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NOTE: This directive contains direct quotes from the Annotated Code of Maryland, Public Safety, Title 3, regarding the Maryland Police Accountability Act (MPAA). Officers are informed that, while every effort will be made to keep this information current, the latest version of the law should be checked to determine the current language. This directive is not intended to fully capture every section or subsection of the MPAA.

I. Purpose

To ensure that the integrity of the Division is maintained through an internal investigation system and complaint process that is fair, unbiased, and expedient. The Internal Affairs Division is committed to conducting fair, unbiased, and expedient investigations into allegations of misconduct against the officers and professional staff of the police department.

II. Policy

It is the policy of this Division to thoroughly and expeditiously investigate all complaints of police misconduct involving members of this Division, within the confines of existing law. The Chief will assign the Internal Affairs Section or supervisory personnel to investigate all complaints of police misconduct by members of this Division. All findings will be reported directly to the Chief. These procedures apply to allegations of improper conduct occurring both on-duty and off-duty when the conduct would represent a violation of law or agency policy.

III. Definitions

- A. Additional Corrective Measures: Notwithstanding the penalties in the Statewide Police Disciplinary Matrix, an officer may be offered counseling, an employee assistance program, training, restitution and/or a demotion. Demotions can be considered for Category D and E violations. Additionally, suspension or removal from a take-home car program and suspension or removal from secondary employment are also options for an Administrative Charging Committee (ACC) to consider. These options may also be imposed by the agency or Administrative Charging Committee consistent with management rights and/or agency policy.

- B. Administrative Charging Committee (ACC): an external statewide committee responsible for reviewing the findings of a law enforcement agency's internal investigations into complaints involving a member of the public (regardless of whether the complaint originated from within the agency or an external source) in accordance with the Maryland Police Accountability Act. The ACC is responsible for deciding whether a respondent officer will be administratively charged and, if so, what the charges should be and the disciplinary action to be taken.
- C. Administratively Charged: A police officer has been formally accused of misconduct in an administrative proceeding.
- D. Administratively Closed: A disposition used when the complaint has been withdrawn by the complainant, the complainant could not be contacted, or the respondent officer is no longer employed by the Division.
- E. Brutality: Brutality is the use of excessive or unjustified physical force by an officer in the exercise of official duties.
- F. Complaint: An allegation that, if proven factual, would constitute a violation of the law and/or agency policy. Differences of opinion between an officer and a citizen over enforcement actions are not complaints unless the allegation involves misconduct.
- G. Complainant: Person(s) filing a complaint or on whose behalf a complaint is filed.
- H. Disciplinary Matrix: A written, consistent, progressive, and transparent tool or rubric that provides ranges of disciplinary actions for different types of misconduct.
- I. Emergency Suspension: An immediate, but temporary suspension of an officer facing allegations of misconduct when, in the Chief's determination, such a suspension is in the best interest of the public. During an emergency suspension, the suspended officer is removed of all police powers and may be ordered to return any and all Department-issued equipment. The duration of the emergency suspension may extend to the completion of the administrative investigation and/or the closure of the administrative proceedings. The Chief may impose an emergency suspension with or without pay within the confines of the Maryland Police Accountability Act (MPAA).
- J. Exonerated: A finding after an investigation that the actions of the respondent officer were in accordance with the law and agency policy.
- K. Formal Counseling: A form of counseling given to employees who have violated an agency's policy. The Statewide Police Disciplinary Matrix defines this as the least severe form of disciplinary action, serving as a warning for violations. Further violations of the same or similar conduct may result in more severe discipline. A copy of the formal written counseling will be placed in the officer's disciplinary file.
- L. Internal Investigation: A formal investigation into allegations of misconduct, which if sustained, may result in discipline through the imposition of punishment.

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- M. Letter of Reprimand: A formal letter to an officer from the agency which details the officer's wrongful actions and states their actions have been deemed inappropriate or unacceptable. Further violations of the same or similar conduct may result in more severe discipline. A copy of this letter will be placed in the officer's disciplinary file.
- N. Non-Punitive Transfer: A non-punitive reassignment, where the Chief determines that such action is in the best interests of internal management/operational efficiency of the agency. This is a non-disciplinary personnel action.
- O. Non-Sustained: A finding after an investigation that there was insufficient evidence to confirm or disprove the alleged violation.
- P. Not Administratively Charged: A determination has been made not to administratively charge a police officer in connection with alleged misconduct.
- Q. Non-Disciplinary Corrective Action: Verbal counseling or a written non-punitive critique, guidance, training, or other action taken to assist a subordinate in correcting a performance deficiency.
- R. Police Accountability Board: A county-wide board established by the local governing body to:
1. hold quarterly meetings with heads of law enforcement agencies and otherwise work with law enforcement agencies and the county government to improve matters of policing.
 2. appoint civilian members to charging committees and trial boards.
 3. receive complaints of police misconduct filed by members of the public; **and**
 4. on a quarterly basis, review outcomes of disciplinary matters considered by charging committees; and
 5. on or before December 31 each year, submit a report to the governing body of the county that:
 - a. identifies any trends in the disciplinary process of police officers in the county; **and**
 - b. makes recommendations on changes to policy that would improve police accountability in the county.
- S. Police Misconduct: A pattern, a practice, or conduct by a police officer or law enforcement agency that includes:
1. depriving persons of rights protected by the constitution or laws of the State or the United States;
 2. a violation of a criminal statute; **and**
 3. a violation of law enforcement agency standards and policies.

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- T. Preponderance of Evidence: The standard of proof needed to demonstrate that an allegation is more likely to be true than false.
 - U. Respondent: The officer accused of misconduct and under investigation as a result of a complaint.
 - V. Sustained: A finding after an investigation that the investigation disclosed sufficient evidence to prove allegations of misconduct by a preponderance of the evidence.
 - W. Trial Board (Administrative Hearing Board): A police trial board is a disciplinary tribunal that hears cases of alleged police misconduct and determines if a police officer is guilty of the misconduct. If guilt is proven by a preponderance of the evidence, the trial board will determine the discipline using the Statewide Police Disciplinary Matrix.
 - X. Unfounded: A finding after an investigation that the allegations against the police officer are not supported by fact.
 - Y. Victims' Rights Advocate: The designated employee who serves as the point of contact for the public within the agency on matters related to police misconduct.
 - Z. Unreported Misconduct: The investigation revealed the occurrence of sustained acts of misconduct not alleged in the complaint.
- IV. Authority in Disciplinary Measures
- A. The administrative charging committee and the Chief have authority for disciplinary action involving police officers and police officer candidates in complaints of brutality (within the guidelines of the Maryland Police Accountability Act).
 - B. The agency will use the Statewide Police Disciplinary Matrix developed by the Maryland Police Training and Standards Commission.
 - C. The Chief may impose the same discipline that was recommended by the administrative charging committee or a higher degree of discipline within the applicable range of the Statewide Police Disciplinary Matrix but may not deviate below the discipline recommended by the administrative charging committee.
 - D. The Director of Parks reserves the right for final authority on disciplinary action involving all sworn police officers (except complaints alleging brutality).
 - E. The Chief of Police may grant their Assistant Chiefs (Captains) the authority to issue a Formal Written Counseling or a Letter of Reprimand for applicable violations per the Statewide Police Disciplinary Matrix.
- V. Receiving Complaints
- A. Anyone may make a complaint in person, by telephone, via email, or by U.S. mail.
 - B. A complaint need not be notarized and will include:
 - 1. the name of the police officer accused of misconduct, if known.

2. a description of the facts on which the complaint is based; **and**
3. contact information of the complainant or a person filing on behalf of the complainant for investigative follow-up.
4. The Police Accountability Board (PAB) may receive complaints of police misconduct filed by members of the public. Complaints received by the PAB are required to be forwarded to the agency within 3 days of their receipt.
5. An individual may file a complaint of police misconduct with the law enforcement agency that employs the police officer who is the subject of the complaint.
6. If a walk-in or telephone complainant wishes to speak to a police officer about the complaint, the senior-ranking officer who is currently available will speak with the complainant.
 - a. If no police officer is available to speak with the complainant, the agency employee who is speaking with the complainant will offer to accept the complaint.
 - b. If a walk-in or telephone complainant does not wish to speak with a police officer, the complaint will be accepted by any agency employee.
 - c. Regardless of which agency employee receives the complaint, (whether police officer or other employee) the employee will not attempt to influence the complainant in any manner.
7. All complaints received will be directed to the Internal Affairs Section commander.
8. The Victims' Rights Advocate will contact the complainant within 72 hours and advise the complainant that the complaint has been received. As appropriate, the Victims' Rights Advocate will also inform the complainant of:
 - a. the role and contact information for the Victims' Right Advocate.
 - b. the complaint, investigation, Administrative Charging Committee, and trial board processes.
 - c. any decision to terminate an investigation.
 - d. an Administrative Charging Committee's decision of administratively charged, not administratively charged, unfounded, or exonerated; a trial board's decision, and as the investigation progresses.
9. The Victim's Rights Advocate will also:
 - a. unless otherwise agreed upon with the complainant and until the investigation is resolved, attempt to contact the complainant at least

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- monthly to provide an update and document each attempt to contact the complainant.
 - b. provide the complainant with an opportunity to review the respondent's statement, if any, before completion of the investigation.
 - c. notify the complainant of the status of the case at every stage in the process; **and**
 - d. provide a case summary to the complainant within 30 days after final disposition of the case.
10. The agency will provide the name and email address of the Victim's Rights Advocate as the point of contact to whom the complainant may direct their questions regarding the investigation.
11. The process for filing complaints and a timeframe for outcomes will be posted in a public area of the agency and on the agency's website.
12. The agency database (public facing portal) enables a complainant to enter the complainant's case number to follow the status of the case as it proceeds through:
- a. investigation.
 - b. charging.
 - c. offer of discipline.
 - d. trial board.
 - e. ultimate discipline; **and**
 - f. appeal.
13. All complaints that come to the attention of any employee, will be forwarded to Internal Affairs, without unnecessary delay, for review, assignment of a tracking number, and a determination of who will be assigned the investigation depending on the nature of the allegation. (This does not preclude an on-duty supervisor/executive from speaking with a complainant who initially calls into the police facility, or the like, to gain pertinent information).
14. The employee receiving the complaint will make an effort to identify the complainant. However, the complainant is not required to provide that information and may remain anonymous if they desire. The receiving employee will document the complaint utilizing the Complaint Intake Form (appendix D) and forward it to Internal Affairs prior to the end of their shift.
15. Employees receiving a complaint will treat the complainant with respect, courtesy and understanding.
16. An employee who files a complaint against another will follow the same procedures outlined previously for community members.

17. Should a complainant or a person filing on behalf of the complainant choose to not provide their contact information for investigative follow-up, the complaint will be classified as anonymous. Anonymous complaints will be documented however, unless:
 - a. new information comes to light within the required time periods.
 - b. the allegations can be independently corroborated and/or would fall under a violation category applicable for emergency suspension, a formal internal investigation will not be undertaken.
18. Division Employees will not attempt to influence, harass, intimidate, or otherwise interfere with the lawful actions of any participant in an internal investigation or trial board.
19. A law enforcement officer may not be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise discriminated against in regard to the law enforcement officer's employment or be threatened with that treatment because the law enforcement officer exercised rights granted by the MPAA, has lawfully exercised constitutional rights or has disclosed information that evidences:
 - a. mismanagement.
 - b. a waste of government resources.
 - c. a danger to public health or safety.
 - d. a violation of law or policy committed by another police officer **or**
 - e. lawfully exercised constitutional rights.

VI. Emergency Suspension

- A. The authority to suspend employees in emergency situations is delegated by the Chief to officers of the rank of sergeant or above, when the action is in the best interest of the public and the agency.
- B. Pending an investigation, administrative charging committee determination, and/or trial board process, the Chief may impose an emergency suspension with or without pay if the Chief determines that such a suspension is in the best interest of the public.
- C. An emergency suspension without pay under this subsection may not exceed 30 days.
- D. A police officer who is suspended without pay under this subsection is entitled to receive back pay if an administrative charging committee determines not to administratively charge the police officer in connection with the matter on which the suspension is based.
- E. A Chief or a Chief's designee may suspend a police officer without pay and suspend the police officer's police powers on an emergency basis if the police officer is charged with:

1. a disqualifying crime, as defined in Maryland public safety code § 5–101 of this article.
 2. a misdemeanor committed in the performance of duties as a police officer.
 3. a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
- F. A police officer who was suspended without pay under this subsection is entitled to receive back pay if the criminal charge or charges against the police officer result in:
1. an acquittal or finding of not guilty.
 2. a dismissal; **or**
 3. a nolle prosequi.
- G. The Chief will terminate the employment of a police officer who is convicted of a felony.
- H. The Chief may terminate the employment of a police officer who:
1. receives a probation before judgment for a felony; or
 2. is convicted of:
 - a. a misdemeanor committed in the performance of duties as a police officer;
 - b. misdemeanor second degree assault; **or**
 - c. a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
- I. In connection with a disciplinary matter under this subtitle, a police officer may be required to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation.
- J. If a police officer is required to submit to a test, examination, or interrogation under this subsection and the officer refuses to do so, the agency may commence an action that may lead to a punitive measure as a result of the refusal.
- K. If a police officer is required to submit to a test, examination, or interrogation under this subsection, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the police officer.
- L. If a police officer is required to submit to a polygraph examination under this subsection, the results of the polygraph examination are not admissible or discoverable in a criminal or civil proceeding against the police officer.
- M. Those conducting the suspension will prepare and complete an "Emergency Suspension Notice" (Appendix B) specifically setting forth reasons for the suspension. This notice will be given to the officer at the time of the emergency suspension, if circumstances allow.

- N. The Chief will be notified immediately and a copy of the "Emergency Suspension Notice" will be forwarded to the Internal Affairs Section.
 - O. The Chief will conduct a hearing if requested by the suspended officer. The hearing will take place within three (3) days after receiving the request. Upon review, the Chief may impose one of the following actions: a) continue the suspension; b) return to full duty; c) assign to temporary duties. Such action will be in writing and forwarded to the affected officer within two (2) working days.
 - P. The Chief, exclusive of return to full duty, will review any such action every twenty (20) days for the purpose of continuing or terminating the action.
 - Q. Personnel initiating an emergency suspension will take custodial possession of a suspended officer's service weapons, and other Division-issued equipment subject to the Emergency Suspension Checklist, Appendix C, to include, but not be limited to firearms, patrol rifle, shotguns, issued TASER, ASP baton, OC Spray, police badge, police credentials, vehicle keys, etc.
- VII. Administrative Procedures
- A. A record of all complaints made against the Division and its employees will be maintained in the Internal Affairs Section.
 - B. The Chief or Internal Affairs Section Commander will designate the investigating officer. In addition, the following principles will serve as guidelines for the Chief or designee when determining investigative responsibility:
 - 1. nature of the offense.
 - 2. technical knowledge or unique experience needed to address the allegations.
 - 3. complaints should be investigated at the lowest appropriate level for the offense and consistent with the totality of circumstances.
 - C. Investigations
 - 1. Internal Investigations and/or related documents may only be discussed and/or released to those who are authorized.
 - 2. In cases where the officer is under arrest or is likely to be placed under arrest as a result of the interrogation, the Internal Affairs section commander will establish and maintain liaison with the State's Attorney's Office for guidance.
 - 3. The Chief reserves the right to request another law enforcement agency to conduct an internal investigation (pro tempore). In these instances, the Internal Affairs section commander or designee will establish and maintain liaison with the assisting agency.

4. An employee accused of a criminal act will be subject to a criminal investigation conducted by the police department with jurisdiction over the case. To the extent practical, the criminal investigation will be conducted in coordination and conjunction with the administrative investigation.
5. The investigating officer will:
 - d. attempt to determine the relevant facts.
 - e. obtain and review pertinent records (e.g., Body Worn Camera & In-Car Vide recordings, reports, Computer Aided Dispatch (CAD) dispatch records, etc.) that could be used to corroborate or refute the allegations.
 - f. unless impractical, audibly record all statements.
 - g. preserve all statements as part of the investigative case file.
 - h. determine any relationships between the complainant, witnesses and the officer(s).
 - i. when appropriate, photograph the complainant and/or the scene; **and**
 - j. handle all evidence in accordance with established agency policy.
6. A recorded interrogation is preferred; however, under some circumstances officers may be required to submit reports detailing the facts concerning their involvement in an incident.
7. As a general rule, the interrogation of an officer will occur after all evidence has been examined and after the complainant and witnesses have been interviewed.
8. Prior to every interrogation, the investigator ordering the interrogation or report will: provide the accused officer with a Notice of Investigation and Interrogation Form and a Do Not Discuss Order. The officer will sign and receive copies.
9. Respondent officers will be given up to five business days to consult with counsel or a representative of their choice prior to submitting to the interrogation. The Internal Affairs commander or designated investigating officer may extend the period for obtaining representation for good cause.
10. Unless the seriousness of the investigation is of a degree that an immediate interrogation is required, the interrogation will be conducted at a reasonable hour, preferably when the officer is on duty.
11. The interrogation will take place at the office of the command of the investigating officer or at the office of the local precinct or police unit in which the incident allegedly occurred, as designated by the investigating officer, or at another reasonable and appropriate place.
12. All questions directed to the officer under interrogation will be asked by and through one interrogating officer during any one session of interrogation.

13. Each session of interrogation will be for a reasonable period; and allow for personal necessities and rest periods as reasonably necessary.
14. The law enforcement officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action.
15. The investigator will include the location, date, and time of the audibly recorded interrogation, including everyone present in the room, the start and stop times of any breaks, and the time the questioning concludes.
16. To the extent feasible, all complaints will be investigated in a timely manner, with the goal of completing Internal Affairs investigations of greater gravity or complexity within 90 days; and less serious matters (i.e. courtesy complaint assigned to an immediate supervisor, etc.) within 30 days. Extensions may be granted by the Internal Affairs Section commander for good cause.
17. On completion of the investigation, and on request of the law enforcement officer under investigation or the law enforcement officer's counsel or representative, a copy of the record of the interrogation will be made available at least 30 days before a hearing.
18. Required Interrogations and Tests - Officers may be required to submit to certain tests pursuant to an investigation as cited in the Annotated Code of Maryland, Title 3, Public Safety: a) The law enforcement agency may order the law enforcement officer under investigation to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations, or interrogations that specifically relate to the subject matter of the investigation.

VIII. Completed Internal Investigations

- A. The Division recognizes four possible findings to any formal internal investigation:
 1. Unfounded
 2. Exonerated
 3. Sustained
 4. Administratively Closed
- B. The investigator will recommend for each allegation, based upon a preponderance of evidence, a finding of:
 1. unfounded.
 2. exonerated; **or**
 3. sustained.

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4. The occurrence of sustained acts of misconduct not alleged in the complaint, but discovered in the normal course of the internal investigation will be documented in the Report of Investigation (ROI) as unreported misconduct.
 - C. The Administrative Charging Committee recognizes two possible findings to allegations involving a member of the public:
 1. Administratively Charged
 2. Not Administratively Charged; unfounded or exonerated.
 - D. In all cases where the allegation(s) of misconduct do not involve a member of the public, where the finding is unfounded, administratively closed, exonerated or non-sustained, the Chief or designee will forward to the respondent notice of the disposition within 10 days. If it has been determined that a policy failure has occurred, the Chief will direct appropriate staff to review and modify the policy as necessary.
 - E. In all cases where the allegation(s) of misconduct involved a member of the public, the Chief or designee will forward to the respondent officer notice of the Administrative Charging Committee's disposition within 15 days.
 - F. When disciplinary measures are to be imposed on the law enforcement officer under investigation, the respondent must sign receipt of the discipline. It must be returned to the issuing officer with the appropriate block checked indicating their choice of accepting the discipline or not within 72 hours (three business days) of receipt.
 - G. The Chief will execute the *Administrative Disciplinary Charges* notice to the respondent specifying the charges on the allegations and notifying the respondent of the intent to take disciplinary action. The Internal Affairs Section Commander or designee will present the respondent with the Administrative Disciplinary Charges notice containing a waiver to an administrative hearing.
- IX. Trail Boards
- A. Should the respondent exercise the right to a trail board hearing, at least 30 days before a trial board proceeding begins, the police officer will be: a) provided a copy of the investigatory record; b) notified of the charges against the police officer; and c) notified of the disciplinary action being recommended.
 - B. The trial board will be conducted in accordance with the guidelines established under the MPAA.
 - C. A trial board will be composed of: a) an actively serving or retired administrative law judge b) a civilian who is not a member of an administrative charging committee, appointed by the county's police accountability board; and c) a police officer of equal rank to the police officer who is accused of misconduct appointed by the head of the law enforcement agency.
 - D. Before serving as a member of a trial board, an individual will receive training on matters relating to police procedures from the Maryland Police Training and Standards Commission.
 - E. Proceedings of a trial board will be open to the public, except to protect:

1. a victim's identity.
 2. the personal privacy of an individual.
 3. a child witness.
 4. medical records.
 5. the identity of a confidential source.
 6. an investigative technique or procedure; **or**
 7. the life or physical safety of an individual.
- F. A trial board may administer oaths and issue subpoenas as necessary to complete its work.
- G. A complainant has the right to be notified of a trial board hearing and, except as indicated above, the right to attend a trial board hearing.
- H. Except as otherwise provided in the MPAA, a law enforcement agency has the burden of proof by a preponderance of the evidence in any trial board.
- I. A police officer may be disciplined only for cause.
- J. Within 30 days after the date of issuance of a decision of a trial board, the decision may be appealed by the employee to the Circuit Court for Anne Arundel County.
- K. A trial board decision that is not appealed is final.
- X. Disciplinary Recommendation Guide
- All disciplinary action taken by the Division will be in accordance with the Statewide Police Disciplinary Matrix.
- XI. Non-Disciplinary Performance Management
- A. The Division recognizes that in some instances when performance deficiencies are exhibited by an officer, it may be in the overall best interests of the employee, Division, and/or the community to allow the officer's supervisor the opportunity to intervene and proactively attempt to correct the deficiency before it reaches a level that would merit formal punishment and/or progressive discipline. This corrective action or guidance falls under the category of non-disciplinary performance management measures. These may include, but are not limited to non-disciplinary corrective counseling, remedial and/or additional training, referral to specialized counseling via the Employee Assistance Program (EAP), etc.
- B. When deemed appropriate by the officer's supervisor and section/unit commander, a non-disciplinary corrective action may be utilized to address an officer's performance deficiency specific to their applicable performance evaluation "Performance Factors" and/or "Essential Job Function and Performance Standards" categories.

- C. Documentation of non-disciplinary corrective actions will be maintained by the officer's supervisor in their supervisory files. A copy will be forwarded to the HR business partner for inclusion in the officer's personnel files. Documentation of non-disciplinary corrective actions will not be forwarded to the Internal Affairs Section or logged in the officer's disciplinary history files.

XII. Automated Traffic Citations

- A. Automated traffic enforcement citations are considered civil violations in nature. It is the policy of this Division that officers who receive automated traffic citations while operating an agency owned vehicle will satisfy the requirements of the citation through the offered court adjudication options. Absent the criteria listed in XII. 2. below, they are not subject to disciplinary action.
- B. The Chief of Police reserves the right to issue disciplinary action pursuant to the Statewide Police Disciplinary Matrix, based on the totality of circumstances when there is a preponderance of evidence supporting one or more aggravating factors. Aggravating factors may include, but are not limited to, repeated speeding violations in excess of 20 miles per hour over the posted speed limit; dangerous red light or school bus monitoring camera violations; etc. Prior to issuance of disciplinary action under this category, the Chief of Police will allow the officer to submit written documentation with mitigating circumstances for consideration.

XIII. Process for Civilian Employees and Park Police Candidates

- A. The disciplinary process pertaining to non-sworn employees, who are not members of a bargaining unit, is enumerated in the applicable chapter of the current Merit System Rules and Regulations of the Maryland-National Capital Park and Planning Commission, which may be appealed to the Merit System Board. The disciplinary process pertaining to those non-sworn employees who are members of a collective bargaining unit is governed by the provisions of the applicable contractual agreements.
- B. Park Police Candidates are not entitled to rights as afforded in this directive or the MPAA. (M-NCPPC General Counsel may determine if the exception for brutality applies on a case-by-case basis depending on the totality of circumstances.)

XIV. Revision

The procedural process as outlined in this directive may be amended from time to time based upon changes in state law.

XV. Appendixes Directory

- A. Report of Investigation Template
- B. Emergency Suspension Notice
- C. Suspension Checklist
- D. Complaint Intake Form
- E. Park Police Complaint / Compliment Brochure
- F. Investigation and Interrogation Notice
- G. Do Not Discuss Order - Respondent
- H. Do Not Discuss Order - Witness

- I. Formal Counseling
- J. Letter of Reprimand
- K. Administrative Disciplinary Charging Template
- L. MPAA ACC Complaint Process Flow Chart
- M. Statewide Police Disciplinary Matrix
- N. Trial Board Process
- O. Medical Exam Form
- P. Medical Release Form
- Q. Drug Screen Notice Form
- R. Non-Disciplinary Counseling

Issuing Authority:



Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division

End of Directive