and;</td>
</tr>
<tr>
<td>Intelligence and educational background;</td>
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<tr>
<td>Mental capacity, including whether the defendant was nervous;</td>
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<td>Physical condition of the defendant;</td>
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<td>Prior experience in the criminal justice system;</td>
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<td>Whether the defendant is suffering from any pain or injury at the time that the statement is taken;</td>
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<tr>
<td>The duration of the interrogation: <strong>Time restriction:</strong> Juvenile interrogations will be limited to six hours in length;</td>
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<td>The time of day (normal sleep time, etc.). Is the defendant tired and</td>
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<tr>
<td>Question</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Were Miranda warnings read? Did the defendant appear to understand the warnings?</td>
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<tr>
<td>Was the interrogation room of sufficient size?</td>
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<td>Was the defendant cuffed? Was the defendant threatened?</td>
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<td>Was the defendant allowed food? Bathroom breaks?</td>
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<td>Were there any promises of leniency?</td>
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<tr>
<td>Did the juvenile understand the interrogation process?</td>
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<tr>
<td>Were the parents notified?</td>
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<tr>
<td>Did the juvenile ask for a parent to be present?</td>
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<tr>
<td>Did officers prevent a concerned adult from speaking with the juvenile?</td>
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<tr>
<td>Is the juvenile familiar with English? Is English the first language for the juvenile? (Are they from another country?)</td>
</tr>
<tr>
<td>Was the interrogation conducted by no more than two officers?</td>
</tr>
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</table>

### 2.10 Victim Witness Services

**General statement of Policy:** Every member of the UMBC Police Department is responsible for providing compassionate care and assistance to crime victims. We recognize that in a person’s time of crisis they often need help in locating information and resources that are available through the local and state government. The exceptional services required in this policy often refer to major crime cases, where the agency’s Criminal Investigation Unit is responsible for providing those services. Therefore, providing the victim-witness services falls upon the Operations Commander. The Support Operations Commander reports on the overall program.

#### 2.10.1 The Rights of Victims and Witnesses

##### 2.10.1.1 Limited English Proficiency Policy

Cultural/language differences may exist. Police personnel are encouraged to use interpreters and translator services, if needed. The procedures are set forth in Operations Manual Section 2.4.

##### 2.10.1.2 Training & Familiarization Requirements

All police personnel shall receive periodic in-service training on the nature and impact of victimization and current laws.

##### 2.10.1.3 Limited Use of Telephone Reports

1. The UMBC Police Department does not have a Telephone Reporting System (TRS). There are occasions when a citizen has left UMBC and subsequently becomes aware they were a victim of a crime. This may be a theft from automobile, some other property crime or a motor vehicle accident (usually hit and run). Rather than have the person
return to UMBC to report the crime, the incident may be reported over the telephone.

2. Telephone reporting will only be permitted for property crimes or motor vehicle accidents where there is no injury and only when the complainant/victim does not desire a patrol officer to respond.

3. The victim will be advised that there is no police investigation. The complaint is recorded solely for insurance purposes.

Officers will be aware that telephone reports can easily serve as a platform for false reports. Officers should re-contact complainants to ensure that the phone number provided is a valid number.

2.10.2 General Procedures

Criminal Procedure, Article 11-1002, Annotated Code of Maryland

Guidelines for the Treatment of & Assistance to Crime Victims & Witnesses. The following is a summary of the 17 guidelines which prescribes the ways in which victims and witnesses of crime will be treated and helped. These guidelines are part of Maryland’s Criminal Code & Constitution.

In accordance with these guidelines, every crime victim or witness should:

- Be treated with dignity, respect, courtesy, and sensitivity;
- Receive emergency help as needed;
- Be advised of law enforcement services available to protect victims & witnesses from harm;
- At trial be provided a waiting area apart from the accused;
- Be informed of any available financial assistance of social services;
- Receive help with expenses occurring as a result of the crime;
- Be assisted with prompt property return;
- Be informed of restitution procedures and information;
- Receive speedy handling of the case in which they are involved.
- Maryland Crime Victim’s Support Center;

The Baltimore County State’s Attorney’s Office’s Victim Witness Assistance Unit addresses these services:

- Understanding What happens in court;
- Information regarding the status of their case;
- To be present at all court proceedings, including trial and sentencing;
- Prior notice of any postponements;
- To keep their address and phone number out of court records;
- To request court ordered HIV testing of the defendant, if appropriate;
- To make a statement to the court in writing & in person, concerning the impact of the crime;
- Notice of any post-conviction hearings;
- Notice of parole hearings, release, or escape if the defendant is incarcerated.
2.10.3 UMBC Police Department additional Procedures

These are the victim / witness services to be provided by officers during the initial / preliminary investigation phase:

1. **Provide resource information**: provide the victim / witness with Victim Resources information. This includes access to information regarding counseling, follow-up medical attention, compensation programs, emergency financial assistance and victim advocacy.

2. **Security**: Assure the victim that they will be free from harm arising out of prosecution and law enforcement efforts; if necessary, advise of law enforcement protection available.

3. **How do they contact us?**: Victims need the case number and contact information (telephone number, e-mail addresses) so that they can re-contact our agency and receive necessary information and service from the agency. Victims need to know how to provide additional (follow-up) information, and who is to receive the information. Victims want to participate in the investigative process, and our agency must strive to assist them in cooperating in a helpful manner.

4. **We re-contact them in serious crimes**: if the crime is severe and requires an above-average victim / witness response, officers will re-contact victims/witnesses periodically to determine whether their needs are being met.

5. **Give victims a roadmap**: Victims want follow-up information, and need to be apprised of the status of the case and the subsequent steps that will occur. They need to know where the case is going and what they will be asked to do, as long as the information does not endanger the prosecution of the case.

6. **Convenience of the victim**: Interviews, line-ups and other required appearances should be held at the convenience of the victim, whenever possible. We should provide transportation for the victim when needed for police or court processes.

7. **Employer Intercession Services**: Victims receive assistance from the Baltimore County State Attorney’s Office or other available resources; i.e.: The Office of Attorney General Victim Services.

8. **Return of property**: our agency should promptly return property taken as evidence to victims and witnesses as soon as reasonable. This does not include contraband, weapons and disputed property. Property held as evidence should be discussed with the Office of the State’s Attorney if the evidence held unduly impacts the victim.

9. **Notifications**: Officers will make next-of-kin notifications of deceased, seriously injured or seriously ill persons. This applies to crime victims, accident or people on UMBC properties who are seriously ill or injured.

10. **Victim Advocate**: if a serious crime occurs, the Baltimore County State’s Attorney’s Office can be asked to assign a specific victim advocate to the victim / witness should the victim / witness feel the need for such a service.
2.10.4 Administering Victim/Witness Assistance

- The Support Services Commander has the ultimate responsibility and authority for administering and coordinating the department’s role in victim/witness assistance;
- However, immediate supervision of the program will be carried out by each Squad Sergeant and coordinated by the Support Services Commander.
- Duties and responsibilities of the victim / witness coordinator include:

  1. Ensures the agency conducts an on-going survey and analysis of victim / witness assistance needs and available services within the agency’s primary jurisdiction;
  2. Ensures the confidentiality of victims and their role in case development to the extent consistent with applicable laws and directives;
  3. Develops and proposes victim / witness assistance objectives in along with the development of the agency’s overall goals and objectives;
  4. Maintains liaison with other agencies and organizations that provide services addressing the rights and needs of victims and witnesses;
  5. Ensures the agency acquires and distributes victim / witness assistance materials.
  6. Ensures that agency employees have access to current victim / witness assistance information;
  7. Facilitates services between victims / witnesses, arresting officers, and the OSA Victim / Witness Unit during post-arrest proceedings; and
  8. Coordinates with PIO personnel who conduct the agency’s community relations presentations about victim / witness referral services.
  9. Completes the agency’s on-going victim / witness assistance survey and analysis; intended to provide the agency with information that includes:
     - Whether requested and/or required victim / witness services are being provided;
     - Whether the needs of victims and witnesses are being met; and
     - What additional victim / witness assistance services need to be developed within available agency resources without duplication.
  10. A documented review of victim/witness assistance needs and available services within the agency’s service area is completed every three years.
2.10.5 **Police Practices to Assist Victims & Witnesses**

1. Take photographs of scenes to alleviate the need for additional testimony at trial. Photographs also serve to enhance victim / witness memory of events and details.

2. **Record interviews**: to assist witness’ memories and credibility.

3. **Notification of Case Status**: The investigating officer will notify the victim when the department closes (clears) the case by any of these means. This includes letting the victim know when a suspect is arrested, and the victim’s rights after the suspect is charged.

4. **Victim non-cooperation**: This rarely happens when victims and witnesses are encouraged and supported during the investigation.

5. **Case of non-prosecution**: Explain to the victim that a lack of prosecution or legal insufficiency does not reflect on his or her credibility.

6. **Unfounded case**: Only when it proven that the offense did not occur.

7. **Exceptional clearance**: in some cases, the victim will be expected to obtain charges against a suspect. Officers will explain why this is necessary, as well as the procedures for obtaining charges at the District Court Commissioner’s Office.

8. When possible; officers will keep the victim informed of the results of hospital or lab tests. Victims of certain offenses have the right to request that charged individuals be tested for HIV Consistent with CP 11-112.

9. Notify the victim if the defendant makes bond or has a bond reduction hearing scheduled.

10. Provide Victims and Witnesses a Crime Victims & Witnesses Rights brochure: (Spanish) Every criminal investigation report will have noted that a brochure was provided to the crime victims and witnesses. For additional information, or for information on the Juvenile process (when the defendant is charged as a juvenile).

**Shielding in Police Reports**: the victim applies for Shielding through the District Court Clerk’s Office. **Domestic Violence**: Records: Circuit / District Court form to complete to Request Shielding **How to Apply for Peace & Protective Order**
2.10.6  Threats against Victims or witnesses

1. Agency employees will provide assistance to victims/ witnesses who have been threatened or who articulate specific, credible reasons for fearing intimidation or further victimization. CR 9-305 prohibits intimidating or corrupting jurors, witnesses, etc. and the obstruction of justice.

2. Assistance will be provided based on criteria that include:
   a. Nature of the cases;
   b. Availability of resources; and
   c. Locations of victims / witnesses.

3. Officers becoming aware of victims / witnesses will:
   - Ensure on-duty patrol squad supervisors are notified;
   - Ensure the Criminal Investigation Unit is notified;
   - Make reasonable and prudent attempts to promptly notify and/or alert the victims / witnesses of the danger;
   - Respond to the locations of victims / witnesses if within the agency’s jurisdiction to provide immediate protection;
   - If victims / witnesses are in other jurisdictions, notifying the police agencies of primary jurisdiction of the danger;
   - Notifying the Baltimore County State’s Attorney’s Office; and
   - Notifying the US Marshall’s service if the victims / witnesses are in the Federal Witness Protection Plan.

2.10.7  Other Resources

1. International Association of Chiefs of Police
   Response to Victims Handbook
   Enhancing Law Enforcement Response to Victims
   Resource Toolkit
   Training Supplemental
2.11.0 Rendering Service in Medical Emergencies

2.11.1 Rendering Service in Medical Emergencies

**Policy:** UMBC Police Officers are trained and certified as First Responders. Members are expected to render first aid to the full extent of their training and abilities.

**Notifications:** Members will notify Communications regarding assistance that they need (ambulance, Fire and Rescue, etc.) This includes requesting police supervisory personnel, medical examiner, and state or county roads crews and utility crews.

Members will always encourage injured persons to seek professional medical treatment, and will never discourage injured and sick persons from using hospitals, physicians or psychological treatment.

2.11.2 Biohazard Personal Protection

**GENERAL POLICY:**
We are all at risk: Communicable diseases present a risk for first responders to a medical emergency. Officers must remember the first-aid training that they have been given, and use biohazard equipment that they possess; which can be as simple as latex gloves, lateral face mask, using anti-bacterial soap and alcohol-based skin cleaning liquids.

- **Our Duty:** Members will be sensitive to a person’s condition and treat that person fairly, humanely, and with the same respect with which others are treated.

**Medical info is confidential:**
- Information or records regarding a patient or employee with a communicable disease are confidential. Access to information is limited to those with a legal need to know. Disclosure of such information can only be made with the expressed written consent of the person having the disease.
2.11.3 Exposure to Bio-Hazardous Material Procedures

2.11.3.1 Exposure Defined

Occurs when a person's blood or body fluids transfers to a member’s bloodstream by:

1. Needle sticks or cuts caused by blood covered objects.
2. Human bites that break the skin.
3. Contact with the source patient’s blood, or bodily fluids containing blood through broken skin.
4. Blood or body fluids containing blood entering a person’s mucus membrane (eyes, nose, and mouth).

2.11.3.2 Precautions

- Use caution when entering areas where body fluids are present.
- Open cuts and sores on a member should be protected with bandages.
- Bandages should be changed if they become wet or soiled.
- Immediately wash hands with soap and water. If soap and water are not available, alcohol or alcohol-based sanitizers may be used.
- Be careful when handling sharp objects; such as syringes or knives.
- Disposable gloves will be worn anytime body fluids are handled, or when handling either wet or dry items which were soiled.
- When removing disposable gloves:
  1. Roll gloves inside out from the wrist to the fingertips.
  2. Dispose of gloves in a biohazard container if contaminated with blood. All other gloves may be disposed of in a regular trash container.
  3. Immediately wash hands with soapy water.

2.11.3.3 Injured Members

1. **Time is important:** Act within two (2) hours following the injury.
2. Wash with soap and hot water, then swab the wound area with alcohol.
3. **Seek immediate attention** at the Concentra Medical Center located in Arbutus, 1419 Knecht Avenue, Baltimore, MD 21217, (410) 247-9595. This is the agency's designated medical facility for examination and treatment of blood borne pathogen exposure. If serious injury was sustained, respond to the nearest hospital for treatment.
4. Request medical evaluation of the risk of HIV/AIDS or other infections caused by blood borne pathogens.
5. Request HIV/AIDS prophylaxis treatment of infection by blood borne pathogens after consultation with treating physician.
6. Notify the appropriate supervisor.
7. Disinfect the exposed area with alcohol or an antimicrobial product.
8. Avoid using these products near mouth or eyes. Flush these areas with large amounts of water.
9. All work-related injuries must be reported to the Office of Environmental Safety and Health. Forms are available on umbc.safety and must be submitted to the Office of Environmental Safety and Health within 24 hours.
10. UMBC procedures can be helpful source.
11. The injured employee must complete an Employee’s Report of Injury Form.
12. The supervisor must complete a Supervisor’s Accident Investigation Form.
13. Witnesses should complete an Accident Witness Statement Form.
2.11.4  Disinfection Process

1. Remove gross contamination (blood, vomit, etc.) from clothing at the scene using paper towels, tissues, etc.
2. Contact a supervisor immediately.
3. Return to the station as soon as possible, when supervisors have made arrangements for relief at the scene.
4. Remove contaminated clothing.
5. Wash the skin contacted by the body fluid with soap and water while wearing disposable latex gloves.
6. Dry skin and apply a paper towel soaked in 70% isopropyl alcohol to the affected area for two minutes.
7. Rewash the area with soap and water and dry. Do not rub skin so hard that it becomes chafed.

NOTE: Any items (e.g., towels, tissues, bandages, etc.) contaminated by blood will be disposed of in the biohazard container. A large heavy-weight plastic bio-hazard bag may be used, and sealed. This will be disposed of at the Office of Environmental Safety and Health.

2.11.5  Post-Disinfection Response

- After verifying that an exposure has occurred, the supervisor will ask the source person if he/she will voluntarily submit to a blood test for Hepatitis-B and the AIDS virus. The blood test will be administered by the designated treatment facility. If the test is:
  1. Consensual, the source has to read and sign the Baltimore County Fire Department's Informed Consent and Agreement to HIV Testing/Source Evaluation and Testing Form.
  2. Non-consensual or refused, the supervisor will contact the Support Services Commander for further instructions. If after hours, the supervisor will contact the Safety Officer at Environmental Safety and Health, who in turn will contact the supervisor and provide further instruction.
- Members will be directed to receive medical care from the Office of Environmental Safety and Health, the University Health Center, an Emergency Room that they may be sent, and their own personal physician.

2.11.5.1  Member's Supervisor

- Verifies that an exposure has occurred.
- Ensures that the exposed member has followed post-exposure disinfecting procedures.
- Contact the Office of Environmental Safety and Health.
- Ensures that the member receives proper medical care as soon as possible.
- Obtains two red top tubes of blood from the Fire Department representative and ensures both tubes are properly marked with the unique identification number.
- Obtains the completed Source Evaluation and Testing Form and original signed consent form from the Fire Department representative.
2.11.5.2 **UMBC Legal Section Representative**

- Provides guidance in obtaining Court Ordered Testing.  
  **NOTE:** This process can take up to several days to execute. The exposed member must prepare a written affirmation explaining the circumstances of the exposure, the efforts to obtain an informed consent, and the source person’s refusal to have his/her blood tested voluntarily.
- Contacts the State’s Attorney’s Office to arrange a court ordered blood draw from the source patient.

2.11.6 **Needle Stick Injury**

**Purpose:**
1. Careful handling can minimize potential exposure; and
2. Proper packaging will keep you and others safe; and
3. Establish procedures after an accidental needle-stick occurs in the line of duty.
4. Call the Needle-Stick Hotline 410-328-2337 and enter STIK (7845)

1. Officers will use agency-approved puncture resistant containers for evidence/property collection and transporting purposes.
2. Members and supervisors will ensure that they have sufficient supply of approved puncture resistant containers and antiseptic towels in their agency vehicles before beginning their duty-tour.
3. Concentra, the agency designated medical facility, will provide all necessary post exposure testing and treatment, including individual and family counseling for the affected member.

2.11.7 **Evidence Handling**

1. **Use disposable gloves** when handling blood/body fluids materials.
2. **Package in puncture-resistant containers.** To prevent needle stick injuries, needles should **not** be capped, bent, broken, removed from syringe or otherwise manipulated by hand.
3. **Warn others:** Packages containing contaminated items or items suspected of being contaminated shall be clearly labeled. The warning “BIO HAZARD” shall be prominently written on the outside of the packaging material in such a fashion that anyone coming in contact with the item will be aware of the risk.
2.11.8 Decontamination and Clean-Up Procedures

1. **Hand washing** is your best protection against infectious disease. Wash hands thoroughly with hot soapy water.
2. **Launder** uniforms or other soiled clothing with blood or other bodily fluids using the following procedures:
   - Washable fabrics should be laundered in a “Pine Sol” or bleach solution if the fabric is compatible with bleach.
   - Body fluid stains in fabrics requiring dry cleaning should be diluted in cold water and placed in a plastic bag prior to cleaning.
3. **Disinfect** Resuscitator masks and evidence collection equipment contaminated with blood or other bodily fluids after each use.
4. **Clean** Detention areas and vehicles contaminated by blood or other bodily fluids immediately following the person’s release and prior to confining another arrestee in the same area or contaminated vehicle.
5. **Decontamination** shall be accomplished via the following procedures:
   a. Use disposable surgical gloves during any decontamination procedure.
   b. Small Items or Equipment:
      - Wash the item with soap and hot water and then rinse them thoroughly.
      - Soak item in a solution of water and household bleach for 10-15 minutes. Use a concentration of 1-1.5 cups for each gallon of water. Rinse with water and air dry.
      - Resuscitation masks should be resealed in a plastic bag and returned to the patrol vehicle’s first-aid kit.
   c. Large areas: To decontaminate large areas (e.g., holding cells, vehicles), disinfect with bleach and water solution and then clean with soap and detergent.
6. **Disposal** of Contaminated Items
   a. Disposable surgical gloves, clothing and other contaminated items must be disposed of properly to minimize the risk of infection.
   b. Contaminated items shall be packaged in two plastic bags (double bagging), sealed with tape (no staples) and then labeled with the “bio hazard” warning.
   c. Items contaminated with blood or other body fluids shall then be deposited in specially marked containers available at the police facility.
   d. Contaminated materials will be collected periodically, and taken to UMBC Health Services for disposable.

2.11.9 Communicable Disease Equipment Kits

- Will be carried by patrol officers when on duty.
- Will be readily accessible at all times while on duty.
- Will not be used for routine handling of prisoners, suspects, victims, etc.
2.11.9.1 Department Members

- Ensure their kits are complete and that all items are in proper working order.
- Notify their supervisors if their kits are incomplete.
- Place contaminated kit items in a double plastic bag until they can be properly disposed of or disinfected.
- On regularly assigned foot or bicycle patrol, carry the resuscitator mask and a pair of surgical gloves.

2.11.9.2 Supervisors

- In patrol assignments will inspect the kits on a monthly basis.
- Are responsible for ensuring that members obtain needed items.
- Ensure that members do not use kit items when such use is not warranted.

2.11.9.3 PPE Kit Contents

- Disposable items:
  1. Two respirator masks.
  2. One (1) one-way air valve for the resuscitator mask.
  3. Six plastic bags.
  4. Four pairs of surgical gloves.
  5. One pack of paper towels.
  6. One pint of 70% isopropyl alcohol.
- Non-disposable items:
  1. One pair of unventilated goggles.
  2. One pair of heavy duty nitrile gloves.
  3. One resuscitator mask.
  4. One carry bag with identification tag.

2.11.9.4 Use of Kit Items

- Respirator mask is worn to protect the mouth and nose from body fluids. It should not be worn when performing rescue breathing.
- Goggles are worn to protect the eyes from body fluids.
- Nitrile gloves are worn to protect the hands from body fluids and when thinner surgical gloves would be subject to tears or punctures (e.g., vehicle accident scenes, crime scenes involving broken glass, etc.). These gloves should be worn over a pair of the surgical gloves for added protection.
- Resuscitator mask with one-way air valve is used to perform rescue breathing.
- Plastic bags are used to hold contaminated kit items or evidence pending further disposal, disinfection, etc.
- Surgical gloves are worn when handling contaminated items that have body fluids on them.
• Paper towels and isopropyl alcohol are used to wipe body fluids from the skin prior to disinfecting the contaminated area.
• Carry bag is used to hold only the issued items and supplies for this kit.

2.11.9.5  Disinfection Process

• Should always be done while wearing surgical gloves.
• For goggles and nitrile gloves:
  1. Wash the items in warm soapy water and rinse with clear water.
  2. Immerse the gloves in 70% isopropyl alcohol for 15 minutes.
  3. Remove items and rewash with warm soapy water, rinse in water.
• For resuscitator masks:
  1. Place the one-way valve in a double plastic bag and dispose of it.
  2. Wash the mask in warm soapy water and rinse in clear water.
  3. Immerse the mask in a concentration of ¼ cup of chlorine bleach to one gallon of water for 15 to 30 minutes.
  4. Wash the mask again with warm soapy water and rinse in clear water.
  5. Hand dry the mask and replace the air valve.

2.11.9.6  For The Carry Bag

a. Wipe the excess contamination from the outside of the bag with paper towels and wash with warm, soapy water.
b. Place the carry bag in a double plastic bag until it can be washed.
c. Wash the bag in a washing machine using standard laundry detergent and one cup of a disinfectant (e.g., Lysol, etc.). The temperature of the water should be as hot as possible.
d. Air dry prior to use.

2.11.9.7  Replacement of Kit Items

• Isopropyl alcohol will be replaced when it has reached the expiration date.
• Disposable items will be replaced within the supply closet.
• For items which are damaged or lost due to misuse or neglect, a report will be sent to the member’s commander for appropriate action (e.g.: reimbursement, disciplinary action, etc.).

2.11.9.8  Biohazard Containers

• Are used for the disposal of hazardous items contaminated by body fluids (e.g., gloves, etc.). NOTE: Needles must be disposed of by placing them in clear plastic puncture-resistant sharps tube labeled “Biohazard”.
• When the container is full, members can transport the container to the Office of Environmental Safety and Health for proper disposal.
2.11.10  **Automatic External Defibrillator (AED)**

A. The agency participates in the university’s AED program as managed by Environmental Health and Safety (EHS).

B. The Operations Commander will assign employees to serve in an ancillary capacity as the agency’s primary and back-up AED site coordinators. Site coordinators must meet the training and certification requirements specified by EHS.

C. AED site coordinator’s duties and responsibilities include:
   1. Being the agency’s liaison to EHS for the AED program;
   2. Ensure compliance with the current special order on AED inspections;
   3. Ensuring current copies of Inspection records are kept in an AED inspection binder in the Squad room;
   4. Submitting completed inspection records to EHS; and
   5. Maintaining original inspection records consistent with the Agency’s records retention and destruction schedule;
   6. Ensuring timely completion of reports and notifications to EHS for any instrument Malfunctions; and
   7. Ensuring an instrument’s rescue data card is delivered to, and replaced by, EHS after each use.

D. The agency’s training coordinator will work with the AED site coordinators and EHS Personnel to ensure agency personnel receive initial and recertification AED training.

E. Patrol supervisors will ensure:
   1. Inventory accountability of AEDS and ready-kits (RKS);
   2. AED certified officers conduct and document inspections consistent with the current special order on AED inspections;
   3. All AED/RKS are assigned and issued to AED certified-officers each patrol shift;
   4. Employees keep AEDs/RKS inside passenger compartments of agency vehicles and not in the trunks of sedans or cargo areas of SUVs;
   5. EHS is notified directly and site coordinators by email when deficiencies are reported that cannot be promptly corrected; and
   6. Required reports and incident summaries are written and notifications are made to EHS any time officers attach electrodes to patients, regardless if defibrillations were or were not attempted.

F. Employees issued an AED/RKS will:
   1. Conduct visual and documented inspections consistent with the current special order on AED inspections;
   2. Promptly report deficiencies to their supervisors, directly to EHS as necessary, and by emails to AED site coordinators;
   3. Keep AEDs/RKS in passenger compartments of their assigned vehicles and not in the trunks of sedans or cargo areas of SUVs;
   4. Use instruments consistent with their training and certification;
   5. Notify EHS, write agency reports, and write MIEMSS (Maryland Institute for Emergency Medical Services Systems) reports any time they attach electrodes to patients, regardless if defibrillations were or were not attempted. (MIEMSS reports Must be submitted to EHS within 24 hours);
   6. Notify EHS any time they take AEDs to medical emergency scenes or upon arrival, open electrode packages, but do **not take any further AED related activities**. (Agency reports will not be written.); and
   7. Respond to AED tamper alarms and, in addition to taking any other required actions, notify EHS if alarms resulted from malfunctions, tampering with instruments, or actual instrument use.
2.12 Court Procedures

2.12.1 General Screening Requirements

**Defined:** Felony Review is the process where the arresting officer meets with a prosecutor to review the legal sufficiency of a case: reports, evidence, statements and additional court orders or investigation that needs to occur pre-trial.

A. Arresting officers must contact the Baltimore County State’s Attorney’s Office within 72 hours following arrests involving these charges to schedule screening appointments:
   - Felonies offenses;
   - Cases involving convicted criminals in possession of handguns;
   - Cases involving vulnerable adults;
   - Fatal motor vehicle collision cases;
   - Juvenile felony and serious misdemeanor cases;
   - Complex cases, newsworthy incidents or suspects, or cases needing special attention.

B. Appointments are scheduled during normal business hours.

C. Screening is necessary even though preliminary hearings may be held. Cases lacking necessary screening cannot be remedied at preliminary hearings.

2.12.1.1 Documents Necessary at Screening

A. Arresting officers will ensure that copies of all reports are available for case screening.

B. Documents needed for case screening include:
   1. Crime, incident, investigative reports, and other pertinent reports of crimes for which defendants are believed responsible;
   2. Originals and two copies of warrants and applications for statements of charges;
   3. Copies or any warrants for searches or electronic surveillances;
   4. Forensic laboratory reports;
   5. Photographs;
   6. Witness information;
   7. Officers’ rough notes;
   8. Other information which will assist the state’s attorney’s office in determining proper charges.

2.12.2 Court Dates

A. Court dates are projected at least six months in advance to ensure employee availability on court cases.

B. All officers will be assigned projected court dates consistent with scheduling directives issued by the Office of the Clerk of the Court.

C. Officers’ unit supervisor will, in consultation with subordinates, assign court dates to ensure that projected dates are not in conflict with approved leave, schedules of the courts, or
D. Unit supervisors are responsible for conducting inspections of projected court dates.

E. Projected court dates will be forwarded by the court liaison to the District Court of Maryland.

F. Employees will be available for court on projected court dates, unless other arrangements are made between the officer and the State’s Attorney’s Office and the court.

2.12.2.1 Changes in Court Dates or Scheduling

A. All requests for court date changes must be submitted in writing to the court liaison. Suitable portions may be sent via email.
   1. Court date changes must be submitted at least 90 days in advance, unless exigent circumstances exist.
   2. Scheduling problems, requests for continuances, etc., must be submitted as soon as possible after agency employees become aware of such problems.
   3. To attend training on projected court dates, officers must change their court dates at least 90 days in advance. The courts do not accept training as an adequate reason for continuing court cases on officer’s projected court dates. Training conflicts with court cases that are not on officer’s projected court dates will be handled as routine continuation requests.

B. Continuation requests will be submitted by affected officers or by their unit supervisors in cases where officers are not able to request assistance. Requests must contain, as applicable:
   1. Dates, times, locations, and court rooms;
   2. Docket or court case numbers;
   3. Names of defendants;
   4. Affected officer’s projected court dates for that month;
   5. A copy of the docket;
   6. Other supporting documents or information (i.e.: Training or Personnel Orders); and
   7. Reasons for requests.

C. Employees who request continuances, or their unit supervisor in cases where officers are not able to follow up on continuation requests, are responsible for contacting appropriate authorities to determine whether or not continuance requests have been granted.

D. Employees are responsible for appearing as summonsed unless excused by the Baltimore County States’ Attorney’s Office or court personnel or continuances have been granted.

2.12.2.2 Reporting Sick when summoned to Court

A. Employees requesting continuances due to illness will call Communications on a recorded line and provide Communications personnel with case related information:
   1. Court Locations; (example: Catonsville, Towson, etc.)
   2. Docket times;
   3. Courtroom numbers; and
B. Communications personnel receiving calls from officers reporting sick for court will:
   1. Make telephone notifications to the appropriate Assistant State’s Attorney; and
   2. Collect and send required information via email to the Sick Call email group utilizing the Sick Call form.

2.12.2.3 Termination of Employees

A. The Chief will notify the court liaison of employees’ resignations, terminations, or retirement dates as well as forwarding addresses for the employees as appropriate.

B. The Commander of Support Services will:
   1. Notify the courts of employees' resignations, terminations, or retirement dates as well as forwarding addresses for the employees as appropriate;
   2. Contact former employees’ last unit supervisor to facilitate notification of former employees and/or coverage of the cases by other witnesses; or
   3. In the absence of other witnesses, notify the Baltimore County States’ Attorney’s Office to dispose of the cases in a manner that best serves the interests of the state.

2.12.2.4 Court Attire

Employees will dress consistent with 1.6.2.36 Court and Hearing Appearances for court, other judicial proceedings, or administrative hearings.

2.12.3 Legal Processes – Generally

A. Officers are responsible for serving legal process documents that fall within the Agency’s jurisdiction, authority and mission.

B. Consistent with MD Rule 4-212, only sworn police officers and sheriffs are authorized to serve criminal processes and civil processes requiring civil arrests. Officers whose powers of arrest have been suspended administratively or by operation of law may not serve legal processes.

C. The amount of force used while serving legal processes will be consistent with 2.2 Use of Force and Weapons.

D. Officers will attempt to ensure a sufficient number of officers are involved in serving legal processes and making arrests. Officers will not request citizen assistance in making arrests except in the most exigent circumstances and upon consideration of crime enormity and the probability of resistance.

E. Refer to 2.4.4 Diplomatic Immunity for directives relating to which foreign diplomatic officers have what type of legal immunity.
F. It is the function of the Baltimore County Sheriff to serve civil writs for the seizure of real or personal property.

G. Criminal processes that may be obtained and/or served by officers include, but are not limited to:
   1. Arrest warrants – valid until served or recalled;
   2. Bench warrants – valid until served or recalled;
   3. Writs of attachment – valid until served or recalled;
   4. Criminal Summonses – valid for 30 calendar days or as noted on summons;
   5. Search warrants – valid for 15 calendar days.

H. Civil processes that may be obtained and/or served by officers include:
   1. Protective orders – valid as specified by issuing judicial officials;
   2. Peace orders – valid as specified by issuing judicial officials; and
   3. Emergency psychiatric services (EPS) orders – valid for five days if signed by a judge. The agency has adopted a five day limit on the service of EPS orders signed by physicians.

I. The agency has 24-hour access to warrant and wanted persons and other criminal and civil process documents through the:
   1. Agency’s METERS/NCIC terminal;
   2. Maryland Judiciary Case Search; and
   3. Agency’s records management system (RMS) system.

2.12.4 Tracking Legal Processes

Defined: Legal processes takes two forms: summons & warrants that we obtain from the court for subjects, and summonses that we receive from the court for officers or witnesses.

A. The Log will include the following elements:

<table>
<thead>
<tr>
<th>Date/Time Received</th>
<th>Type of document (criminal or Civil)</th>
<th>Nature of document (Ex-parte, etc)</th>
<th>Source of Document (District, Circuit Court)</th>
<th>Name of Plaintiff/Respondent</th>
<th>Officer Assn</th>
<th>Date Assn</th>
<th>Court Tracking #</th>
<th>Date due for return</th>
</tr>
</thead>
</table>

B. Summons & Warrants That We Obtain:
Officers who obtain legal processes from: the District Court Commissioner, the Court Clerk, or from the Baltimore County Sheriff’s Office, or the Baltimore County Police Department, will:
1. Ensure a CAD number, titled “Legal Process,” is generated for each warrant or criminal summons obtained.
2. Related information to be entered into CAD includes:
   a. The type of legal process, such as arrest warrant, criminal summons, peace order, etc.;
   b. Case Number of any related case; and
   c. Name of suspect or respondent.
3. Complete original or supplemental reports as appropriate, including information in the “warrants” tab;
4. Ensure originals and copies are clearly stamped as such; and
5. Submit all documents for supervisory review.
6. Supervisors will review legal process related documents.
7. Officers will not store warrant / summons / legal processes in locations other than the Hot File.
8. The Support Services Commander has duties and responsibilities that include:
   a. Liaison: Being the agency's liaison with Baltimore County Police Department and the Baltimore County Sheriff's warrant control functions;
   b. Inspection: Ensure that control records and supplemental reports are completed as appropriate for legal processes received from allied agencies;
   c. Make sure attempts at service are made/ legal services returned: inspections are conducted quarterly for all agency held or transferred legal processes to determine if they: (1) have been served, (2) are current, (3) or need to be recalled, withdrawn, or converted;
   d. For legal processes possessed by this agency, but served by allied agencies:
      • Ensure originals, copies, and return of service messages are submitted to Records for Return to the Office of the Clerk of the Court;
      • Documenting the service on Legal Process Control Records; and
      • Completing supplemental reports documenting process service.
9. Communications personnel have legal process tracking duties that include:
   a. Not accepting legal processes unless they are attached to completed and supervisor approved legal process control records;
   b. Filing the processes and accompanying documents alphabetically in the hot file;
   c. Entering and removing warrant information into METERS/NCIC consistent with the requirements of those systems; UPD Form 42 J Wanted subject entry
   d. Ensuring CAD NUMBERS containing required information are generated for each separate legal process and service/attempt service;

C. Summons for Court that we receive for our Members: When we receive summons for members to appear in court, the following procedures will be used:
   a. The PCS will enter the summons into a CAD card.
   b. The PCS will email the member that they have a court summons.
   c. The Operations Commander enters the summons onto ScheduleAnywhere.com for the member.

2.12.5 Serving Legal Processes
A. Patrol officers are responsible for serving most legal processes held by this agency. Criminal Investigations Unit may be assigned to serve processes based on time constraints, staffing, tactical needs, suspect/respondent availability, etc.

B. **Officers** will:
   1. Document their activities on UPD Form 59 Warrant Summons Court Process Control Form;
   2. Serve their own warrants/summonses;
   3. Conduct appropriate investigations to locate suspects/respondents;
   4. Conduct and document a reasonable number of service attempts;
   5. Ensure a CAD NUMBER event is generated by Communications for each separate attempt or actual service. These are the CAD codes for Court Process Service:
      a. ECP- Emergency Civil Process
      b. WARRANT
      c. XPARTE- Ex Parte Service
   6. The CAD entry must contain:
      a. The incident number for the legal process;
      b. The type of legal process;
      c. Any related case number;
      d. Name of any suspect or respondent; and
      e. Whether or not the process was served.

C. Communications personnel will:
   1. Confirm the existence of active Legal processes:
      a. Held by allied agencies through METERS/NCIC;
      b. Held by this agency through METERS/NCIC, RMS, and by locating the physical document in the HOT file;
   2. Send FAX copies of legal processes held by this agency to allied agencies to facilitate service;
   3. Submit return of service FAX messages received from allied agencies along with related legal process originals, copies, and legal process control records to the agency’s legal process coordinator; and
   4. Send any required confirmation or clearance messages.

D. Supervisors will ensure that:
   1. Members complete the forms/use to document their actions;
   2. Return Warrants/Summons/Legal processes that are expired, recalled, withdrawn.
   3. Transfer warrants/summons/court papers to the Legal process coordinator.
E. The agency’s legal process coordinator may transfer the primary responsibility for the service of this agency’s legal process to allied agencies, upon the direction of the Operations Commander.
   1. The original legal process and a copy of the control record, accurately reflecting the transfer, will be submitted to the agency assuming primary responsibility for service.
   2. The original control record and a copy marked “Photo-copy” will be retained in the Hot File.
   3. The legal process coordinator will ensure:
      a. Supplemental reports are completed to show that the court papers were transferred to another governmental agency; and
      b. Control records are completed and Hot File duplicate copies are destroyed when this agency learns that legal processes have been served.
2.13.0 Criminal Justice Information Systems & Information Security Policies

Reminder concerning Police Reports from the Report Manual:

4.15.1 Criminal History (CH) in Police Reports

- No Criminal History (CH) or any mention of someone having or not having a Criminal History (CH) will be placed in any UMBC Police Department Report.
- Also, no printed copy of an individual’s Criminal History (CH) will be attached to any UMBC Police Department Report.

2.13.1 CJIS Rules that govern our use of this information

2.13.1.1 Objectives of this policy

1. To enhance awareness and understanding of:
2. Criminal History Record Information (CHRI) Security
3. Information Assets
4. Information Classification
5. Information Security Practices
6. Accessing Information

2.13.1.2 Training in the Policy

- Initial training is required within 30 days of initial employment.
- FBI Criminal Justice Information System Security Policy requires refresher training every 2 years thereafter.

2.13.1.3 Information Assets includes

1. Paper Files & reports
2. Software Applications (includes iPad, smart phones and tablets)
3. Information systems (hardware: computers and storage devices)
4. Facilities (once breached, information can be stolen)
5. Equipment (includes laptops and devices that are mobile)
6. Electronic devices that can store information.
2.13.1.4 **Laws that protect the security of this information**

- Title 18 USC Part I, Chapter 47, Section 1030 – Fraud and Related Activity in connection with Computers
- Title 28 CFR Part 20 – Criminal Justice Information Systems
- Title 14, Section 14-3504, Commercial Law Article, Annotated Code of Maryland – Maryland Personal Information Protection Act (PIPA)
- Title 8, Section 8-606, Criminal Law Article Annotated Code of Maryland – Making False Entries in Public Records and Related Crimes
- Title 7, Section 7-302, Criminal Law Article Annotated Code of Maryland – Unauthorized Access to Computers and Other Related Material
- Title 10, Sections 10-213 through 10-228, Criminal Procedures Article, Annotated Code of Maryland – Criminal Justice Information System
- Title 12, Section 12.15.01.15, Code of Maryland Regulations - Security

2.13.1.5 **Your responsibility**

1. Access Management
2. Separation of Duties
3. Acceptable Use
4. Data Protection
5. Physical Security
6. Passwords
7. Social Engineering
8. Malicious Code
9. Portable / Mobile Computing and Storage Devices
10. Conflict Recusal
11. Incident Reporting

2.13.1.6 **Golden Rules for Access Management**

*Users need*

- Acceptable Use of the information (work-related), and
- Need to Know (not “want to know”), and
- Authorized (Supervisor / manager would allow the access)
2.13.1.7 What is Acceptable Use?

- Use Criminal History Repository Information (CHRI) for authorized purposes; i.e.: solely work related, not information for personal use.
- Expect monitoring and inspection of your activities (unannounced and periodic inspections ensure integrity of our system).
- Protect the CHRI Information (once information is obtained; only the user can protect it).
- Authorized Secondary Dissemination (only give the information to someone who is authorized to have the information).

2.13.1.8 Hard Copy Information

- Lock it up – CHRI must be secured and unavailable to unauthorized persons
- Printer/fax – used a secured printer. Use printer security procedures to eliminate copy images. Never fax or send PDF CHRI.
- Shred – Cross-cut shredding is the only acceptable method to destroy CHRI

2.13.1.9 Encrypt Electronic Data

In Transit
Use Secure Web Services
Data Transfer
E-mail

In Storage
Be careful with Portable Devices
Portable Laptops easy to carry away
DVD / CD’s

2.13.1.10 Physical Security

Work Area Security Practices
  a. Protect printer and fax machine
  b. Secure information on the monitor
  b. Shred confidential and sensitive information
  c. Clean your Desk area of notes
  d. Lock Computer
2.13.1.11  Password Security

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<tbody>
<tr>
<td>1</td>
<td>Minimum of Eight (8) Characters</td>
</tr>
<tr>
<td>2</td>
<td>Password “Must” contain character from Three (3) of the following Four (4) Categories</td>
</tr>
<tr>
<td>a</td>
<td>Upper Case Letter</td>
</tr>
<tr>
<td>b</td>
<td>Lower Case Letter</td>
</tr>
<tr>
<td>c</td>
<td>Base 10 digits (0 through 9)</td>
</tr>
<tr>
<td>d</td>
<td>Non-alphanumeric characters (special characters) (for example, !, $, #, %)</td>
</tr>
<tr>
<td>3</td>
<td>Will Expire every Ninety (90) Days</td>
</tr>
<tr>
<td>4</td>
<td>Not be Identical to the Previous Ten (10) Password</td>
</tr>
</tbody>
</table>

**DON'T SHARE YOUR PASSWORD**

2.13.1.12  Giving co-workers information

Don’t give out Information unless you determine:
- The receiver has the Need To Know
- The receiver is authorized to receive the information

2.13.1.13  Portable or Mobile Devices

1. Must be Agency owned
2. Must be Encryption activated
3. Must have Physical protection
4. Must Report lost/stolen
5. Must have Logical protection
2.13.1.14 **Conflict of Interest Recusal**

Employees must not access any CHRI in which one participant is a(n):

- Relative of the employee
- Person with whom the employee cohabits
- Close Friend or Business Associate

2.13.1.15 **When to Report a violation**

Any suspected or actual event that threatens the confidentiality, integrity and/or availability of CHRI; Examples:

- Suspected virus or computer problem
- Lost or stolen CHRI
- Unauthorized access
- Inappropriate activities
- Unauthorized/ suspicious people or activity in your facility

2.13.1.16 **Where to Report**

- CONTACT: Supervisor or management personnel
- Your agency management will report the incident to the Criminal Justice Information System Central Repository Section

2.13.2 **Mobile Data Terminal System Policy**

A. Members of the UMBC Police Department will only use the Mobile Data Terminal (MDT) System to support the Department’s activities. It is the responsibility of each user to ensure that this technology is used for proper business purposes and in a manner that does not compromise confidential, protected, restricted or otherwise sensitive information.

2.13.2.1 **Mobile Data Terminal Program Coordinator**

The Chief of Police will designate an MDT Program Coordinator. The MDT Program Coordinator will conduct random administrative security checks of the MDT System to ensure that all necessary security procedures are being followed. The MDT Program Coordinator will also ensure that the required employees are trained on the proper use of the MDT and will work closely with the Information Systems Unit in equipment maintenance.
2.13.2.2 General MDT System Usage

All MDT’s, data and software, maintained or used by the UMBC are for official use only. No employee will use or cause to be used any MDT for personal gain or benefit of any kind.

- Employees will NOT attempt to install, delete or modify any software or hardware associated with the MDT. This includes: modifying default settings, e.g., font size, etc.
- If equipment needs service, send a message using the IT request form.
- Users are responsible for inspecting the MDT at the beginning of each shift. If any damage is noted, an e-mail must be sent using the IT request form on a UMBC computer along with an email to the user's supervisor. If the damage has not been previously reported, the previous user will be held accountable.
- It will be the responsibility of each officer or civilian employee with access to the MDT System to keep their system logon and password current.
- Any user who violates any of the policies or rules set forth in this directive will be subject to removal or suspension from the program and may face further disciplinary sanctions.

2.13.2.3 Mobile Data Terminal Procedures

All electronic messaging/correspondence is the property of the UMBC Police Department.

- **MDT usage is restricted:** to those agency employees who have been trained in the proper usage of the equipment and given access to the system.
- **Password Security:** User passwords for to access the MDT System, MILES/NCIC System shall not be shared with anyone. Assigned users may be required to disclose this information to someone in their chain of command or computer support personnel for business purposes.
- **Alert:** Users who believe that their password has been compromised shall immediately notify the MDT Program Coordinator and copy their immediate supervisor. Attempts by any member to utilize an MDT with another user's password are prohibited.
- **Driving with an MDT:** The safe operation of a police vehicle shall always be the driver's primary responsibility and they must give full time and attention to the safe operation of the vehicle. MDT use is a secondary concern to the safe operation of the vehicle. Drivers may need to safely stop the vehicle before using the MDT if such use is going to divert the user's attention from the safe operation of the vehicle.
- A user receiving a 10-99 “hit” must verify the hit by viewing the NCIC Summary Screen to ensure that the hit is identical for the person, property or vehicle that the user entered, prior to initiating a stop, contact or other enforcement activity, unless other probable cause exists for a stop.
- Users must then confirm the hit (i.e. confirm the existence of an open warrant or stolen vehicle, etc.) through communications.
1. A computer hit is **not** sufficient probable cause to make an arrest.
2. Barring exigent circumstances, an arrest shall not be made until the hit is confirmed.

### 2.13.2.4 Electronic Messaging Procedures

1. All electronic messages should be considered in the public domain.
2. Employees have no expectation of privacy regarding electronic messages.
3. All transactions on the MDT are electronically logged.
4. All electronic messages should be professional.
5. Messages should not be offensive, degrading or embarrassing in any way to the Department or any individual.
6. Under no circumstances will an employee use the MDT System to broadcast jokes, sexual comments or innuendos of a provocative or suggestive nature, or language that creates an intimidating, hostile or offensive working environment of any kind.
7. The MDT Program Coordinator, or other Supervisors, will periodically review the message logs.
8. Any electronic message that is sent through the MDT System may be retrieved by authorized personnel later, even though it may have been deleted from the specific MDT. Electronic messages are not a protected form of communication and could be subject to a discovery motion in a criminal/civil case or an internal investigation.

### 2.13.2.5 Security/Storage of Mobile Data Terminals

- **Employees responsibility**: The assigned employee is responsible for:
  1. **Safeguard**: the computer by locking the vehicle when un-occupied,
  2. **Log Off**: from all network computer systems and programs at the completion of their work day.
  3. **Keep food and liquids away from the MDT's at all times**: In the event of a spill:
     - Log off all active sessions and shut down the MDT as quickly as possible.
     - Clean the affected area as soon as possible by wiping the spill.
     - Notify the MDT Program Coordinator and the employee’s immediate supervisor immediately for corrective action.

- **The MDT Program Coordinator**: is responsible for:
  1. Maintaining an inventory of all MDT’s; and
  2. Conducting annual inspections of all vehicle mounted mobile computers.

### 2.13.2.6 Mobile Data Terminal Operational Procedures
A. Definitions:
   1. Confirmation: Process of communications personnel contacting originating agencies for wanted and stolen hits received through NCIC or MILES.
   2. Verification: Process of officers requesting communications personnel run registration, stolen or wanted checks through the communications terminal to affirm information officers read on MDTs.

B. Officers will maintain MDT certification and keep passwords and access levels current and up to date (NCIC, METERS, etc.).

C. Upon going in-service for patrol or other traffic enforcement duties, Officers will notify communications of the status of their MDT.

D. Officers will utilize MDTs for routine registration, stolen, wanted and driver's license checks whenever possible to relieve communications staff of this responsibility.

E. Information read from MDT vehicle registration checks will constitute probable cause to make traffic stops and issue traffic citations for violation of the traffic articles. Warrant hits, or information relating to the registered owner of a vehicle (suspended, revoked, unlicensed) will NOT constitute probable cause for a traffic stop.

F. Communications staff will attempt to run vehicle registration checks when officers make traffic stops, or are stopped for other law enforcement reasons.

G. Officers will have Communications confirm NCIC/MILES stolen and wanted hits before making arrests.

2.13.2.7 CJIS Information is for official use only

Police records and information systems: CJIS is for official use only. No personal or private messages or inquiries will be sent. Disciplinary: any violation of CJIS policies can result in administrative sanctions that can include termination of employment. Serious violations can be prosecuted as criminal violations if the acts are knowing and intentional.

2.13.3 Computer Software Policy
2.13.3.1 Information Systems Security And Acceptable Use

A. This policy defines the Information System Security responsibilities and acceptable use rights for employees, guests, vendors and contractors (hereinafter, "Users") of UMBC Police Department (the "Department") information system resources. Information systems include all platforms / operating systems, all computer sizes and equipment, and all applications and data (whether developed in-house or acquired from third parties) contained on those systems.

B. All individuals that are granted access to the UMBC network and information systems including but not limited to full and part-time employees, temporary workers, contractors, and those employed by others to perform UMDPS work, are covered by this policy and shall comply with this and associated policies, procedures and guidelines.

2.13.3.2 User Access Responsibilities

A. **Data Access and Security**: Employees will comply with The University of Maryland’s “Guidelines for the Acceptable Use of Computing Resources” and “Using Software, A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.” Questions about those directives may be brought to the attention of the agency’s Information Technology coordinator, the President’s Legal Office, or the Coordinator of Policy and Ethics in the University’s Academic Information Technical Services.

1. All agency computers and computer systems are the property of the UMBC.

2. All computer systems and information stored within the computer systems are also the property of the University of Maryland and may be monitored.

3. Access to the computers and computer systems and the local area network is provided to authorized users only. Accounts issued to individuals are for the sole use of that individual and are non-transferable.

4. Unauthorized access to the local area network, files, and/or computers is in violation of Maryland Criminal law 8-606 and 7-302 and may result in prosecution or disciplinary action.

B. **Data Sharing**: All information and data processing systems to which users are given access are to be used only to conduct the activities authorized by the Department. The use of these resources must be conducted according to the policies, standards, and procedures instituted by the Department or on its behalf. The unauthorized use or disclosure of information provided
by these data processing systems may constitute a violation of Department, State, and/or Federal laws which will result in disciplinary action consistent with the policies and procedures of the Department.
1. The UMBC Police Department may require additional agreements regarding the confidentiality of specific types of information; for example, METERS, CJIS, personnel records, financial records, etc. This policy may augment such Bureau policies, but is not intended to replace policies which remain in effect.

2. Users given access to which they are not privileged or entitled are required to report the circumstances immediately to their supervisor. Supervisors are responsible for determining the User's appropriate access rights. Supervisors must notify the Information Systems Unit should they determine that access rights need to be modified.

C. General Use Guidelines
1. Users should log off the network at the end of each day and should lock their computers or logout of secure applications when away from their desk/office.
2. Users should store important files on the network drives where files are backed up daily.
3. All individual user passwords must be kept confidential. Users should not share their passwords with other users.
4. Users should change their passwords when required or as necessary.
5. Computer systems shall only be used by the employee that is currently logged in, or signed on to it.

2.13.3.3 Rights of Information Ownership

Data Ownership: The Department retains the rights of ownership to all Information Systems resources including hardware, software, functionality, data, and related documentation developed by the Department's information systems users on behalf of the Department. All Department Information Systems resources remain the exclusive property of the University of Maryland and/or the Department, unless otherwise prescribed by other contractual agreements.

2.13.3.4 Internal Network and Internet
A. While in performance of work-related functions, while on the job, or while using publicly owned or provided information processing resources, UMBC users are expected to use the network and Internet responsibly and professionally. Users shall make no intentional use of these services in an illegal, malicious, or obscene manner.

B. Users may make reasonable personal use of Internet resources as long as:
   1. The direct measurable cost to the public is negligible, or access supports the mission of the agency
   2. There is no negative impact on user's performance of public duties;
   3. The policy is applied equitably among all personnel of the agency;
   4. Users may be required to reimburse the agency if costs are incurred that do not have prior approval by the Department.
   5. When sending or forwarding e-mail via departmental e-mail accounts, Users shall identify themselves clearly and accurately. Anonymous or pseudonymous posting is expressly forbidden, unless otherwise allowed by law to make anonymous postings.
   6. Users are responsible for protecting UMBC sensitive information by following the UMBC policies and procedures.

C. Users shall avoid unnecessary network traffic and interference with other users, including but not limited to:
   1. Subscribing to or otherwise authorizing the transmission of unsolicited commercial advertising (SPAM) by UMBC Users. Such use is strictly forbidden.
   2. This prohibition shall not include Mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed his/her name on the mailing list.

D. The use of computer resources, including e-mail, to conduct any activities already prohibited by University personnel or other UMBC policies (such as private/personal fund raising, profit-making, political activities, etc.) is prohibited, without written authorization from the University. Mass emailing by employees that do not pertain to Department business is prohibited.

E. Users shall not use the Internet, or any State information system to allow the unauthorized dissemination of confidential information, or for any purpose that is not permitted by UMBC policies or would compromise public safety or public health.

F. Users shall not stalk others; post, transmit, or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication or any communication where the message, or its transmission or distribution, would constitute a criminal offense, a
civil liability, or violation of any applicable law.

G. Users shall not access or attempt to gain access to any computer account to which they are not authorized. Users also shall not intercept or attempt to intercept data transmissions of any kind to which they are not authorized.

H. Users shall not install, download, attach or play audio/video accessories, CD's, DVD's, MP3, etc. except that equipment or media which is required in the performance of UMBC business. The use of UMBC provided computer equipment for personal entertainment purposes is prohibited.

2.13.3.5 Work-station Security

A. Each employee should guard against the loss of data stored within the various computers and computer systems operated or accessed by UMBC employees and other individuals.

B. The following requirements apply to office, home, or other remote access locations if utilized for UMBC business:
   1. As appropriate, sensitive computer media shall be stored in suitable locked cabinets, or behind locked doors, especially outside working hours;
   2. Personal computers and computer terminals should not be left logged on when unattended or not in use;
   3. Classified or sensitive information should not be printed on a printer located in public areas. However, in the event that public printers must be used to print sensitive or classified information, such information shall be cleared from printers immediately.
   4. Users should store important files on the network drives which are backed up daily;
   5. All individual user passwords must be kept confidential. Users should not share their passwords with other users. Users should change their passwords when required or as necessary; and
   6. Computer systems shall only be used by the employee that is currently logged in, or signed on to it.

2.13.3.6 Media Storage

A. Sensitive information stored on external media (e.g., CDs, USB Drives) must be protected from theft and unauthorized access. Such media must be appropriately labeled so as to identify it as sensitive information.

B. The use of removable storage devices or external devices (e.g., USB Flash Drives) shall be restricted to authorized personnel in order to safeguard and protect confidential data and information technology assets. Authorization for the use of removable storage devices must be granted by the user's supervisor.
in writing and specify the intended use of the device. The Section management shall maintain an inventory of all authorizations and use of removable storage devices. Any use must meet UMBC Removable Media Security Policy.

C. Users shall request the use of Department owned storage devices. Sections shall strive to provide state owned-storage devices to staff and thereby limit the use of any personal device used to conduct any University business. Any use of personal devices must be disclosed to the supervisor and be approved.

D. Mobile computing devices and removable storage devices (e.g., laptops, PDAs, USB flash drives, etc.) must never be left in unsecured areas and their use must meet UMBC security standards. Any incidents of misuse, theft, or loss of data must be reported to the supervisor and to the Operations Commander.

E. UMBC sensitive or confidential information shall not be stored at home without appropriate authorization from the user's supervisor/manager, in consultation with the Section Commander.

2.13.3.7 User Privacy

All users of the Department's information systems are advised that their use of these systems may be subject to monitoring and filtering.

1. UMBC reserves the right to monitor randomly and/or systematically the use of Internet and UMBC information systems connections and traffic.

2. Any activity conducted using the University and State's information systems (including but not limited to computers, Networks, e-mail, etc.) may be monitored, logged, recorded, filtered, archived, or used for any other purposes, pursuant to applicable Departmental policies and State and Federal laws or rules.

3. The Department reserves the right to perform these actions with or without specific notice to the user.

2.13.3.8 Software And Hardware

A. All software licenses purchased by the UMBC Police Department are the property of the Department of Public Safety.

1. Software is not to be copied for personal use, except as permitted by software licensing agreements.

2. Personal software is not allowed on University computers except in rare job-related instances.

3. If you wish to install any software, you must obtain permission of the
agency’s Information Technology coordinator.

B. Installation of Software or Hardware
1. UMBC information system hardware and software installations and alterations are handled by authorized UMBC Information System Unit employees, designated staff, or contractors only. Users shall not install new or make changes to existing information system hardware or software without prior authorization by the Information Systems Unit.
2. Users shall not download software from the Internet unless specifically approved by the user's supervisor and the designated Information Systems Unit personnel. Downloading audio or video stream for a work related webinar or audio conference is permissible without prior authorization.

C. Purchasing Software and Hardware
1. All purchases must be approved by the Information Systems manager and the employee’s unit manager prior to purchase.
2. Purchases made without the prior consent of the Information Systems manager will be subject to disciplinary action.

2.13.3.9 Computer Viruses: Malicious Code

A. It is the responsibility of each User to help prevent the introduction and spread of computer viruses and other malicious code. All personal computers in the Department must have the provided virus detection software running at all times.
1. Immediately contact their supervisor or Commander, and submit a Department IT Request for service when a virus is suspected or detected, so that it may be confirmed and removed by the appropriate Information Systems Unit personnel.
2. Users must report all information security violations to their Section Commander, who will notify the Information Systems Unit.

2.13.3.10 Remote Access

A. Authorized users of UMBC computer systems, networks and data repositories may be permitted to remotely connect to those systems, networks and data repositories to conduct Department-related business only.
1. Users will only be granted remote access through secure, authenticated and managed access methods and in accordance with Information Systems Unit and UMBC security policy and standards.
2. Users shall not access agency networks via external connections from local or remote locations, including homes, hotel rooms, wireless devices, and off-site offices without knowledge of and compliance with the User Access
Responsibilities section described above within this policy.

2.13.3.11 Responsibilities of Information Systems Unit

A. Responsibilities of the Information Systems Unit include:
   1. Maintaining a liaison with Department of Information Technology (DoIT) and other agencies to ensure off site server back-ups are conducted and maintained;
   2. Keeping the UMBC computer systems running and configured properly;
   3. Coordinating purchasing, installing, training, operation, maintenance, storage, moving, and reconfiguration of UMBC computers and computer hardware and software;
   4. Setting, modifying, and terminating individual and group computer security levels, access, permissions, and distribution access levels; and
   5. Providing yearly, written audits to the chief of computer system security issues that includes password and other access violations.

B. The Information Systems unit is also responsible for creating access accounts for authorized users only.

2.13.3.12 Loss of Data, Irregularities and Recovery

In the event that there is a loss of data or other irregularity that occurs with electronically-stored data, the agency’s Information Technology Specialist will be consulted to assist with recovery of information. In the event that they are unable to assist in the recovery, the UMBC Department of Information Technology will be consulted.

If data hacking is suspected, CJIS will be contacted for assistance, and must be notified.

2.13.3.13 Data Retention and Redundancy

DoIT will establish a retention schedule for data. In the event that they cannot store all of our information, we will revert to the data retention schedule that has been established for paper records 1.9 Records Management.

DoIT has established a daily backup of UMBC Police records, and under an agreement they maintain redundant systems for storage of electronic record data.

2.13.3.14 Special Logistical requirements and financial arrangements

Many agencies are using “Cloud” storage technology to store information from
the network. The UMBC Police Department has not agreed to this arrangement as we cannot control who will hold the information or the geographical proximity of the “Cloud” storage (for example; the location could be outside of the United States where we could not exercise control over the information).

The UMBC Police Department will not agree to any off-site storage or data that does not comply with state or federal laws and NCIC/ METERS standards and requirements.

2.13.3.15 Written agreements

The UMBC Police Department holds written agreements with the UMBC Department of Information Technology and the State of Maryland Criminal Justice Information Service, which allows us to store electronic data off-site.

2.13.4 Media Protection

UMBC Police will create a protocol on the length of time data will be stored, as well as provisions for the destruction of data in accordance with applicable records retention laws. The retention and destruction of these records will conform to Maryland and federal laws, rules and accepted practices. The UMBC Archivist can assist with the development of these policies.

2.13.4.1 Secure handling, transporting and storing of media

The rules for media storage and access are addressed in section: 2.13.3.6 Media Storage.

(1) Members of the UMBC Police Department shall securely store electronic and physical media within physically secure locations or controlled areas.

(2) Members of the UMBC Police Department shall restrict access to electronic and physical media to authorized individuals.

(3) When physical and personnel restrictions are not feasible then the data shall be encrypted. The UMBC Department of Information Technology (DoIT) encrypts devices and hardware that is authorized by the UMBC Police Department. If there is any question regarding the encryption security of any device or hardware; then the member will ask the UMBC Police Department’s IT Specialist or the DoIT section to assess whether the device is secure and properly encrypted.
2.13.4.2  Media Transport

The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel. This includes lap-top computers, “Tablets” Flash and “jump” drives; or any other device that can electronically store CJIS information. Members cannot “remotely” access without the permission of the Deputy Chief of Police and with the knowledge of the IT Specialist.

The UMBC Police Department’s IT Specialist will contact Maryland CJIS to ensure that the access is lawful and authorized.

### Ability doesn’t Equal Legality

Please note:

1. Technological ability is rapidly advancing, and we cannot envision every new technological device or “app” that may enable users to perform tasks that previously were not possible.
2. Just because a device “can” access an agency computer containing CJIS information, does not mean that members “can” legally access the information.
3. Whenever there is a question about access, the IT Specialist will be consulted, and Maryland CJIS will be consulted before access is gained.

Laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card. CJIS information will NOT be copied onto these devices.

Any device that is authorized for use by the UMBC Police Department would have:

1. Encryption software added by the IT Specialist.
2. Permission to use by the Deputy Chief of Police.

2.13.4.3  Physical Media in Transit

The controls and security measures in this document also apply to Criminal Justice Information in physical form; i.e.: printed documents, printed imagery, etc. Physical media shall be protected at the same level as the information would be protected in electronic form.

2.13.4.4  Electronic Media Sanitization and Disposal
• Physical media shall be securely disposed of when no longer required, using formal procedures.
• The formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals.
• **Physical media shall be destroyed by shredding or incineration. The UMBC Police Department shall ensure the disposal or destruction is witnessed or carried out by authorized UMBC Police Department personnel.**

2.13.4.5 **Printers**

• Many printers have an internal hard drive for data storage.
• The UMBC Police IT Specialist will determine which printers have internal Hard Drive storage. These will be marked in a manner that will let users know.
• **These copiers/ printers will have their hard drives removed by the IT Specialist, and the Hard Drives will be destroyed in the manner prescribed in the above section: 2.13.4.4.**

**UMBC Policy on Electronic Media Disposal**

> Any agreement must meet CJIS (and NCIC) standards for care, custody and control of electronic information. Whenever there appears to be a conflict, members will choose in favor of CJIS / NCIC rules for electronic data.