

# Anne Arundel Community College

## Department of Public Safety & Police



## Rules & Regulations Manual

06-04-2024



# MISSION & VALUE STATEMENT

**INDEX CODE:** 101  
**REVISION DATE:** 05-01-24

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Contents:

- I. Our Mission
- II. Department Values
- III. Proponent Unit
- IV. Cancellation

## MISSION & VALUE STATEMENT of the ANNE ARUNDEL COMMUNITY COLLEGE DEPARTMENT OF PUBLIC SAFETY & POLICE

### I. OUR MISSION

A. It is the mission of every member of the Department of Public Safety & Police to provide the highest possible level of service to the Anne Arundel Community College community in a nondiscriminatory manner. It is the Department mission not only to provide a safe, secure, and pleasant learning environment, but also to reduce the opportunity for crime and disorder, to reduce student and employee fears, and to provide a sense of security for the college community by protecting life and property.

B. As Public Safety employees, we pledge to improve the quality of life for everyone who studies, teaches, works and conducts business at the college. We recognize that in order to build trust and mutual respect, it is essential to establish a partnership with the community that we serve. This partnership will allow us to understand the college community's concerns and enable us to identify and solve problems together.

### II. DEPARTMENT VALUES

We of the Anne Arundel Community College Department of Public Safety & Police recognize our contribution to the quality of life and safe environment in our community through the provision of professional public safety services. We will meet the challenge of providing these services by basing our thoughts and actions on a recognized set of values that operate within the Department of Public Safety & Police and the college. We believe that the overall success of our organization, as well as its individual employees, is achieved through our commitment to *these* values:

#### A. Commitment to Quality

We take personal responsibility for continual improvement and commitment to lifelong learning *so we can provide the highest level of quality and innovative services.*

#### B. Respect

We insist on an environment of respect. Our actions reflect the respect we hold for our colleagues, our students, *our community*, and ourselves. We treat each member of the community as individuals deserving of *equitable* kindness, dignity, *inclusion*, and fairness.

#### C. Trust

We honor the trust placed in us by the community, our students, and colleagues. With trust, we act openly and ethically, motivated by cooperation and a collaborative team spirit.

#### D. Considerate Open Communication

We take responsibility for sharing information, encouraging the exchange of ideas, listening without judgment, and speaking with honesty and candor.

#### E. Accountability and Integrity

We hold ourselves accountable for our professional and personal actions, acting responsibly, and conducting our business with integrity.

**III. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IV. CANCELLATION:** This written directive cancels Index Code 101, Revision Date: 03-01-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# OATH OF OFFICE & CODE OF ETHICS

**INDEX CODE:** 102  
**REVISION DATE:** 02-01-24

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## Contents:

- I. Oath of Office
- II. Code of Ethics
- III. Proponent Unit
- IV. Cancellation

## I. OATH OF OFFICE

### A. College Police Officer (CPO)

All college police officers, prior to assuming sworn status, will take an oath of office to uphold the Constitutions of the United States and the State of Maryland, and to enforce the laws of the State of Maryland and Anne Arundel County. The oath of office will be administered by the Chief of Police/Director of Public Safety. All sworn officers will abide by the oath of office while employed as a law enforcement officer by the Anne Arundel Community College Department of Public Safety and Police.

**"I, (OFFICER'S NAME) do solemnly swear (or affirm) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland and support the constitution and enforce the laws thereof; and I will to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, perform all the duties and responsibilities of the position of Police Officer, with the Anne Arundel Community College Department of Public Safety and Police; and will accept my commission as a symbol of authority and a mark of service to the AACC college community."**

### B. Special Police Officer (SPO)

A commission shall be issued to each Special Police Officer applicant approved by the Governor. The commission shall indicate:

- 1. The term of the commission; and
- 2. The property that the commission is intended to cover or the purpose for which the commission is issued.

Within 30 days after issuance of a commission and before performing the duties of a special police officer, each special police officer shall take the oath of office to uphold the Constitutions of the United States and the State of Maryland, and to enforce the laws of the State of Maryland and Anne Arundel County, as required by Article I, § 9 of the Maryland Constitution before the clerk of the circuit court where the commission is received. The clerk of the court shall transmit to the Secretary of State a certificate that indicates that the special police officer has taken the required oath. All Special Police Officers will abide by the oath of office while employed as a law enforcement officer by the Anne Arundel Community College Department of Public Safety and Police.

**"I, (state your name,) do swear that I will support the constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland and support the constitution and enforce the laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the position of Police Officer according to the constitution and laws of this state".**

### C. Public Safety Officer (PSO)

Public safety officers are employees of the Department of Public Safety and Police who wear uniforms and have the same authority as a civilian. Prior to assuming their duties, they are required to take and subsequently abide by an oath of honor. The oath of honor is a declaration to enforce the Anne Arundel Community College policies and support the mission of the college.

**"On my honor, I will never betray my badge, my integrity and my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always support the constitution, my college community and agency I serve."**

## II. CODE OF ETHICS

*A. Ethics are standards of right and wrong that prescribe what humans ought to do, usually in terms of rights, obligations, benefits to society, fairness, or specific virtues, including honesty, integrity, courage, and compassion.*

*B. A code of ethics are the standards of conduct and moral requirements expected from all personnel, which is necessary to function effectively within an organization. These principles are designed to guide professionals in conducting business honestly and with integrity.*

C. The Department of Public Safety and Police Code of Ethics is adopted as the standard of conduct for officers of the Anne Arundel Community College Department of Public Safety and Police. All department personnel are issued this Code of Ethics with the Department of Public Safety and Police Rules and Regulations Manual prior to assuming operational duty.

D. The *Department* Code of Ethics are as follows:

1. To accept the responsibilities and fulfill the obligations of my role; protecting life and property; preventing and reducing losses and crimes against the college community; upholding the law; and respecting the constitutional rights of all persons.

2. To conduct myself with honesty and to adhere to the highest moral principles in the performance of my public safety *and police* duties.

3. To be diligent and dependable in discharging my duties and to uphold at all times the laws, policies and procedures that protect the rights of others.

4. To observe the precepts of truth, accuracy and discretion without allowing personal feelings, prejudices and animosities or friendships to influence my judgment.

5. To intervene when I observe *another officer engage in, or behavior that suggests an officer may be about to engage in*, the unreasonable, unnecessary, or disproportionate use of force.

6. To report to my supervisor, without hesitation, any violation of the law or of college or department rules and regulations.

7. To respect and protect the confidential and privileged information of the college or department beyond the term of my employment, except where their interests are contrary to the law or to this code of ethics.

8. To cooperate with all recognized law enforcement and governmental agencies in matters within their jurisdiction.

9. To accept no compensation, commission, gratuity, or other advantage without the knowledge and consent of my supervisor.

10. To conduct myself as a professional at all times and to perform my duties in a manner that reflects credit upon the college, the department, the public safety profession and myself.

11. To strive continually to improve my *professional* performance by seeking training and educational opportunities that will better prepare me for my public safety duties.

12. *To keep my private life unsullied and always behave on and off duty with admirable moral character, self-control, and tolerance, whether in person or digitally, as a positive example to others in the community.*

E. Public Safety and Police personnel receive entry-level and annual ethics training.

**III. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IV. CANCELLATION:** This written directive cancels Index Code Index Code 102, Revision Date: 03-01-22.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# DEPARTMENT GOALS & OBJECTIVES

**INDEX CODE:** 103  
**REVISION DATE:** 03-01-22

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**Contents:**

- I. Definitions
- II. Annual Development of Goals & Objectives
- III. Proponent Unit
- IV. Cancellation

## **I. DEFINITIONS**

### **A. Mission**

A broad statement of purpose or reason for existence. Mission statements may be used to explain the overall purpose and philosophy of an agency but generally are too broad to give specific directions. However, the mission statement provides direction to all members in formulating goals and objectives. The agency's mission should change very infrequently, and only in order to reflect fundamental changes of the agency's role in the college community.

### **B. Goal**

A general statement of an end or a result that one ultimately intends to achieve. A goal should be stated in a way that permits measurement of its achievement. Due to their wide definition, agency goals should not frequently change. Characteristics of goals are:

- 1. Affect many persons, are large-scale.
- 2. May apply to programs of several components.
- 3. Provide strategic, as opposed to tactical, direction from upper management – goals say what we want to do, but not how to do it.

An example: "To solicit a partnership with the Student Association".

### **C. Objective**

A specific end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal and, therefore, requires a shorter time to accomplish than does a goal. An objective statement is the most definitive statement to provide specific direction to employees. The objective should deal with results, be as quantifiable as possible, time-limited, measurable, understandable, achievable and feasible so that it can be evaluated as to whether or not it was accomplished.

An example: "To reduce thefts on campus by 25% by December 31 of this year."

## **II. ANNUAL DEVELOPMENT OF GOALS & OBJECTIVES**

On an annual basis, at the start of the fiscal year, the Chief of Police/Director of Public Safety will formulate new goals and objectives for the department. These goals and objectives will be distributed to all department personnel. At the end of the fiscal year, Division and Shift Commanders will submit to the Chief of Police/Director of Public Safety a written evaluation of the progress made toward the attainment of their goals, objectives and strategies that were established for that fiscal year.

**III. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IV. CANCELLATION:** This written directive cancels Index Code 103, Effective Date: 01-17-17.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# DEPARTMENT ACCREDITATION

**INDEX CODE: 104**  
**EFFECTIVE DATE: 03-15-23**

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Contents:

- I. Accreditation
- II. Department Involvement
- III. Benefits of Participation in Accreditation Process
- IV. Proponent Unit
- V. Cancellation

## **I. ACCREDITATION**

A. Accreditation is a rigorous, voluntary process in which agencies conduct a systematic, internal review of policies, procedures, training, and operations – all of which are measured against an accrediting body’s standards manual based on relevant laws and industry best practices to prove compliance. Accreditation standards are designed to guide agencies on what they should be doing, but not how they should do it, allowing each agency the ability to comply, based on their unique structure and resources. Accreditation standards are updated as necessary, to remain current with relevant laws and evolving best practices that promotes accountability and are operationally effective.

B. The International Association of Campus Law Enforcement Administrators (IACLEA) is the largest professional association devoted to excellence in campus public safety and law enforcement. Members include police chiefs, public safety directors, law enforcement officers, and security personnel at higher education institutions across the globe. IACLEA was created by eleven (11) college and university security directors who met in November of 1958 at Arizona State University to discuss job challenges and mutual problems and to create a clearinghouse for information on issues that campus public safety directors across the country share. The accreditation standards are developed by and for campus public safety professionals, reflecting best practices that every campus police and public safety agency should aspire to meet for the benefit of their campus community and agency officers alike.

C. IACLEA Accreditation is not static in nature, but an ongoing, dynamic process. After the agency conducts an internal self-assessment and applies for accreditation, IACLEA accreditation assessors conduct a comprehensive independent review of the agency’s policies, procedures, and proofs of compliance to achieve accredited status. Additional comprehensive assessments are conducted every four (4) years to ensure the agency continues compliance with the standards to maintain accredited status.

## **II. DEPARTMENT INVOLVEMENT**

### **A. Administration**

1. The Anne Arundel Community College Department of Public Safety & Police accreditation process is managed by the Accreditation Manager, a role of the Administrative Services Manager, who is responsible for ensuring department policies and procedures are in compliance with all of the applicable IACLEA standards. The Accreditation Manager maintains the accreditation software, develops and updates policies to comply with the standards, and obtains and organizes various proofs of compliance for each standard.

2. The Chief of Police/Director of Public Safety supports the department’s accreditation process and is responsible for approving and the implementation of all policies and procedures.

3. The Patrol Operations Commander and the Shift Commanders ensure that all components and employees within the agency comply with the accreditation standards though the associated policies and procedures, as well as ensure the related proofs of compliance are submitted to the Accreditation Manager in a timely manner.

### **B. Accreditation Partners**

The Accreditation Manager works with other functions within the agency, other departments within the College, and external partners outside of the College, to maintain compliance with the accreditation standards. Subject matter experts, supervisors, and stakeholders provide input for policies and procedures and proofs of compliance.

1. Internal partners within the department include the Shift Commanders, Emergency Manager, Crime Prevention Specialist, Communications officers, and other members of the department.

2. Additional College partners include the Title IX Coordinator, Office of Community Standards, and Facilities Department personnel.

3. External partners include the Maryland Police & Corrections Training Commission and various units of the Anne Arundel County Police Department.

**C. Standards**

1. The current IACLEA standards manual contains 227 standards organized into seventeen (17) chapters. Each standard includes a standard statement that is a declarative sentence that places a clear-cut requirement, or multiple requirements, on an agency. Standards may include an itemized bulleted list, with each bullet representing a unique requirement.

2. Most accreditation standards direct the development and implementation of written directives, which articulate the agency’s policies, procedures, rules, and regulations. Some standards require an activity, such as a report, inspection, or analysis, that are required to be performed on a regularly scheduled timeframe and are identified as “time sensitive standards.”

3. Most accreditation standards are accompanied by a commentary that supports the standard statement, but it is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or offer suggestions as to how compliance may be achieved.

4. There are two (2) types of standards:

- a. Core standards form the foundation of the accreditation program. They are deemed the minimum basic criteria for accreditation. Core standards address high liability issues and high-risk subjects, including life, health and safety concerns. Compliance with the core standards is required.
- b. Elective standards are considered important and relevant but supplemental to the core standards. Agencies are expected to comply with at least 60% of the applicable elective standards. However, they may choose or “elect” which standards to adopt. The elective standards are identified by the letter “E” in parentheses after the title.

5. Standards may or may not be applicable based upon the functions performed by the agency. Agencies must review all standards to identify those that are not applicable by function (N/A by Function). The agency must consider its mission, its legally mandated responsibilities, and the demands of its service to the community in determining which standards are applicable to the agency and how it will comply with them. Standards are considered applicable if the function is an integral element for improving the delivery of law enforcement, public safety or security services or professional management of an agency. If an agency encounters circumstances beyond its control, such as applicable state/local laws, labor contracts, court decrees, or institutional policy that prohibit compliance with an applicable standard, the agency may request in writing to have a standard waived and explain the circumstances that prevent the agency from complying with the standard. Waivers for standards must be approved by IACLEA to be considered not applicable for the agency.

6. The standards are organized into the follow chapters by topic:

- a. (1) Organization & Administration
- b. (2) Role & Authority
- c. (3) Personnel Services
- d. (4) Conduct & Professional Standards
- e. (5) Recruitment & Selection
- f. (6) Training & Professional Development
- g. (7) Use of Force
- h. (8) Detainee Processing & Transportation
- i. (9) Patrol Services
- j. (10) Traffic & Parking Services
- k. (11) Communications & Dispatch Services
- l. (12) Crime Prevention & Community Involvement
- m. (13) Investigative Services
- n. (14) Collection & Preservation of Evidence
- o. (15) Property & Evidence Control
- p. (16) Records & Information Management
- q. (17) Critical Incident Management

7. The standards and the accreditation process are constantly under review and evaluation. Each agency self-assessment and formal assessment by Commission assessors brings the potential for change. The recognition of and adjustment to new and innovative improvements in law enforcement and campus public safety are welcomed and provisions for their inclusion in the accreditation program are available. Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Modifications of the Standards Manual are issued through notices and the issuance of a revised Manual.

**D. Proofs of Compliance**

1. A written directive establishes agency policy that addresses the intent, concepts, and philosophy of a standard, demonstrating that the agency intends to conform with the requirements of the standard. A proof of compliance is evidence that allows an agency to demonstrate they are adhering to the associated written directive and are compliant with each standard.

2. A proof may be a document, such as a report, inspection, checklist, evaluation, receipt, or letter. Proofs may also be in the form of photographs, videos, audio clips, websites, or other applicable items. In addition, a proof of compliance may be observed directly by the assessor, or occur in the form of an interview with a member of the agency or the college community.

3. Proofs of compliance are maintained by the Accreditation Manager in a digital format utilizing the accreditation software. Proofs of compliance may also be maintained in printed/hard copy format as a backup and for reference purposes.

**III. BENEFITS OF PARTICIPATION IN ACCREDITATION PROCESS**

A. Building and maintaining trust with the community involves positive community engagement and transparency. The accreditation process helps agencies demonstrate to the public their desire to learn and continuously improve, so they may provide safe and accountable delivery of quality and reliable services to their communities.

B. Participation in the accreditation process:

1. Helps agencies operate more professionally, justify their operations, and promote trust in their community.
2. Reduces exposure to civil liability by adherence to a set of professionally recognized and nationally accepted set of law enforcement policies and procedures.
3. Promotes a continuous positive evolution of law enforcement policies and procedures that helps to establish a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision making and resource allocation.
4. Promotes transparency and self-reflection within an agency, which fosters a culture of accountability.
5. Sustains and improves employee morale by symbolizing professionalism, excellence and competence. Employees take pride in their department, knowing it represents the very best in law enforcement.
6. Provides consistent written directives to keep employees informed about policies and practices; facilities, and equipment to ensure standardized delivery of services and endorse employees' safety.
7. Improves the overall quality of life in the college community.
8. Provides professional recognition of department excellence on a national, state and local level.

**IV. PROPONENT UNIT:** Administrative Services.

**V. CANCELLATION:** N/A.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**





# DEPARTMENT ORGANIZATION

**INDEX CODE: 201**  
**REVISION DATE: 03-01-22**

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## Contents:

- I. Purpose
- II. Organizational Chart
- III. Chief of Police/Director of Public Safety
- IV. Patrol Operations Division
- V. Administrative Services Division
- VI. Crime Prevention & Emergency Management
- VII. Proponent Unit
- VIII. Cancellation

### **I. PURPOSE**

The purpose of this directive is to describe the department's organizational structure, and to establish the basic functions of the components that make up the department.

### **II. ORGANIZATIONAL CHART**

The department's organizational structure is depicted graphically on an organizational chart that is reviewed annually and updated as needed. The chart reflects formal lines of authority and communication within the department. The current organizational chart appears as "Appendix A" of this directive is made available to all personnel in a digital format via the issued Rules and Regulations Manual.

### **III. CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY**

The Chief of Police/Director of Public Safety is the Chief Executive Officer of the Department of Public Safety and Police and the appointing authority for all Department employees. The Chief of Police/Director of Public Safety is hired by and reports to the Vice President for Learning Resources Management. The Chief of Police/Director of Public Safety selects the Patrol Operations Commander, Administrative Services Manager, and the Shift Commanders. The Chief of Police/Director of Public Safety is responsible for the department's financial and budget management, as well as having final authority over personnel and discipline matters and the issuance, modification and updating of department policies and procedures.

### **IV. PATROL OPERATIONS DIVISION**

The Patrol Operations Division is commanded by a Patrol Operations Commander. The Patrol Operations Commander is responsible for the command, control, training and administration of the Patrol Operations Division.

#### **A. Patrol Division Geography**

The Patrol Operations Division provides direct public safety and police services through patrol, investigation and specialized functions. The patrol districts are subdivided geographically as follows:

1. Arnold Campus.
2. Glen Burnie Campus (GBTC/HCAT)
3. Arundel Mills Campus (AMIL/SSTC)

The patrol districts provide the capabilities for initial response, investigation, and resolution of public safety issues. Patrol personnel initiate daily contact with the college community as they conduct patrol operations, incident and traffic control, resolution of recurring problems and response to public safety problems.

#### **B. Patrol Division Responsibilities**

Other responsibilities of the Patrol Division include:

1. Internal Affairs - Responsible for investigating complaints against department personnel and ensuring the integrity of the department through a system that provides an objective and fair investigation and review.
2. Fleet Management - Responsible for maintenance of the department's fleet and purchase and addition of new vehicles.
3. Traffic Appeals - Responsible for the management of Traffic/Parking citation appeals.
4. Communications - Responsible for receiving and screening emergency and routine telephone requests for public safety & police service from the college community and dispatching public safety & police officers to calls for service.
5. Special Events - Responsible for coordinating various special events held on campus in coordination with Events Services, Strategic Communications, and other College components. Ensure sufficient departmental staffing to provide safe and orderly operation of the events.

**V. ADMINISTRATIVE SERVICES DIVISION**

**A. Administrative Services Manager**

The Administrative Services Division is commanded by an Administrative Services Manager, who provides support services in technical or specialized fields to Patrol Operations and the Chief of Police/Director of Public Safety.

**B. Administrative Services Division Responsibilities**

Responsibilities of the Administrative Services Division include:

1. Accreditation - Responsible for managing the department's accreditation program, ensuring compliance with all applicable IACLEA standards, maintaining the written directive system, and control of departmental forms.
2. Records - Responsible for maintaining operational access to physical and digital records information.
3. Training - Responsible for the coordination of the training of Public Safety & Police officers, development of training programs, administering of training resources, and the maintenance of physical and digital Training Records.
4. Property Management - Responsible for the short- and long-term storage and management of all forms of property in the care, custody or control of the department. This includes department-owned property and recovered and safekeeping property.
5. Technology - Responsible for managing department technology, including the two-way radios, the communications dispatch system, the voice recorder system, the data management system, and the radar units used by the department. The position is also responsible for managing and updating the Public Safety & Police sections of the College Intranet and Website, including the Daily Crime Log.

**VI. CRIME PREVENTION & EMERGENCY MANAGEMENT**

**A. Crime Prevention Specialist**

The Crime Prevention Specialist provides support and subject matter expertise in the area of crime prevention and avoidance. The Crime Prevention Specialist develops programs designed to target crime type and geographic area formulated around crime analysis data; develops programs that address community perceptions or misperceptions of crime within and around the college campus. Crime Prevention responsibilities include:

1. Crime Prevention Surveys - Responsible for conducting crime avoidance, safety awareness, landscaping, and lightning surveys with the campus community.
2. Crime Prevention Programs - Responsible for the management of crime prevention programs, such as the Rape Aggression Defense (RAD) self-defense program.
3. Crime Prevention Technology - Responsible for the management of specific technology involving prevention, including the campus alarm systems, CCTV system, and mobile data systems.

**B. Emergency Manager**

The Emergency Manager is responsible for the operational readiness of the Emergency Operations Plan and the Emergency Operations Center. The Emergency Manager is also responsible for testing the emergency alert systems, coordinating emergency response training for college staff, and managing the College's Community Emergency Response Team (CERT) program.

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

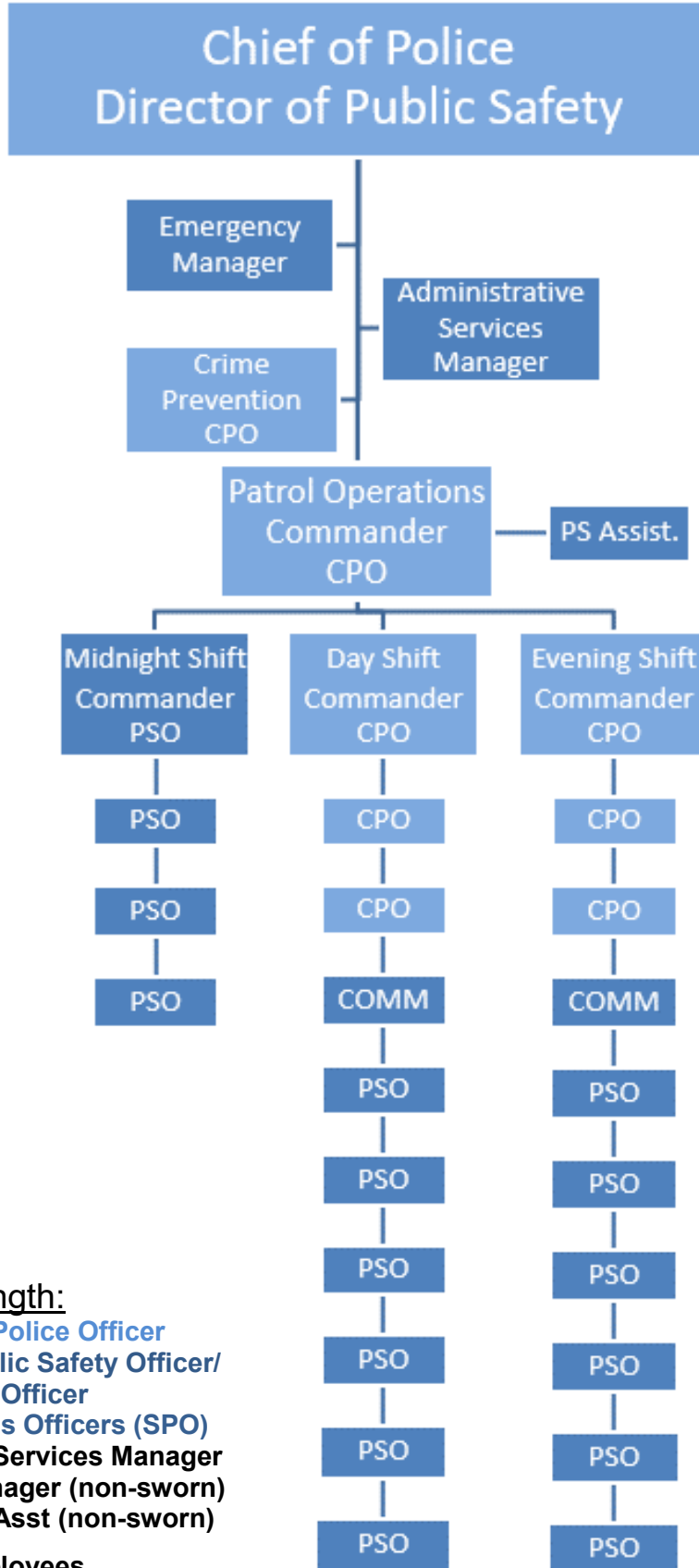
**VIII. CANCELLATION:** This written directive cancels Index Code 201, revision date 07-01-17.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

DEPARTMENT ORGANIZATIONAL CHART



Authorized Strength:

- 9 CPO – College Police Officer
- 16 PSO/SPO – Public Safety Officer/  
Special Police Officer
- 2 Communications Officers (SPO)
- 1 Administrative Services Manager
- 1 Emergency Manager (non-sworn)
- 1 Administrative Asst (non-sworn)

**30 Total DPSP Employees**



# COMMAND, DIRECTION & SUPERVISION



**INDEX CODE:** 202  
**REVISION DATE:** 09-20-22

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## Contents:

- I. Policy
- II. Command
- III. Command Protocol
- IV. Direction & Supervision
- V. Proponent Unit
- VI. Cancellation

### **I. POLICY**

It is the department's policy to adopt and follow generally accepted principles of command, direction and supervision.

### **II. COMMAND**

#### **A. Chain of Command**

Except in emergency situations, all Department employees are expected to observe the established chain of command.

#### **B. Unity of Command**

Each organizational component of the department is under the direct command of only one supervisor. Each employee is accountable to only one supervisor at any given time.

#### **C. Authority of the Chief of Police/Director of Public Safety**

The job description created by the Anne Arundel Community College Office of Human Resources designates the Chief of Police/Director of Public Safety as being responsible for managing the operation, administration, *and financial and budget management* of the AACC Department of Public Safety & Police.

#### **D. Order of Rank**

The order of rank for personnel is:

Chief – Director of Public Safety & Police  
Captain – Patrol Operations Commander  
Lieutenant/Shift Commander  
College Police Sergeant  
College Police Officer First Class  
College Police Officer  
Public Safety Sergeant  
Public Safety Corporal  
Public Safety Officer First Class  
Public Safety Officer  
Lot Patrol

#### **E. Absence of the Chief of Police/Director of Public Safety**

The Shift Commander is in command of the department during the temporary absence of the Chief of Police/Director of Public Safety and Patrol Operations Commander, such as during weekends and after normal business hours. The following rules apply to the extended absence or incapacitation of the Chief of Police/Director of Public Safety.

##### **1. Prior Designation of Acting Chief/Director**

Whenever the Chief of Police/Director of Public Safety is absent from duty, the Chief/Director will appoint an Acting Chief/Director, via e-mail or memorandum, who will receive no additional compensation, but will possess all powers, authority, and duties of the Chief of Police, Director of Public Safety & Police subject to the following provisions:

- a. The Acting Chief/Director may not promote nor demote any member of the department without authorization of the Chief of Police/Director of Public Safety.
- b. The Acting Chief/Director may make temporary transfers. However, such transfers will be considered permanent only when approved by the Chief/Director.
- c. The Acting Chief/Director may not permanently change any department-wide policy, rule, regulation or procedure.

## **2. No Prior Designation of Acting Chief/Director**

Whenever the Chief of Police/Director of Public Safety is absent or unable to manage the operation of the department, without having appointed an Acting Chief/Director, the following personnel will assume such duty in the order listed below:

- a. Captain – Patrol Operations Commander
- b. Shift Commander
- c. College Police Officer by rank; within the same rank, by date of appointment to current rank; within rank and date of appointment to rank, by length of service with the department
- d. Special Police or Public Safety officer by rank; within the same rank, by date of appointment to current rank; within rank and date of appointment to rank, by length of service with the department.

## **III. COMMAND PROTOCOL**

During the temporary absence of supervisors, when no other designation has been made, command will automatically become the responsibility of the senior ranking subordinate of the component. For this purpose, seniority is established first by rank, and second by length of service within that rank. In cases of equal rank and length of service within rank, command falls to the officer with the greater length of service with the department. This command protocol is for day to day operations of the department as well as situations that involve Public Safety & Police personnel of different shifts engaged in a single operation.

## **IV. DIRECTION & SUPERVISION**

### **A. Span of Control**

Span of control refers to the number of subordinates under the immediate and functional control of a single supervisor. First-line supervisors are limited to full-time supervision of a maximum 12 employees or 8 patrol beats. The Chief of Police/Director of Public Safety may adjust the exact span of control temporarily for an operational purpose.

### **B. Delegation of Authority**

Commensurate authority will accompany responsibility delegated to supervisors. At every level within the department, supervisors will be given the authority to make decisions necessary for the effective accomplishment of their responsibilities.

### **C. Command Authority**

Command or supervisory personnel retain command powers over all subordinates within the Department, but exercise such powers over subordinates outside their usual command only in situations where the Department or public safety purpose is better served, or when the reputation of the Department is jeopardized.

### **D. Accountability of Use of Authority**

Each employee is accountable for the use of delegated authority, and the failure to use it.

### **E. Accountability of Supervisors**

Supervisory personnel are accountable for the performance of employees under their immediate control, which applies to all levels of supervision within the department. Employees will be apprised of their specific duties and responsibilities upon hiring, and upon transfer to other positions in the department. Position descriptions and job responsibilities are available from the Human Resources Office.

### **F. Obedience to Orders**

Employees are required to obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank.

### **G. Conflicting Orders**

In the event an employee is given two different orders that conflict, the employee will point out the conflict to the supervisor issuing the second order. In the event the second order is not altered or retracted, the employee will obey the order issued last in time and will not be held responsible for disobedience of the order issued first in time. When a supervisor is advised of the existence of conflicting orders, the supervisor is responsible for resolving the situation so that employees are not confronted with having to choose between conflicting orders.

**V. PROPONENT UNIT:** The Office of the Chief of Police/Director of Public Safety.

**VI. CANCELLATION:** This written directive cancels Index Code 202, Revision Date 03-01-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# ROLL CALL

**INDEX CODE: 203**  
**REVISION DATE: 03-01-22**

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Contents:

- I. Policy
- II. Reporting for Duty
- III. Roll Call Procedures
- IV. Roll Call Information
- V. Roll Call Training
- VI. Proponent Unit
- VII. Cancellation

## **I. POLICY**

A. Roll call shall accomplish, at a minimum, the following four basic tasks:

- 1. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in building and room openings/closings, criminal activities and events on campus
- 2. Notifying officers of changes in schedules and assignments
- 3. Notifying officers of new directives or changes in directives
- 4. Evaluating officer readiness to assume patrol

B. If officers do not report for duty to the primary public safety office, the supervisor is responsible for accomplishing these roll call functions by other means of communication.

## **II. REPORTING FOR DUTY**

All members of the department will report promptly for duty at a time and place designated by the department or the members' commanding officers. Members failing to report at times so designated will be considered late for duty. All members of the department when reporting for duty will report properly attired or uniformed and will report for duty in a physical and mental condition that will permit them to execute the required duties of public safety officers.

## **III. ROLL CALL INFORMATION**

It is the department's policy and practice to identify public safety hazards, as well as special events, incidents or emergencies and requests for public safety services on the college campus and to disseminate information about them to all affected personnel. This information is updated when received and prior to change of shift for this purpose. It is the responsibility of the Shift Commander or Officer in Charge to verify information received during the shift has been added to the appropriate information book before the end of the shift.

## **IV. ROLL CALL PROCEDURES**

A. The Shift Commander will conduct roll call in the Department's Roll Call room for each relieving shift. During roll call, members will be made aware of information provided in the Red Daily Log Book, the Office Safety Binder and White Memorandum Binder and will take notes accordingly. They will read all orders and pertinent communications on the bulletin boards, and acquaint themselves with any other pertinent information posted. Shift Commanders are responsible for updating those members who have been absent from duty. Such updates will consist of procedure changes and orders issued during the absence of those members. It is the responsibility of all officers returning from leave or regular days off to review the information books to ensure that they have been apprised of pertinent events and incidents.

B. Shift Commanders will, prior to terminating roll call, inspect their complement of personnel to ensure their appearance and uniformity. This inspection will include:

- 1. Personal care and grooming
- 2. Uniform
- 3. Equipment
- 4. Fitness for duty

C. Department equipment, such as portable radios, keys, flashlights, AEDs, jumpstart boxes, digital cameras, and cell phones will be inventoried and inspected for accountability and operational readiness by each on-coming shift.

**V. ROLL CALL TRAINING**

**A. Formal Training**

Periodically, the Patrol Operations Commander will utilize roll call for various types of formal training. When the Patrol Operations Commander initiates roll call training, the material in most cases will be presented and tested using the training module in department's Database Management System. Each Shift Commander is responsible for ensuring that the material is reviewed and understood, and all tests and training requirements are completed on time by every officer under his/her command. Training conducted using the Data Management System will be recorded and tracked utilizing its internal accountability function.

**B. Informal Training by Shift Commanders**

Roll call is also utilized for informal training that is initiated by Shift Commanders. This training designated as "Informal" will be documented using the Shift Training Form, DPSP SC17. Informal training is very flexible and may be in the form of a tabletop exercise, scenario simulation, discussion or other methods. When Informal training has been conducted, the Shift Training Form DPSP SC17 will be submitted to the Patrol Operations Commander for review. After review, the Patrol Operations Commander will forward the completed form to the Administrative Services Manager to be filed with the Department Training Records.

**VI. PROPONENT UNIT:** The Office of the Chief of Police/Director of Public Safety.

**VII. CANCELLATION:** This written directive cancels Index Code 202, Revision Date 04-14-20.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SHIFT BRIEFINGS

**INDEX CODE: 203.1**  
**REVISION DATE: 03-01-22**

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Contents:

- I. Definitions
- II. Policy
- III. Public Safety Information
- IV. Proponent Unit
- V. Cancellation

## I. DEFINITIONS

- A. **RED DAILY LOG BOOK** – A hard-bound daily planner, red-in-color, separated one day per page, for handwritten information entered by DPSP employees that includes incidents that have occurred, suspect information, hazards, upcoming events, requests for service, or other relevant information.
- B. **OFFICER SAFETY BINDER** – A binder that holds information regarding nearby incidents from other agencies, person and vehicle lookout notifications, crime trends, officer safety bulletins, and other relevant information.
- C. **WHITE MEMORANDUM BINDER** – A white-in-color binder that holds recent orders and directives, formal and informal memoranda, general department information and news bulletins, general college information bulletins for all employees, mandatory training notices, external requests for service and other relevant information for DPSP employees.
- D. **PUBLIC SAFETY HAZARD** – Any situation, person, property, or place that may create or contribute to an incident calling for some public safety or law enforcement action.

## II. POLICY

It is the department's policy and practice to identify potential and actual public safety hazards and criminal activity on the college campus and to disseminate information about them to all affected personnel through the informational log book and binders. The log book and binders are updated continuously during each shift, at least prior to change of the next shift, for this purpose.

## III. PUBLIC SAFETY INFORMATION

### A. Receiving and Logging Shift Briefing Information

- 1. Information regarding potential, current and ongoing hazards, crimes, injured persons, and other information of interest to public safety will be passed on to all affected personnel over the department radio or by telephone, as appropriate.
- 2. Information can be received in person, by observation, by telephone, by physical mail, by electronic mail, or other means.
- 3. Severe weather bulletins received from the U.S. Weather Bureau will be broadcast over the public safety radio for the information of patrol units in the field. Patrol units are responsible for advising Communications of severe road and weather-related conditions that they encounter during patrol
- 4. Officers receiving this information will ensure that it is placed in the appropriate informational log book or binder.
- 5. Shift Commanders and Officers-In-Charge are responsible for ensuring the entries in the informational log book and binders are complete and accurate prior to the next change of shift.

### B. Procedures for Dissemination of Shift Briefing Information

- 1. Shift Commanders and Officers-In-Charge are responsible to disseminate newly added information in the informational log book and binders to the oncoming shift officers during the Roll Call/Line-up shift briefing.
- 2. Shift Commanders and Officers-In-Charge are responsible to disseminate information from previous days during the Roll Call/Line-up shift briefing so that officers who may have been on leave or regular days off are apprised of events, incidents, or other related information that occurred while they were absent.
- 3. Department employees returning from leave or regular days off are responsible for ensuring they are apprised of any events, incidents, or other related information that occurred while absent directly by the Shift Commander or by reviewing the informational log book and binders themselves. All officers should review the informational log book and binders personally so they are fully informed of all pertinent information, including related photographs and images.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** This written directive cancels Index Code 203.1, Revision Date: 01-17-17.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety





# WRITTEN DIRECTIVE SYSTEM

**INDEX CODE: 205**  
**REVISION DATE: 03-01-24**

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## Contents:

- I. Directive
- II. Definitions
- III. Types of Written Directives
- IV. Indexing
- V. Rules and Regulations Manual
- VI. Accountability
- VII. Proponent Unit
- VIII. Cancellation

### **I. DIRECTIVE**

It is the department's *mandate* to issue written directives in order to guide or affect the performance or conduct of employees. Written directives are issued by authority of the Chief of Police/Director of Public Safety, who retains the authority to issue, modify, and approve all written directives. The department's written directives system is intended to make the directives clearer and easier to understand, revise, and file.

### **II. DEFINITIONS**

A. **DIRECTIVES** – General statements guiding the department to the attainment of its goals, *explaining* the reasons for, or *building* the foundation for, *processes* and rules.

B. **PROCESSES** – Specific guidelines to assist employees in performing a wide range of tasks. They describe expected methods of operation, and generally allow some flexibility within certain constraints, or when justified by the circumstances applying to a specific case.

C. **RULES** – Directives that prohibit specific behavior and/or require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible and apply to all employees.

D. **WRITTEN DIRECTIVES** – Permanent, official documents that are intended to affect or guide the actions of department employees. The types of written directives used for this purpose are described below.

### **III. TYPES OF WRITTEN DIRECTIVES**

#### **A. Department Directives**

1. Department directives are issued by the Chief of Police/Director of Public Safety to establish *rules, goals, and processes* and are retained in the *Rules and Regulations manual*. This document is a department directive.

2. Department directives are listed in numerical order according to the Index Code. The hundred series of the Index Code indicates the appropriate chapter of the manual.

3. Department directives will remain in effect until cancelled by another directive. Cancelled directives are to be purged from physical Rules and Regulations Manuals and destroyed. Cancelled directives from the digital version of the Rules and Regulations Manual are *archived and* replaced with the new written directive.

#### **B. Formal Memoranda**

1. Formal memoranda are available to the Chief of Police/Director of Public Safety, Patrol Operations Commander, and the commanders of all department components to implement or supplement department directives. These memoranda should not impose conditions either more or less restrictive than those issued by the Chief/Director. Rather, they should be used as a means to specify the implementation of department directives, to provide direction, or to narrow the audience. Formal memoranda will remain in effect until incorporated into a department directive or cancelled by another memorandum.

2. The purpose of formal memoranda, as opposed to informal memorandum or electronic mail communications, is to provide a permanent record of the directive for accountability and reference purposes. Formal memoranda will include a "File Behind" designation in the document header, identifying it as formal memoranda. Formal memoranda will be filed with the related written directive, immediately following the directive in the Rules and Regulations Manual. Only the Chief of Police/Director of Public Safety and Patrol Operations Commander may approve the issuance of formal memoranda.

**C. Standard Operating Procedures**

Unit Standard Operating Procedures (S.O.P.s) are designed to give guidance and provide specific information, which is binding, to units that perform specialized functions.

**IV. INDEXING**

A complete index of all department written directives and formal memoranda will be maintained by the Administrative Services Manager. The index of written directives will be filed in the physical version of the Rules and Regulations Manual. The digital version of the Rules and Regulations Manual incorporates a digital index and displays all issued written directives and formal memoranda.

**V. RULES AND REGULATIONS MANUAL**

A. A digital copy of the Anne Arundel Community College Department of Public Safety & Police Rules and Regulations Manual is issued to public safety and police officers upon initial entry into the department. All employees are responsible for being knowledgeable about its contents and will electronically sign for each written directive and formal memoranda received. Employees may request to have a physical copy of the Rules and Regulations Manual provided to them. The physical copy of the manual is optional. Employees that elect to have a physical version of the Rules and Regulations Manual are responsible for maintaining it and ensuring all written directives and formal memoranda are included and up-to-date, as well as cancelled and replaced directives and memoranda are purged.

B. The Administrative Services Manager maintains an up-to-date physical copy of the Rules and Regulations Manual.

**VI. ACCOUNTABILITY**

Written directives and formal memoranda are issued in a digital format. Every employee who receives written directives and formal memoranda will acknowledge with an electronic signature that he or she has received, reviewed, and understands the directive. Employees are responsible for seeking clarification for any written directives or formal memoranda that he or she does not clearly understand.

**VII. PROPONENT UNIT:** Office of the Chief of Police, Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 205, Revision Date: 02-20-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# DEVELOPMENT & REVIEW OF WRITTEN DIRECTIVE INDEX CODES & MEMORANDA



**INDEX CODE:** 205.1  
**REVISION DATE:** 07-10-23

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## Contents:

- I. Format & Style of Index Codes
- II. Development of Index Codes
- III. Formal Memoranda
- IV. Review & Distribution of Index Codes & Memoranda
- V. Proponent Unit
- VI. Cancellation

## I. FORMAT & STYLE OF INDEX CODES

Department Index Codes will be issued in standard outline format with a formal header for uniformity and ease of reading. See Appendix A of this index code to review the approved format. This format includes:

- A. **TITLE** – The title is contained in the formal header and indicates the topic of the Index Code.
- B. **CONTROL NUMBER** – The control number is contained in the formal header as well as at the top of each page of the Index Code. Index Code control numbers are assigned by the *Administrative Services* Manager. Index Codes will be issued electronically and filed in numerical order the Rules & Regulations manual section corresponding to the hundred series number.
- C. **EFFECTIVE/REVISION DATE** – The effective/revision date will be contained in the formal header as well as at the top of each page of the Index Code. New Index Codes will have an effective date on each page. Index Codes with approved revisions will show a revision date. Most recent changes appearing in page revisions will be indicated in *italic type*.
- D. **BODY CONTENT** – The body of the Index Code contains the policies, procedures, rules and regulations specific to the Index Code topic.
- E. **PROONENT UNIT** – The proponent unit occurs at the end of the index code preceding the cancellation section. The proponent unit is the department component requesting, originating, or holds primary responsibility for the Index Code.
- F. **CANCELLATION** – Before the signature line, each Index Code will have a section called "Cancellation", indicating the reference numbers of Index Codes, or other written directives, that are being canceled by the new Index Code.
- G. **AUTHORIZATION SIGNATURE** – Every department Index Code will conclude with a line for the Chief of Police/Director of Public Safety's signature. The Chief/Director's signature verifies the Index Code has been approved for issuance.

## II. DEVELOPMENT OF INDEX CODES

While all department Index Codes are issued by authority of the Chief of Police/Director of Public Safety, most will be researched, drafted, and submitted by other employees. The following procedures will govern that submission process and the subsequent review and updating.

### A. Primary Responsibility

The *Administrative Services* Manager is responsible for formulating new Index Codes and changes to existing ones. The *Administrative Services* Manager is responsible for ensuring that all Index Codes are properly formatted, and for ensuring that all Index Codes are in compliance with accreditation standards.

### B. All Employees

All employees are encouraged to submit suggested changes to department Index Codes or initiate a new Index Code to address a specific need. Suggestions are forwarded via the chain of command to the Chief of Police/Director of Public Safety, who will authorize, modify or deny the suggestion. Employees may submit drafts of proposed changes or additions, or simply state the basis for the suggestion along with recommended action. Employees who submit suggestions will be kept informed of the status.

### **C. Staff Review and Comments**

Draft Index Codes may be dispersed for review and comment among section commanders and department components affected by the changes. Staff are to return comments, if available, to the Administrative Services Manager for final preparation of the Index Code.

### **D. External Recommendations and Feedback**

When appropriate, the Chief of Police/Director of Public Safety, Patrol Operations Commander, or department employees in command of a shift or specialized unit, may solicit recommendation and feedback from appropriate campus stakeholders regarding policies that affect those institutional departments. These departments may include Administration, Human Resources, Student Engagement, Information Technology, Risk Management, or other applicable department. This may be accomplished by means of an in-person meeting, telephone call, or email interaction. External recommendations will be forwarded to the Chief/Director for review and approval.

## **III. FORMAL MEMORANDA**

### **A. Format**

Formal memoranda will be issued in standard business memorandum format. All formal memoranda, whether issued in a printed or digital format, will use the approved formal memoranda template approved by the Chief of Police/Director of Public Safety. Formal memoranda contain a header with the department name centered at the top, followed by "MEMORANDUM" in capital letters. The remainder of the heading should indicate the intended recipient(s), author, date, subject of the memorandum, and a "File Behind" that designates the associated Index Code. A memorandum that does not contain a "File Behind" is not designated as a formal memorandum, unless specifically indicated by the Chief of Police/Director of Public Safety to be a formal memorandum. All formal memoranda must be approved by the Chief/Director or the Patrol Operations Commander before distribution. It is not necessary to sign the memorandum. See Appendix B of this index code to review the approved format.

### **B. Indexing**

All formal memoranda will be filed in the Department's Rules and Regulations manual by the associated Index Code provided in the "File Behind". When the content of a formal memoranda is incorporated into an Index Code revision, the memoranda will be listed in the Index Code's cancellation section and the formal memoranda will be purged from the Rules and Regulations Manual. A complete listing of all Index Codes and formal memoranda will be maintained by the Administrative Services Manager.

## **IV. REVIEW & DISTRIBUTION OF INDEX CODES & MEMORANDA**

### **A. Annual Review**

1. Commanders of proponent units originating or responsible for the subject matter of Index Codes are tasked with reviewing each Index Code for which the component is responsible annually. The purpose of this review is to determine if the Index Code still reflects current policies and procedures. This review includes recommendations for indexing, purging, updating and disseminating written directives.

2. If there is a need to update or cancel any Index Code, the reviewing commander will notify the Chief of Police/Director of Public Safety, via the chain of the command, detailing the change(s) to be made.

3. Additionally, the Administrative Services Manager conducts an on-going review process throughout the year to ensure Index Codes are in compliance with the accreditation standards.

### **B. Review Upon Change of Command**

1. Upon assuming command of a department component, the new commander will receive a briefing from the outgoing commander on the Index Codes and accreditation standards that the component is responsible for.

2. The Administrative Services Manager will provide new commanders with the accreditation standards for which they are responsible.

### **C. Distribution**

Department Index Codes will be distributed electronically to all employees via the department's data management system. Formal memoranda may be distributed in a printed or digital format to all affected employees, and will be maintained in the department's data management system.

### **D. Retention**

1. Index Codes will be filed in the Rules & Regulations Manual electronically until they are revised or cancelled.

2. The Administrative Services Manager maintains a file of all Index Codes and formal memoranda for accreditation purposes.

3. Commanders will maintain a file of all formal memoranda that they issue. Commanders are encouraged to maintain an up-to-date physical copy of the Rules and Regulations Manual in addition to the electronic version.

**E. Accountability**

All employees will digitally sign all Index Codes and formal memoranda in the data management system, to acknowledge their receipt and understanding of the content. Employees are responsible for seeking clarification for any written directives or formal memoranda that he or she does not clearly understand.

V. **PROPONENT UNIT:** Administrative Services.

VI. **CANCELLATION:** This written directive cancels Index Code 205.1, Revision Date: 02-20-23.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**

# ADMINISTRATIVE REPORTING SYSTEM & PERIODIC REQUIRED ACTIVITIES



**INDEX CODE:** 205.2  
**REVISION DATE:** 02-20-23

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Contents:

- I. Administrative Reports
- II. List of Time Sensitive Tasks & Administrative Reports
- III. Proponent Unit
- IV. Cancellation

**I. ADMINISTRATIVE REPORTS**

Information is essential to the effective management of the department. An administrative reporting system is necessary to provide all members with current data needed to perform their assigned tasks. It is the department's policy that information about significant events, and summaries of routine events, will be submitted on a periodic basis.

**II. LIST OF TIME SENSITIVE TASKS & ADMINISTRATIVE REPORTS**

A. Appendix A of this directive lists the time sensitive tasks, reviews, reports, and inspections mandated by accreditation standards, as well as the administrative reports required by department policy *or mandated by law*. This list is provided to all department employees that are responsible for completing the tasks, inspections, and reports. The list includes:

- 1. The positions responsible for formulating them
- 2. The associated department Index Code, if applicable
- 3. The purpose or requirement of the task, inspection or reports
- 4. The associated accreditation standard, if applicable
- 5. The frequency to be completed
- 6. The position or destination for distribution

B. Shift and Section Commanders with reporting responsibilities are to develop procedures to accomplish these requirements. Copies of each administrative report will be maintained by the Administrative Services Manager. Commanders will verify compliance with these functions during the inspection process.

**III. PROPONENT UNIT:** Administrative Services.

**IV. CANCELLATION:** This Written Directive cancels Index Code 205.2, Revision Date: 03-01-22

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# DEPARTMENT COMMENDATIONS

**INDEX CODE: 301**  
**REVISION DATE: 05-01-22**

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Contents:

- I. Policy & Purpose
- II. Commendation Board
- III. Department Commendations
- IV. Citizen Recognition Policy
- V. Wearing of Commendations
- VI. Nominating Procedures
- VII. Proponent Unit
- VIII. Cancellation

## **I. POLICY & PURPOSE**

The Anne Arundel Community College Department of Public Safety & Police expects a high level of professional conduct from members of the department. When members exceed the standards of the department, it is appropriate for them to be commended. The official commendation of such performance and the arrangement of appropriate publicity are provided by the department to give recognition to those who have brought honor to themselves and to the department.

## **II. COMMENDATION BOARD**

The Commendation Board consists of at least three (3) members of differing ranks who are appointed by the Chief of Police/Director of Public Safety. The Board meets periodically and considers all recommendations for commendations. The Commendation Board is given access to all information regarding each recommendation, and may investigate the circumstances surrounding the recommendation in any manner it deems necessary. The Commendation Board forwards all recommendations and the results of their investigations to the Chief of Police/Director of Public Safety.

The chairperson of the Commendation Board is the Patrol Operations Commander. The Patrol Operations Commander oversees the commendation process, and is responsible for forwarding reviewed commendation nominations to the Chief of Police/Director of Public Safety for final approval or denial.

## **III. DEPARTMENT COMMENDATIONS**

### **A. Meritorious Service Award**

The Meritorious Service Award may be awarded for:

1. An act of courage involving personal risk to one's self while protecting or saving the life of another.
2. Extraordinary cases in which clues and circumstances are correctly weighed and evaluated and where diligent investigation leads to positive identification of a suspect or an arrest which terminated the career of one who, while at large, had been detrimental to the welfare and safety of the college community.

The commendation ribbon is red and blue. A certificate embossed with a gold seal accompanies the award.

### **B. Department Commendation Award**

The Department Commendation Award may be awarded for:

1. Saving the life of another without personal risk to one's self.
2. An act of extraordinary public safety intelligence reflecting highly credible accomplishment and displaying perseverance and devotion to duty, which results in the prevention or solution of a crime or hazardous act.

The commendation ribbon is red, white and blue. A certificate embossed with a gold seal accompanies the award.

### **C. Distinguished Service Award**

This Distinguished Service Award may be awarded for:

1. Department personnel who have performed effective, efficient, and valuable service to the Department. Such service may be a specific instance or it may be an outstanding performance of general duties and responsibilities over a period of time.

The commendation ribbon is blue, white and red. A certificate embossed with a gold seal accompanies the award.

**D. Community Service Award**

The Community Service Award may be awarded for:

1. An officer or a group of officers that makes a meaningful difference in improving the quality of life for the college community or the area they serve.
2. The development, organization, and management of a unique program specifically designed to provide the community with a service that was not previously available.
3. The consistent resolution of college community conflict or problems by an individual officer, which demonstrates a consistent ability to identify problems and seek appropriate solutions through their own creativity or the use of other resources.
4. The active participation of an individual officer in college community events or services not directly associated with his or her employment as a public safety officer.

The commendation ribbon is blue and gold. A certificate embossed with a gold seal accompanies the award.

**E. Director's Award for Job Excellence**

The Director's Award for Job Excellence is given to department members who the Chief of Police/Director of Public Safety determines have performed their assigned tasks in a manner above and beyond the written job description. The recipients of this award are selected directly by the Chief of Police/Director of Public Safety and not through the Commendation Board.

The commendation ribbon is red and black. A certificate embossed with a gold seal accompanies the award.

**F. Department Letter of Commendation**

A letter of commendation may be directed to a member for proficient performance of duty in circumstances which do not merit the aforementioned awards, but where some form of recognition for notable service is warranted.

The commendation letter is presented as a certificate embossed with a gold seal.

**G. The Community Recognition Award**

The Community Recognition Award may be awarded for:

1. An officer receiving an award or recognition from a regional or community agency, business or organization outside the college, including the North Anne Arundel Chamber of Commerce, IACLEA, IACP, or other appropriate recognition as approved by the Chief of Police/Director of Public Safety.
2. An officer receiving an award or recognition from within the college by a department, association, or group, including the AACC Student Government Achievement Awards, Campus Superior Performance Awards, or other appropriate recognition as approved by the Chief of Police/Director of Public Safety.

The commendation ribbon is red, white, and blue. The ribbon is in addition to any award, certificate, or plaque received from the sponsoring department, association, group, business, or organization.

**H. Attendance Recognition**

Officers who did not utilize any disability/sick leave during a fiscal year will receive a Superior Attendance Letter of Commendation from the Chief of Police/Director of Public Safety. This recognition will occur in July at the conclusion of the previous fiscal year.

The Superior Attendance Letter of Commendation is presented as a certificate embossed with a gold seal.

**IV. CITIZEN RECOGNITION POLICY**

A. The consistent and effective investigation, prosecution, and reduction of crime cannot be accomplished by the Department Public Safety & Police without the support and cooperation of the college community. Each member of the college community has a shared responsibility for the welfare of the community. The department seeks to further the acceptance of these duties through recognition of those citizens whose actions have contributed to the safety of the college community.

B. Whenever a citizen or college member renders valuable assistance and support to the department, the appropriate Shift Commander shall submit a detailed report of the facts along with a recommendation to the Chief of Police/Director of Public Safety. The report and recommendation are then forwarded to the Commendation Board using the same nomination form and process as utilized for nominating officers. The award is known as the "Public Safety Commendation for Outstanding Service to the College Community". A certificate is presented by the Chief of Police/Director of Public Safety.



**V. WEARING OF COMMENDATIONS**

A. Commendation ribbons are worn one half inch below the top seam of the right pocket and centered on the pocket flap button. Members who receive more than one commendation in the same category will receive a ribbon with a small star(s) for each additional commendation in that category. As additional ribbons are earned by an employee, they will receive a pin bar that holds the matching number of awarded ribbons.

B. The Chief of Police/Director of Public Safety may grant permission to wear ribbons earned while employed with other public safety or police agencies on a case by case basis.

**VI. NOMINATING PROCEDURES FOR AWARDS**

All employees are encouraged to recognize outstanding performance of officers and members of the college community. Any employee may submit reports directly to the Commendation Board with comments and evaluations concerning the merits of a commendable action.

A. Nominations should be submitted to the chairperson of the Commendation Board using the department Commendation Nomination Form, DPSP form CC05. The nominations should be submitted within thirty (30) days of the commendable incident. Police reports or other documentation may be attached to the nomination form to support the nomination.

B. The Commendation Board chairperson will retain all submissions received for consideration. The chairperson will convene the Commendation Board within twenty-one (21) days of receiving the submission.

C. A recommendation will be forwarded to the Chief of Police/Director of Public Safety within three (3) days of the Commendation Board review of a submitted nomination.

D. The Chief of Police/Director of Public Safety will make a final ruling, that will be noted at the bottom of the nomination form, within five (5) days of the receipt of nominations acted upon by the Commendation Board.

E. The Patrol Operations Commander will maintain a permanent file of the nominations approved and all awards presented.

F. Commendation Awards are presented during the officer's roll call by the Chief of Police/Director of Public Safety, or his designee. The goal is to present commendations to the members of the department within sixty (60) days of the incident or recognized performance activity.

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 301, Revision Date: 01-08-18.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**



# DEPARTMENT RULES

**INDEX CODE: 302**  
**REVISION DATE: 05-10-23**

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Contents:

- I. Policy
- II. Definitions
- III. Department Rules
- IV. Proponent Unit
- V. Cancellation

## **I. POLICY**

A. This directive identifies the most important standards of conduct expected of Department of Public Safety & Police employees and/or the most obvious forms of unacceptable behavior. This list is not intended to be all encompassing, nor is it intended to prevent the department from disciplining employees for acts or omissions not specifically enumerated within it.

B. The policy of the department is to ensure that all employees maintain an exemplary standard of personal integrity and ethical conduct in their relationship with other employees and the college community. This includes social media when postings are associated with the college and/or the Department of Public Safety & Police. The recognition that our primary responsibility is to the college community requires the understanding that public safety powers are limited and public safety action, in whatever form, must be accountable to the college community.

C. The rules contained in this directive are designed to serve as a professional standard governing employees' conduct. The department also recognizes that employees possess certain basic individual rights. Protection of employee rights enhances the integrity of the department and further promotes the goal of furnishing to the college community the highest quality of public safety services.

D. The Chief of Police/Director of Public Safety serves as the Chief Executive Officer of the Department of Public Safety & Police and has administrative authority over the department rules, expected performance and conduct of the department employees, and the department's disciplinary process.

## **II. DEFINITIONS**

A. **EMPLOYEE** – All department personnel.

B. **OFFICER** – All department public safety officers, police officers and special police officers.

C. **SUPERVISORS/SUPERIORS** – Department employees who have supervisory responsibility over other department employees to include Shift Commanders, the Patrol Operations Commander, and the Chief /Director.

D. **RULES** – Directives that prohibit specific behavior and/or require the performance of certain duties. Rules are established to apply to situations in which no deviation is permitted. Rules are inflexible, and apply to all employees.

## **III. DEPARTMENT RULES**

A department rule is designed to cover situations in which no deviation or flexibility is permitted. It is the employees' responsibility to familiarize themselves with department rules. Except where specified, the following rules apply to all employees:

### **Rule 1 Conformance to Law**

Employees are required to adhere to department rules, department written directives, college rules, regulations and discipline procedures, college administrative procedures and to conform to all laws applicable to the general public.

### **Rule 2 Compliance with Orders**

1. Employees will obey a superior's lawful order. Employees that do not obey a superior's lawful order may receive disciplinary action for insubordination.

2. Should a superior issue an order which conflicts with a previously issued order or directive, the employee should respectfully call attention to the conflicting order and, if not rescinded by the superior, the last issued order will stand. The responsibility for the order will rest with the issuing superior and the employee will not be answerable for disobedience of any previously issued conflicting order.

3. Superiors will not issue orders that they know would require an employee to commit any illegal, immoral, or unethical acts.
4. Employees will not obey any order that they know would require them to commit any illegal, immoral, or unethical acts.
5. Employees will obey a lawful order that has been relayed from a superior by an employee of the same or lesser rank.

**Rule 3 Abuse of Process**

1. Employees will not intentionally manufacture, tamper with, falsify, destroy, or withhold evidence or information, nor make any false accusations or untruthful statements, either verbally or written pertaining to official duties
2. Employees are prohibited from providing confidential information concerning department investigations or operations to any unauthorized person.
3. Employees are prohibited from providing information obtained from the Criminal Justice Information System (CJIS), Motor Vehicle Administration (MVA), National Crime Information Center (NCIC), Education Records or confidential or privileged information obtained from any other source to any unauthorized person, except in the performance of their duties and in accordance with proper public safety procedure and law.

**Rule 4 Abuse of Authority**

The authority entrusted to public safety and police officers will not be used improperly to interfere with the lawful conduct of anyone. All officers must carry out their duties in a nondiscriminatory manner.

**Rule 5 Authority to Suspend**

1. The Chief of Police/Director of Public Safety, the Patrol Operations Commander, or any Shift Commander may temporarily suspend, with pay, any subordinate employee from duty and/or require the surrender of their department credentials.
2. If an emergency suspension is needed when the Chief /Director, Patrol Operations Commander, and the Shift Commander are not on duty, the Shift Officer In Charge (OIC) will notify the Shift Commander of the circumstances necessitating the suspension to obtain authority to enact the emergency suspension. If the Shift Commander is not available, the Patrol Operations Commander will be notified for approval. If the Patrol Operations Commander is not available, then the Chief/Director will be notified for approval
3. Emergency suspensions without pay, as well as subsequent disciplinary procedures, will be in consultation with the college's Department of Human Resources.
4. Non-emergency disciplinary suspensions without pay are achieved through the department's disciplinary process.

**Rule 6 Use of Force**

1. Officers will use force only in accordance with law and department policies and procedures. Officers will not use more force than is reasonably necessary under the circumstances to protect themselves or citizens from harm. No officer will use force in a discriminatory manner.
2. Officers are trained to value the sanctity of life and only use the minimum amount of force necessary, if any, to accomplish lawful objectives. Officers have a duty to intervene when they observe the unreasonable, unnecessary, or disproportionate use of force being administered by a fellow officer or superior.

**Rule 7 Integrity of the Reporting System**

Employees will submit all necessary reports in accordance with established department procedures. Reports submitted by employees will be accurate, complete, and timely.

**Rule 8 Punctuality**

1. Employees of the department will be punctual in reporting for duty at the time and place specified by their supervisor.
2. No employee will be absent from duty without approved leave or without authorization from his/her supervisor.
3. No employee will leave the work site prior to the end of the scheduled work day without the approval of a supervisor.
4. An employee who fails to report for duty as scheduled, or who leaves the work site prior to the end of the scheduled work day without the approval of a supervisor, may be considered absent without leave (AWOL) and placed in a non-pay status for the period in question. Additionally, the employee may be subject to disciplinary action.

**Rule 9 Wearing the Uniform**

1. The uniform will be worn by employees only while on duty, or when going to or from their place of assignment.
2. Uniforms will be worn in their entirety, in the manner intended. Uniforms will be clean, free from dirt, stains, and tears.

**Rule 10 Carrying of Credentials/Identification**

1. Officers will carry their college employee and police credentials while on duty and will be displayed upon request.
2. Employees of the department will identify themselves to anyone requesting such identification, by supplying their full name and identification number. *If requested, identification cards will be displayed.*

**Rule 11 Employee Contact Information**

1. Whenever a Department employee changes his/her address or residential/cellular telephone number, the employee will submit this information on a department Employee Information form (DPSP Form CM04) to their supervisor within twenty-four (24) hours of the change. The supervisor will notify the Administrative Services Manager to update the department contact list.
2. The employee must also update their address or telephone number in the College system via the Self Services menu in MyAACC within twenty-four (24) hours of the change.

**Rule 12 Conduct Unbecoming of an Employee of the Department of Public Safety & Police**

1. No employee will commit any act which constitutes conduct unbecoming an employee of the department or the College. Conduct unbecoming includes, but is not limited to, any criminal, dishonest, or improper conduct.
2. An employee of the Department of Public Safety & Police is the most conspicuous representative of the College and is a symbol of stability and authority upon which they can rely. An officer's conduct is closely scrutinized, and whenever the officer's actions are found to be excessive, unwarranted, or unjustified, the Officer is criticized more severely than comparable conduct of persons employed in other areas of responsibility on campus. Since the conduct of an officer may reflect directly upon the department, the officer must at all times behave in a manner that does not bring discredit to the officer, department, or the College.
3. Any breach of peace, misconduct, or other action taken on the part of any member of the department which tends to undermine the good order, efficiency, or discipline of the department, or which reflects discredit upon the department or any member thereof, is considered conduct unbecoming of an employee of the Anne Arundel Community College Department of Public Safety & Police and such action will be subject to disciplinary action.

**Rule 13 Neglect of Duty/Unsatisfactory Performance**

1. **NEGLECT OF DUTY** - Employees will demonstrate an ability or willingness to perform assigned tasks, to take appropriate action in situations deserving of public safety attention, and conform to work standards established for the employee's rank, grade, or position. No member of the Department shall feign illness, avoid responsibility, or attempt to shirk his or her duties. Failure to stop and perform necessary public safety duty on college property, while either on or off duty, shall be considered neglect of duty and the employee may be subject to disciplinary action.
2. **UNSATISFACTORY PERFORMANCE** - Employees will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Repeated poor evaluations or a documented record of reported infractions of the rules, directives or orders of the department may be considered as evidence of unsatisfactory performance.

**Rule 14 Discrimination/Harassment and Use of Derogatory Language**

1. Employees of the department will not discriminate against, harass, or use derogatory language in referring to any other employee or citizen on the basis of race, color, religion, sex, marital status, age, disability, national origin, or any other basis as prohibited by county, state, and federal law.
2. Employees will not take nor contribute to any reprisal or adverse action against any individual or group of individuals having opposed discriminatory practices or having participated or assisted in a charge, investigation, or proceeding brought under department policy, or county, state, or federal law.
3. Supervisors will conduct a prompt and thorough inquiry into any instance of alleged discrimination or harassment that comes to their attention. All information regarding such allegations will be documented and forwarded to the Chief of Police/Director of Public Safety via the chain of command.

**Rule 15 Courtesy**

Employees will be courteous and discreet to members of the public, and all members of the Public Safety & Police Department and the college community. Employees will maintain proper decorum and command of temper, and will not use violent, insolent, sarcastic, or obscene language.

**Rule 16 Mutual Protection**

Officers will promptly come to the aid of any officer who, when carrying out official duties, is in need of assistance.

**Rule 17 Officers Charged with a Crime**

An officer charged with any criminal offense, or any traffic offense that carries a penalty of possible incarceration, will at once report the date, place and nature of the charge to his/her supervisor for transmission to the Chief of Police/Director of Public Safety via the chain of command.

**Rule 18 Domestic Violence Involving Members of this Department**

When an alleged act of domestic violence involves a member of this Department on College property, an immediate notification shall be made to the Chief of Police/Director of Public Safety, or designee. Members who have been deemed to be the aggressor in a physical domestic incident shall be immediately suspended, pending a conference with the Chief/Director.

**Rule 19 Departmental Investigations**

Members of the Department are required to answer questions, render material reports, and provide relevant statements in department personnel investigations, as directed.

**Rule 20 Attentiveness to Duty/Use of Alcohol/Drugs**

To ensure each employee's own protection, as well as the protection of the college community and fellow employees, employees will remain awake and alert while on duty.

1. Employees will not consume alcohol while at work, on college property, or on duty.
2. *Employees must arrive to work "sober" with no levels of impairment (Sobriety is the condition of not having any measurable levels or effects from alcohol) and are prohibited from consuming alcohol within eight (8) hours of arrival.*
3. Alcoholic beverages will not be consumed while wearing any part of an official uniform. Further, all employees are prohibited from operating a college vehicle while, or for eight (8) hours after, consuming alcoholic beverages.
4. *Public safety & police officers will not exercise any public safety & police authority, take any official public safety & police action, or represent himself as a public safety & police officer while impaired by, or under the influence of, alcohol or drugs, except in a life-threatening situation. Officers will not be armed unless completely sober (not having any measurable levels or effects from alcohol or drugs), except while acting under the proper and specific orders of a superior officer.*
5. *Employees will not take any narcotic or controlled dangerous substance unless prescribed to them by a physician. Employees taking a prescription medication that may impair their performance while on duty will notify their supervisor, prior to the beginning of his/her shift, of the medication's potential impact on their ability to perform their daily activities.*
6. *Employees are required to submit to alcohol and/or CDS testing if impairment is suspected of the employee by a supervisor. The employee will be provided a written order and will be required to immediately submit to the testing. For suspicious of CDS, the employee will report to the designated facility to complete the testing. Alcohol testing shall be conducted with a department PBT unit by the supervisor, or designee.*
7. *College Police officers are subject to unannounced, random drug testing according to departmental procedures set by the Chief of Police/Director of Public Safety, as required by the Maryland Police and Corrections Training Commission (MPCTC). College Police officers that are randomly selected will be provided a written order with instructions, and will be required to immediately report to the designated facility to complete the drug testing. Police officers may not refuse to comply with a required drug test. (See Index Code 710.)*

**Rule 21 Smoking Prohibited**

Members of the Department are prohibited from smoking on duty and in all Department vehicles, in all college facilities, and on all college property. The only exception is inside their own personal vehicle.

**Rule 22 Meal Periods**

Department employees are entitled to a one-hour meal period. However, officers may still be required to respond to an emergency situation during a meal period.

**Rule 23 Maintenance of Property**

1. Employees will be held accountable for the proper care, use, and maintenance of all department property in their charge, including uniforms, vehicles, and equipment.
2. Employees who lose or damage department property will report in writing such loss or damage to their supervisor.
3. Upon separation from the department, employees will promptly return all department issued property, uniforms, and equipment to their supervisor. Employees may be held accountable for department property that is not returned in a timely manner. *The Department may have the employee's pay withheld or seek criminal or civil remedies if issued property is not returned within a reasonable time frame.*

**Rule 24 Receipt of Property**

Property, except evidence and/or contraband, coming into the possession of an employee in an official capacity will be reported and properly stored in accordance with department procedures and state and local laws. Evidence and contraband will be turned over to County Police following established procedures.

**Rule 25 Gratuities**

Officers will not accept any compensation, commission, gratuity, or other advantage without the knowledge and consent of their supervisor.

**Rule 26 Personal Cell Phones**

Department personnel may carry a personal cell phone on duty with the following conditions:

1. Employees shall not use their personal cell phones for any personal reason while driving a college vehicle.
2. Employees shall not use their personal cell phones when it takes their attention away from their public safety or policing duties and responsibilities. Examples include while patrolling, interrupting an interaction with a citizen, or communicating with other employees.
3. Although a request for access to personal cellular telephone and/or texting device records is subject to a higher threshold than a department-issued cellular telephone and/or texting device records, department requests, subpoenas, court orders, or public records requests may result in access to personal device records if they are used for work-related purposes.

**Rule 27 Secondary Employment**

1. Secondary employment is employment outside of the department. The department recognizes the right of its employees to engage in secondary employment; however, any employment that, in the opinion of the Chief of Police/Director of Public Safety, would constitute a conflict of interest or would tend to bring discredit to the department is prohibited.
2. Department uniforms, insignias, and equipment may not be worn or used during secondary employment.
3. Employees may not engage in any activity related to other employment while on duty.
4. Employees may not work secondary employment while on sick leave while scheduled to work at the college.

**Rule 28 Associations**

1. *Members of the Department shall avoid associations with persons who have a reputation for criminal behavior, except where unavoidable due to a family relationship.*
2. *Members of the Department shall not visit or enter a house of illegal prostitution, illegal gambling, or any other establishment wherein the laws of the applicable jurisdiction are violated, except in the performance of duty.*
3. *Members of the Department shall not in any manner knowingly affiliate himself/herself with any organization, association, movement, group or combination of persons which advocates the non-constitutional, non-charter overthrow of the Government of the United States or any state, or which has adopted the policy of approving the commission of illegal acts of force or violence to deny any person his/her rights under the Constitution of the United States or the State of Maryland, or which seeks to alter the form of government of the United States or any state by unconstitutional means, non-charter means.*
4. *The enforcement of this rule shall not infringe on the employee's right to exercise their Freedom of Religion, Freedom to Redress their Representatives and/or any Freedom/Right afforded by local, state or United States Constitution/Laws.*

### **Rule 29 Attendance**

The following are prohibited as relates to attendance:

1. Excessive tardiness.
2. Excessive absenteeism.
3. Failure to notify the supervisor on each day of unscheduled absence.
4. Failure to comply with the department's notification procedure for absenteeism and/or tardiness.
5. Failure to provide documentation for a medical absence, when required by the college.
6. Failure to report for required overtime work without a justifiable reason, or failure to promptly notify a supervisor of such absence. Transferring the overtime to another employee without notifying the affected supervisor is not a justifiable reason.

### **Rule 30 Conduct**

The following types of conduct are prohibited:

1. Careless or substandard work resulting in waste, spoilage or delay.
2. Engaging in unruly behavior.
3. Leaving the work location during the work shift without authorization.
4. Idling, loafing, or inattention during work hours.
5. Misusing telephone, computers, or other college equipment during work hours.
6. Using profane or obscene language or gestures.
7. Sleeping, or giving the clear impression of sleeping, during work hours.
8. Reporting to work while under the influence of alcoholic beverages or narcotics that affect judgement or performance.
9. Misusing college monies or property for personal gain.
10. Immoral conduct or indecency.
11. Fighting, assault, attempted assault, or threatening anyone on college property or a college-related function or event.

### **Rule 31 Illegal Activities**

The following activities are prohibited:

1. Intentionally misusing, damaging or destroying college property.
2. Gambling or possession of gambling devices on college property.
3. Falsifying or altering reports, citations, or other college or department records, documents or forms.
4. Conviction in criminal court or detention by law enforcement authorities without a reason acceptable to the college.
5. Unauthorized removal of property belonging to the college or college employees.
6. Unauthorized possession of weapons or explosives on college property.
7. Unauthorized duplication of college keys or access devices.
8. Action or activity that violates standards of honesty and ethical relationships.

### **Rule 32 Safety Infractions**

Violations of major and minor safety rules and practices are prohibited, including, but not limited to:

1. Allowing themselves or others to enter an unsafe or hazardous location or condition, except in emergency situations.
2. Driving department vehicles in a reckless or negligent manner, except in emergency and life-saving situations.
3. Parking department vehicles in locations that block ADA access ramps, walkways, and parking areas.
4. Not using appropriate personal protective equipment (PPE) to render first aid.
5. Allowing department staffing to consist of only one employee on duty at any time.
6. Traversing rooftops of college buildings without approval of the Facilities department or a DPSP supervisor.
7. Misuse of department issued weapons in a reckless manner or horseplay.
8. Allowing restricted access areas, including closed buildings, to remain open or ajar, intentionally or through negligence.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** This written directive cancels Index Code 302, issue date 12-20-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# DISCIPLINARY PROCESS

**INDEX CODE: 303**  
**REVISION DATE: 02-01-23**

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## Contents:

- I. Policy
- II. Definitions
- III. Department Discipline Systems
- IV. Authority of Chief of Police/Director of Public Safety
- V. Authority of Supervisors
- VI. Maintenance of Disciplinary Records
- VII. Proponent Unit
- VIII. Cancellation

## I. POLICY

A. A relationship of trust and confidence between the department and the college community is essential to effective public safety. Officers must be free to exercise their own judgment and take enforcement action in a reasonable, lawful, and impartial manner without fear of reprisal. It is therefore important for the department to provide a disciplinary process that enables its employees to initiate positive, corrective action for improper conduct, while at the same time protecting officers from unwarranted criticism for properly discharging their duties.

B. It is the policy of this department to provide a thorough, fair, and expeditious disposition of complaints about the conduct of its employees. Further, it is the policy to invite individuals to bring to the department's attention complaints about its employees whenever that person feels the employee acted improperly.

C. This directive applies to all allegations of misconduct against any Department of Public Safety & Police personnel.

## II. DEFINITIONS

A. **PUBLIC SAFETY OFFICER** – A member of the department who is authorized in an official capacity to enforce college policy and procedures, but is not a fully sworn and armed College Police officer. Public Safety officers may also become unarmed sworn Maryland Special Police officers.

B. **COLLEGE POLICE OFFICER** – A member of the department who is authorized in an official capacity to enforce college policy and procedures and is a fully sworn and armed police officer in the state of Maryland. College Police officers are certified through the Maryland Police & Corrections Training Commission (MPCTC).

C. **CIVILIAN EMPLOYEE** – A member of the department who is not authorized in an official capacity to enforce college policy and procedures. These employees include the Emergency Manager and the Public Safety Assistant positions.

D. **COMPLAINT** – An allegation of misconduct made against an employee of the department.

E. **COUNSELING** – A non-disciplinary corrective action involving direct supervisory guidance. The counseling session is a meeting between the supervisor and the employee which may focus on a specific incident, a particular aspect of an employee's performance which the supervisor has identified as needing improvement, or the employee's overall performance or conduct. It is a face-to-face communication between the supervisor and the employee, conducted in private, and is intended to have a constructive goal of providing feedback to the employee to correct the problem and/or improve the employee's performance.

F. **DISCIPLINARY ACTION** – A reprimand or corrective action in response to employee misconduct, rule violation, or poor performance. Depending on the severity of the case, a disciplinary action can take different forms, including verbal warning, written warning, suspension, and termination.

## III. DEPARTMENT DISCIPLINARY SYSTEMS

The department's disciplinary process includes two separate systems, dependent upon the sworn status of the employee.

### A. Non-sworn Employees

Non-sworn department employees include Public Safety officers, Special Police officers, and civilian personnel. Non-sworn department employees fall under the Anne Arundel Community College employee disciplinary system, which consists of a progressive discipline process and is managed by the College's Office of Human Resources. (See Index Code 303.2.)



**B. Sworn Employees**

Sworn department employees include College Police officers, Police Lieutenants, Police Captain, and the Chief of Police/Director of Public Safety. Sworn employees by law fall under the Maryland State disciplinary system for sworn police personnel, which includes involvement with a Police Accountability Board, an Administrative Charging Committee, and a Trial Board, all furnished by the Anne Arundel County government. (See Index Codes 303.3, 303.4 and 303.5.)

**IV. AUTHORITY OF CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY**

The Chief of Police/Director of Public Safety is authorized to promulgate and enforce such rules, regulations, and procedures, as he/she deems necessary for the efficient operation and government of the Anne Arundel Community College Department of Public Safety & Police.

**V. AUTHORITY OF SUPERVISORS**

**A. Role of Supervisors**

The role of supervisors is crucial in the disciplinary process. Supervisors have the best opportunity to observe the conduct and appearance of officers, to promote and encourage positive and productive performance, and to detect those instances when coaching/counseling or disciplinary actions are warranted.

**B. Authority of Supervisors**

Department supervisors, which include the Shift Commanders and Patrol Operations Commander, are authorized to:

1. Counsel employees.
2. Recommend and/or conduct retraining of employees.
3. Investigate complaints of employee misconduct and administer disciplinary action, subject to approval by the Patrol Operations Commander.
4. Effect emergency suspension of employees, in which case the Chief of Police/Director of Public Safety will be notified as soon as practical.

**VI. MAINTENANCE OF DISCIPLINARY RECORDS**

**A. Written Records Required**

The Patrol Operations Commander will ensure that there is a written record of every complaint against the department or its employees, and of all disciplinary actions for all sworn and non-sworn employees.

**B. Security of Disciplinary Records**

The Patrol Operations Commander will ensure that all records of complaints against the department or its employees, and all records of disciplinary action for all sworn and non-sworn employees, are filed securely and confidentially in the Internal Affairs file cabinet separate from other non-disciplinary records. Disciplinary records will be maintained in perpetuity, unless approved for disposal by the Chief/Director, on a case by case basis.

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 303, Revision Date: 01-17-17.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

# COMPLAINT RECEPTION & INVESTIGATION SWORN & NON-SWORN PERSONNEL



**INDEX CODE:** 303.1  
**REVISION DATE:** 06-01-24

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## Contents:

- I. Directive
- II. Complaint & Investigation Management
- III. Complaint Reception
- IV. Complaint Investigation
- V. Conclusion & Report
- VI. Final Disposition
- VII. Proponent Unit
- VIII. Cancellation

### **I. DIRECTIVE**

A. It is the directive of this department to provide a thorough, fair, and expeditious disposition of complaints about the conduct of its employees. Further, individuals *are invited* to bring to the department's attention complaints about its employees whenever that person feels the employee acted improperly. Complaints may be submitted in person, by telephone, by electronic mail, by United States mail, by the department's complaint form on the DPSP website, and through the Anne Arundel County Police Accountability Board. The public is provided the DPSP complaint process on the DPSP website.

B. Complaints will be received courteously, and the department will make every effort to ensure that no adverse consequences occur to any person as a result of having brought what they believed was a legitimate complaint to the department's attention (whistleblower).

C. The Chief of Police/Director of Public Safety will be notified within twenty-four (24) hours of receiving the complaint, unless the seriousness of the grievance requires an immediate notification to the Chief/Director.

D. All complaints will be investigated according to the *process* described in this directive.

E. This directive applies to all allegations of misconduct against sworn and non-sworn department personnel. *Processes* that are specifically applicable to a sworn or non-sworn employee will be designated.

F. *If a complainant decides to withdraw a complaint, the department is still obligated to investigate the complaint and forward it to the appropriate civilian charging committee, hearing board, or the College's Office of Human Resources, dependent upon the sworn status of the employee.*

### **II. COMPLAINT & INVESTIGATION MANAGEMENT**

A. The Patrol Operations Commander manages the department's internal affairs function, which includes the disciplinary process and the administration of the complaint reception and investigation *process*. The Patrol Operations Commander assigns complaint control numbers, assigns investigators to investigate the complaints, maintains investigative and disciplinary files and exercises oversight and review authority over all investigations to ensure competent and thorough investigations are conducted. The Patrol Operations Commander is authorized to report information pertaining to investigations directly to the Chief of Police/Director of Public Safety.

B. The Chief of Police/Director of Public Safety is authorized to establish departmental rules, regulations, and *processes* for the Anne Arundel Community College Department of Public Safety & Police and has authority to enforce them.

### **III. COMPLAINT RECEPTION**

It is the *directive* of this department to document and investigate all complaints against the Department and/or its employees.

#### **A. Public Complaints**

1. Members of the public wishing to file a complaint against an employee will be encouraged to submit the complaint in writing using the Complaint Against Personnel form, DPSP Form SC06. If the citizen declines to submit the complaint in writing, they will be referred to:

- a. The employee's immediate supervisor, if available.
    - b. If the supervisor is not available, the Officer-In-Charge (OIC).
    - c. The Patrol Operations Commander, if available.
  2. The supervisor, OIC, or Patrol Operations Commander will take the complaint and document it on a Complaint Against Personnel form, DPSP Form SC06. The employee that accepts the complaint shall not attempt to influence the complainant in any manner. The employee's supervisor will be notified of the complaint and it will be submitted to the supervisor in a confidential manner, such as sealed in a solid envelope.
  3. Complaints filed using the department webpage will be documented and investigated using the same protocol as a complaint filed in writing.
  4. Complaints shall include:
    - a. The name of the police officer accused of misconduct (if available).
    - b. A description of the facts on which the complaint is based.
    - c. Contact information (including a name, mailing address, and phone number or email) of the complainant or person filing on behalf of the complainant for investigative follow-up, unless the complaint is submitted anonymously. When anonymous complaints are received, the investigator assigned by the Patrol Operations Commander will determine that enough information is available to investigate the complaint. The complainant of an anonymous complaint will not be able to receive follow-up information regarding the complaint.
  5. An employee receiving a complaint alleging excessive force will determine the extent of injuries, if any, and take the necessary action to preserve evidence related to the excessive force complaint. Color photographs will be taken of all visible injuries, torn clothing, scuff marks indicating a struggle, or any other evidence. Civilian employees taking a complaint will ask a sworn officer for assistance in completing this.
  6. Complaints will be classified in the following categories:
    - a. Performance/Training
    - b. Misconduct – Non Public (Not involving a member of the public)
    - c. Misconduct – Public (Involving a member of the public) \*only complaint submitted to Police Accountability Board
    - d. Not Misconduct – Rejected (No investigation)
  7. Complaints of misconduct involving the public are categorized into the following sub-classifications:
    - a. Alleged Criminal
    - b. Alleged Force
    - c. Alleged Policy
    - d. Alleged Constitutional
  8. When complaints of misconduct involving the public are received by the department, they are submitted to the Anne Arundel County Police Accountability Board using the Anne Arundel County Government Police Accountability Complaint Form at <https://live-aacounty.pantheonsite.io/office-police-accountability/submit-complaint>. The Shift Commander for the College Police Officer that is the subject of the complaint will be responsible for submitting the information on the online complaint form.
- The following information will be provided:
- a. First name, last name, and email address of complainant.
    - b. Date and time the incident occurred.
    - c. Location of the incident.
    - d. Description of the incident.
    - e. The Police Department that the accused officer works for.
    - f. The accused officer's name and County Police ID number.
  9. Complaints for department employees that are sworn police officers may also be filed by members of the public directly with the Anne Arundel County Police Accountability Board. (See Index Code 303.2 Appendix B.)

**B. Complaint Investigation Notification**

Upon receipt of a complaint that is not resolved informally by a supervisor (traffic misunderstandings, procedural explanations, etc.) and will require a formal investigation, the employee's supervisor will immediately notify the Patrol Operations Commander. The Patrol Operations Commander will notify the Chief/Director within twenty-four (24) hours of receipt of the complaint, unless the seriousness of the grievance requires an immediate notification to the Chief/Director.

**C. Complaint Investigation Assignment**

1. The Patrol Operations Commander will issue a complaint control number for all complaints that are investigated.
2. The Patrol Operations Commander will assign an investigator, typically a police supervisor, to conduct the investigation. More serious or complex complaints may be investigated by Anne Arundel County Police investigators, as determined by the Chief/Director.

**D. Written Verification of Complaint**

Except for anonymous complaints, the assigned investigator will provide written verification to complainants within seventy-two (72) hours, by United States mail or electronic mail, that their complaint has been received for processing.

**E. Status of Investigation**

1. For complaints against non-sworn employees, when the identity of the complainant is known, the assigned investigator is responsible for providing the complainant with periodic status reports during the investigation. Additional status reports will be provided to the complainant if the investigation extends beyond thirty (30) days.
2. For complaints against sworn College Police officers, the complainant may review the status of the complaint process at the Public Safety & Police office. The investigator will maintain a digital file detailing the steps in the complaint process that the complainant may review, which includes the following steps:
  - a. Investigation
  - b. Charging
  - c. Offer of Discipline
  - d. Trial Board
  - e. Ultimate Discipline
  - f. Appeal
3. At the conclusion of the investigation, and within seventy-two (72) hours, the Patrol Operations Commander is responsible for informing the complainant, in writing, that the investigation has been concluded and its disposition, including any discipline imposed, in accordance with established confidentiality policies and any applicable law.

**E. Victim's Rights Advocate**

The assigned department investigator will act as a Victim's Rights Advocate, which is a contact for the person that submitted the complaint. The Victim's Rights Advocate shall:

1. Explain to the complainant:
  - a. The complaint, investigation, Administrative Charging Committee, and trial board processes.
  - b. Any decision to terminate an investigation.
  - c. An Administrative Charging Committee's decision of administratively charged, not administratively charged, unfounded, or exonerated.
  - d. A trial board's decision.
2. Provide a complainant with an opportunity to review a police officer's statement, if any, before completion of an investigation.
3. Notify a complainant of the status of the case at every stage of the process.
4. Provide a case summary to a complainant within thirty (30) days after final disposition of the case.

**F. Employee Complaints**

Any employee desiring to file a complaint of misconduct against another department employee will complete the Complaint Against Personnel form, DPSP Form SC06, and forward it to the Patrol Operations Commander. The report need not be forwarded through the chain of command.

#### **IV. COMPLAINT INVESTIGATION**

Complaint investigations will include interviews of the complainant, if known, any known witnesses, and the officer(s) involved. In addition, the investigator will obtain all available physical and documentary evidence.

##### **A. Interviews of Complainant & Witnesses**

Complainant and witnesses should provide written statements. Whenever possible, complainants' and witnesses' interviews should be audio recorded, with their permission.

##### **B. Notification to Employee**

1. The employee under investigation need not be informed of the investigation until it becomes necessary to interview or interrogate him/her.
2. When employees are notified that they have become the subject of an internal investigation, the investigator will issue the employee a written statement of the nature of the complaint prior to any interrogation. The notification will be made to the officer through an inter-office correspondence.

##### **C. Investigative Process**

1. All employee interviews will be audio recorded.
2. The investigation or interrogation by an accused officer for a reason that may lead to disciplinary action, demotion, or dismissal will be done by a sworn law enforcement officer. The accused officer will be informed of the name, rank, and command of the officer in charge of the investigation, the interrogating officer, and each individual present during an interrogation.
3. If the accused officer under interrogation is under arrest, or is likely to be placed under arrest as a result of the interrogation, the accused officer shall be informed completely of all of their rights before the interrogation begins.
4. Unless the seriousness of the investigation is of a degree that an immediate interrogation is required, the interrogation shall be conducted at a reasonable hour, preferably when the accused officer is on duty.
5. Any interrogation shall take place at the DPSP office or at another reasonable and appropriate place.
6. All questions directed to the officer under interrogation shall be asked by and through one interrogating officer during any one session of interrogation. Each session of interrogation shall be for a reasonable period and allow for personal necessities and rest periods as reasonably necessary.
  - a. The accused officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action. An officer will be notified in writing of any investigation regarding a complaint, allegation, or offer of punishment. An officer will be notified, in writing, of the complaint prior to being interrogated or interviewed regarding the matter of the complaint.
  - b. An officer who has been notified of a disciplinary investigation shall, upon request, be advised of the disposition of such investigation within ten (10) calendar days of the final decision of the Chief of Police/Director of Public Safety.
  - c. Officers who are on approved leave shall be notified of such disposition by letter to their home address of record.
  - d. On request, the accused officer under interrogation has the right to be represented by counsel or another responsible representative of the accused officer's choice who may be present and available for consultation at all times during the interrogation.
    - 1.) For non-sworn employees, the College's Professional and Support Staff Organization (PSSO) representative or member of the Office of Human Resources may be requested by the employee.
    - 2.) For sworn employees, a private attorney, a representative from the Fraternal Order of Police, or other representative of their choosing may be requested by the employee.
    - 3.) The interrogation shall be suspended for a period not exceeding five (5) business days until representation is obtained. Within that five (5) day period, the Chief /Director for good cause shown may extend the period for obtaining representation.
  - e. During the interrogation, the accused officer's counsel or representative may request a recess at any time to consult with the accused officer, object to any question posed, and state on the record outside the presence of the accused officer the reason for the objection.

7. A complete record will be kept of the entire interrogation, including all recess periods, of the accused officer. The record may be written, taped, or transcribed. On completion of the investigation, and on request of the accused officer or accused officer's counsel or representative, a copy of the record of interrogation shall be made available at least thirty (30) days before a hearing.
8. The Department may order the accused sworn or non-sworn officer under investigation to submit to blood alcohol tests, blood, breath, or urine tests for controlled dangerous substances, polygraph examinations (sworn police only), or interrogations that specifically relate to the subject matter of the investigation. If the Chief of Police/Director of Public Safety orders the accused officer to submit to a test, examination, or interrogation described above and the accused officer refuses to do so, the Chief/Director may commence action that may lead to a punitive measure as a result of the refusal. If the accused officer is ordered to submit to a test, examination, or interrogation described above, the results of the test, examination, or interrogation are not admissible or discoverable in a criminal proceeding against the accused officer.
9. If the Department orders the accused sworn police officer to submit to a polygraph examination, the results of the polygraph examination may not be used as evidence in an administrative hearing unless the Chief/Director and the accused officer agree to the admission of the results. The accused officer's counsel or representative need not be present during the actual administration of a polygraph examination by a certified polygraph examiner if the questions to be asked are reviewed with the accused officer or the counsel or representative before the administration of the examination, the counsel or representative is allowed to observe the administration of the examination, and a copy of the final report of the examination by the certified polygraph examiner is made available to the accused officer or the counsel or representative within a reasonable time, not exceeding ten (10) days, after completion of the examination.
10. Employees may be required to allow themselves to be photographed, upon order of the Chief/Director, or designee. Digital photographs of all employees are maintained on the secure department files and are updated as necessary.
11. Employees may be required to participate in lineup identification sessions upon order of the Chief /Director, or designee.
12. A law enforcement officer may not be required or requested to disclose any item of his or her property, income, assets, source of income, debts, or personal or domestic expenditures (including those of any member of his/her family or household) unless that information is necessary in investigating a possible conflict of interest with respect to the performance of his/her official duties, or unless such disclose is required by state or federal law.

#### **D. Complaint Investigation Time Frame**

Complaint investigations shall be concluded within ninety (90) days, unless extenuating circumstances exist that prevent the investigation to be completed in the allotted time frame. Investigations that need to be extended beyond the ninety (90) day time frame must be approved by the Chief of Police/Director of Public Safety on a case by case basis, and shall be concluded as soon as practical.

#### **E. Liaison With State's Attorney**

In cases involving alleged criminal misconduct by a department employee, the department investigator will seek legal advice and assistance in case preparation from the State's Attorney.

#### **V. CONCLUSION & REPORT**

A. After completing the investigation, the investigator will submit an internal report for review by the Chief/Director and the Patrol Operations Commander. The report will be submitted on inter-office correspondence and will include:

1. The allegation(s).
2. A statement of facts in chronological order.
3. The findings of the investigation.

B. The following are classifications of departmental findings of each allegation of employee misconduct involving an Internal Administrative Complaint for sworn not involving a member of the public and non-sworn department employees:

##### **1. Exonerated**

The employee acted in accordance with the law and agency policy.

##### **2. Policy Failure**

Although the action of the agency or the employee was consistent with agency policy, the complainant suffered harm. The Patrol Operations Commander will review the policy and submit revisions for approval by the Chief/Director.

**3. Suspended**

When information critical to the case is currently unavailable but may become available at some future time.

**4. Sustained**

The accused employee committed all or part of the alleged acts of improper conduct.

**5. Not Sustained**

The investigation produced insufficient information to prove or to disprove the allegation.

**6. Unfounded**

The alleged act(s) did not occur.

**VI. FINAL DISPOSITION**

**A. Sworn Police Personnel**

1. Per Maryland Public Safety Article 3-101 thru 3-114, on completion of an investigation of a complaint involving a member of the public against a sworn police officer, the Department will forward to the Anne Arundel County Administrative Charging Committee the investigatory file for the matter. The Administrative Charging Committee will review the findings of the investigation conducted and a recommendation from the Chief of Police/Director of Public Safety. The Administrative Charging Committee will make a determination that the accused sworn police officer will be administratively charged or not administratively charged. For purposes of the Administrative Charging Committee, the following definitions apply:

- a. "Administratively charged" means that a sworn police officer has been formally accused of misconduct in an administrative proceeding.
- b. "Not administratively charged" means that a determination has been made not to administratively charge a sworn police officer in connection with alleged misconduct.

2. If the sworn police officer is not administratively charged, the Administrative Charging Committee will make a determination that the allegations against the sworn police officer are unfounded or the sworn police officer is exonerated. For purposes of the Administrative Charging Committee, the following definitions apply:

- a. "Exonerated" means that a police officer acted in accordance with the law and agency policy.
- b. "Unfounded" means that the allegations against a police officer are not supported by fact.

3. If the accused sworn police officer is charged, the Administrative Charging Committee will recommend discipline in accordance with the Statewide Police Disciplinary matrix. Within fifteen (15) days after the Administrative Charging Committee issues an administrative charge against an accused sworn police officer, the Chief of Police/Director of Public Safety will offer discipline to the accused officer in accordance with the Statewide Police Disciplinary Matrix (See Index Code 303.1 Appendix A).

4. The Chief of Police may offer 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. The accused sworn police officer will be notified, in writing, that they have the right to an Administrative Hearing Board or may accept the discipline being offered.

5. Upon a sustained finding and administrative charge in an internal administrative investigation of a sworn police officer not involving a member of the public, the Chief of Police/Director of Public Safety will offer discipline to the accused officer in accordance with the Statewide Police Disciplinary Matrix. The accused sworn police officer will be notified, in writing, that they have the right to an Administrative Hearing Board or may accept the discipline being offered.

**B. Non-Sworn Personnel**

1. Non-sworn employees of the department are not subject to the Statewide Disciplinary Matrix, but are subject to the College's Progressive Discipline System. (See Index Code 303.2.)

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 303.1, Revision Date: 01-20-24.

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# DISCIPLINARY PROCESS

## NON-SWORN PERSONNEL



**INDEX CODE:** 303.2  
**REVISION DATE:** 02-01-23

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### Contents:

- I. Purpose
- II. Definitions
- III. Non-Sworn Employee Disciplinary System
- IV. Progressive Discipline
- V. Emergency Suspension
- VI. Appeal Procedures
- VII. Proponent Unit
- VIII. Cancellation

### **I. PURPOSE**

- A. The purpose of this directive is to describe the disciplinary process for non-sworn employees of the Anne Arundel Community College Department of Public Safety & Police. Non-sworn personnel follow the College's disciplinary process, which is a progressive discipline model.
- B. This directive applies to all complaints and allegations of misconduct against all non-sworn department personnel.

### **II. DEFINITIONS**

- A. **NON-SWORN EMPLOYEE** – A member of the department who is not a fully sworn College Police officer.
- B. **PUBLIC SAFETY OFFICER** – A member of the department who is authorized in an official capacity to enforce college policy and procedures, but is not a fully sworn and armed College Police officer. Public Safety officers may also become unarmed sworn Maryland Special Police officers.
- C. **CIVILIAN EMPLOYEE** – A member of the department who is not authorized in an official capacity to enforce college policy and procedures. These employees include the Emergency Manager and the Public Safety Assistant positions.
- D. **COMPLAINT** – An allegation of misconduct made against an employee of the department.
- E. **COMPLAINANT** – The person that initiates a complaint against an agency employee.
- F. **COUNSELING** – A non-disciplinary corrective action involving direct supervisory guidance. The counseling session is a meeting between the supervisor and the employee which may focus on a specific incident, a particular aspect of an employee's performance which the supervisor has identified as needing improvement, or the employee's overall performance or conduct. It is a face-to-face communication between the supervisor and the employee, conducted in private, and is intended to have a constructive goal of providing feedback to the employee to correct the problem.
- G. **NON-PUNITIVE TRANSFER** – The Chief of Police/Director of Public Safety has the authority to regulate the competent and efficient operation and management of the department by any reasonable means including, but not limited to, transfer within the department and reassignment, if that action is not punitive in nature; and The Chief/Director determines that action to be in the best interests of the internal management of the department.
- H. **DISCIPLINARY ACTION** – A reprimand or corrective action in response to employee misconduct, rule violation, or poor performance. Depending on the severity of the case, a disciplinary action can take different forms, including verbal warning, written warning, suspension, and termination.

### **III. NON-SWORN EMPLOYEE DISCIPLINARY SYSTEM**

- A. The department's disciplinary system for non-sworn personnel includes the following elements:

#### **1. Counseling, Coaching, & Retraining**

The department's procedures and criteria for using counseling, coaching, and retraining as a non-punitive function of discipline for sworn and non-sworn employees is explained in Index Code 305.



## **2. Punitive Disciplinary Action**

The department's procedures and criteria for using disciplinary action as a punitive function of discipline for non-sworn personnel are explained in the remainder of this directive.

B. The department's disciplinary system consists of a progressive discipline process that is afforded to all department personnel, with specific steps mandated by law to sworn College Police officers that include involvement with the Police Accountability Board. (See Index Codes 303.3 and 303.5.)

## **IV. PROGRESSIVE DISCIPLINE**

The department follows the Anne Arundel Community College progressive discipline process for non-sworn department personnel, which is located in Section 8.7 of the College's Professional and Support Staff Code. Disciplinary action is intended to notify the employee of deficient performance and/or misconduct, and to promote positive actions and corrective behavior.

### **A. Considerations**

Disciplinary action is administered in a progressive fashion that takes into consideration the totality of the circumstances, including the seriousness of the incident, the circumstances surrounding the incident, the member's past disciplinary record, the member's past work performance, the overall negative impact on the organization caused by the incident, and the likelihood for future similar problems.

### **B. Disciplinary Steps**

The College's progressive discipline process is comprised of several levels based on the considerations listed above, but may also increase as similar violations continue to occur. The description of each step is intended to provide guidance to supervisors in the administration of disciplinary action, but is not binding on the supervisor or the department. This policy does not require or imply a required sequence of punitive acts.

#### **1. Step 1: Documented Verbal Reprimand (Warning)**

Non-sworn employee misconduct which warrants more severe disciplinary action than counseling/training, but less than that which is described below. This initial disciplinary step involves counseling the employee, providing specific information on where and how to improve, and giving a reasonable period of time for the employee to demonstrate improvement. This step shall be documented on a "STEP I" College disciplinary form. Documented verbal reprimands are held in the supervisor's employee file and the employee's formal personnel file maintained by the College's Office of Human Resources for a period of one year. If no further associated violations or misconducts occur within the year, the "STEP I" form shall be removed from the employee's file and destroyed.

#### **2. Step 2: Written Reprimand (Warning); Reassignment**

If the non-sworn employee's performance does not improve or demonstrates a continuing pattern of behavior involving repeated acts of misconduct or mistakes, or as a result to a more severe violation or misconduct, a written reprimand shall be issued using a "STEP II" College disciplinary form, and the employee may be reassigned. Employee's may be reassigned, with approval of the Chief of Police/Director of Public Safety, to a different shift, location, or assignment, to eliminate continuing misconduct and/or performance deficiencies, or in the best interest of the department. Written reprimands shall include supporting evidence and documentation, including prior supervisory counseling and disciplinary steps, if applicable. Written reprimands are kept in the supervisor's employee file and the employee's formal personnel file maintained by the College's Office of Human Resources for the length of the employee's employment with the College.

#### **3. Step 3: Suspension Without Pay; Probation; Loss of Leave; Demotion**

The third level of progressive discipline shall be used to address severe violations and misconduct, or continual performance deficiencies in which the previous discipline level did not correct. This level of disciplinary action is appropriate for:

- a. The employee deliberately or flagrantly violated a law, rule, regulation, procedure, or standard of conduct.
- b. The employee's conduct impairs the achievement of the department's mission or brings the department into disrepute.
- c. The employee's conduct represents a continuing pattern of disregard for the rules, regulations, and standards of conduct required of department personnel.

Non-sworn employees may receive an unpaid suspension from duty, loss of annual leave, a demotion in rank, and/or placed in a probationary status for a period of no more than six (6) months. Corrective action of this magnitude must be approved in advanced by the Chief of Police/Director of Public Safety and the Executive Director of Human Resources. This level of discipline shall be issued using a "STEP III" College disciplinary form and is kept in the supervisor's employee file and the employee's formal personnel file maintained by the College's Office of Human Resources for the length of the employee's employment with the College.

#### **4. Step 4: Dismissal**

If progressive discipline fails, or the non-sworn employee's misconduct warrants disciplinary action greater than that described above, the employee may be dismissed from employment with prior approval from the Chief of Police/Director of Public Safety, the Executive Director of Human Resources, the Vice President for Learning Resources Management, and the College President. If an employee's conduct results in dismissal, the following information will be provided to the employee:

- a. A written statement citing the reason for dismissal.
- b. The effective date of the dismissal.
- c. A statement of the status of fringe and retirement benefits after dismissal.

### **V. EMERGENCY SUSPENSION**

#### **A. Administrative Suspension**

##### **1. Unfit for Duty**

Supervisors may suspend a non-sworn employee on an emergency basis in the light of evidence that the employee is unfit for duty. This is an administrative action, as opposed to a punitive action. The supervisor must immediately submit written justification for this action to the Chief of Police/Director of Public Safety, via the chain of command. The supervisor will also immediately notify the next available level in the chain of command, either in person or by telephone, as soon as practical.

##### **2. Use of Force Cases**

When an employee's actions or use of force results in a death or serious physical injury of another, the employee will be relieved from duty pending an administrative review of the incident. (See Index Code 401.)

#### **B. Disciplinary Suspensions**

Supervisors may suspend from duty on an emergency basis any non-sworn employee who:

1. Refuses to obey a lawful order of a supervisory officer.
2. Engages in conduct such that it is in the best interest of the employee, the department, or the College that he/she be temporarily suspended from duty. The Chief of Police/Director of Public Safety, the College's Office of Human Resources, and the Vice President for Learning Resources Management will be consulted as soon as practical.

#### **C. Payroll Status**

Employees suspended on an emergency basis will be suspended with full pay and benefits until the Chief/Director changes their payroll status. The College's Office of Human Resources and/or the Vice President for Learning Resources Management will be consulted as soon as practical.

#### **D. Follow-Up Action – Suspensions**

If the emergency suspension was made for disciplinary reasons set forth in section IV-B of this directive, the Patrol Operations Commander will review the circumstances and take appropriate action in accordance with section IV of this directive.

### **VI. APPEAL PROCEDURES**

Non-sworn employees who want to appeal the disciplinary action taken may do so by filing a Formal Grievance as described in Section 8.8 of the Anne Arundel Community College's Professional and Support Staff Code, which includes a specific timeframe in which a grievance can be submitted.

**IX. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**X. CANCELLATION:** This written directive cancels Index Code 303, Revision Date: 01-17-17.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# DISCIPLINARY PROCESS

## SWORN POLICE PERSONNEL



**INDEX CODE: 303.3**  
**EFFECTIVE DATE: 02-01-23**

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### Contents:

- I. Purpose
- II. Definitions
- III. Complaint Types
- IV. Discipline
- V. Authority of Chief of Police/Director of Public Safety
- VI. Authority of Sworn Police Supervisors
- VII. Emergency Suspension
- VIII. Termination
- IX. Proponent Unit
- X. Cancellation

### **I. PURPOSE**

A. The purpose of this directive is to describe the disciplinary process for sworn police employees of the Anne Arundel Community College Department of Public Safety & Police. Sworn personnel follow the Maryland State police disciplinary process, which utilizes a standard disciplinary matrix.

B. This directive applies to all complaints and allegations of misconduct against all sworn police personnel.

### **II. DEFINITIONS**

A. **COLLEGE POLICE OFFICER** – A member of the department who is authorized in an official capacity to enforce college policy and procedures, is a fully sworn and armed. College Police officers are certified through the Maryland Police & Corrections Training Commission (MPCTC).

B. **COMPLAINT** – An allegation of misconduct made against an employee of the department.

C. **COMPLAINANT** – The person that initiates a complaint against an agency employee.

D. **MINOR DISCIPLINARY ACTION** – A disciplinary tool for minor violations of policy involving internal administrative complaints without a formal investigation or interrogation, intended for use by supervisory and command personnel.

E. **ANNE ARUNDEL COUNTY POLICE ACCOUNTABILITY BOARD** – A board consisting of civilian appointees of the County Executive who meet at least quarterly with the Chief of Police/Director of Public Safety, the Police Chief of the Anne Arundel County Police, and County Executive to improve matters of policing; appoint civilian members to the Anne Arundel County Charging Committee and Hearing Boards; receive complaints of sworn police misconduct filed by members of the public; and on a quarterly basis, review outcomes of disciplinary matters considered by the Anne Arundel County Administrative Charging Committee, and submit a yearly report to the County Executive and County Council identifies trends in the disciplinary process of sworn police officers in the county; and makes recommendations on changes to policy that would improve sworn police accountability in the County.

F. **ADMINISTRATIVE CHARGING COMMITTEE** – A committee composed of the Chair of the Anne Arundel County Police Accountability Board, or another member of the Accountability Board designated by the chair of the Accountability Board; Two civilian members selected by the County's Police Accountability Board; two civilian members selected by the County Executive. The Administrative Charging Committee reviews the findings of internal investigations regarding complaints made by a member of the public against a sworn police officer and makes a determination that a sworn police officer, who is subject to the investigation, shall be administratively charged or not administratively charged. If the sworn police officer is charged, the committee will recommend discipline in accordance with the Disciplinary Matrix.

G. **ADMINISTRATIVE HEARING BOARD** – Any board formed in compliance with the Maryland Public Safety Article, 3-106, to hear formal charges brought against a sworn police officer.

H. **STATEWIDE POLICE DISCIPLINARY MATRIX** – A written, consistent, progressive, and transparent tool or rubric that provides ranges of disciplinary actions for different types of misconduct.

### **III. COMPLAINT TYPES**

- A. Complaint involving a member of the public.
- B. Internal administrative complaint.

### **IV. DISCIPLINE**

In order to protect the collective integrity of the law enforcement agency, all matters that may result in discipline shall be imposed pursuant to the Statewide Police Disciplinary Matrix as responsive measures to a sworn police officer's sustained violation of agency policy or other sworn police misconduct. (See Index Code 303.1 Appendix A.)

### **V. AUTHORITY OF CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY**

A. The Chief of Police/Director of Public Safety is authorized to promulgate and enforce such rules, regulations, and procedures, as he/she deems necessary for the efficient operation and government of the Anne Arundel Community College Department of Public Safety & Police.

B. For sworn personnel, the Chief/Director has the authority to increase disciplinary action recommended by the Administrative Charging Committee, based on the disciplinary matrix, for a complaint involving a member of the public. The Chief/Director has final authority for disciplinary action for sworn police personnel, based on the disciplinary matrix, based on an internal administrative investigation.

C. The Chief of Police/Director of Public Safety, with consultation with the Vice President for Learning Resources Management, shall terminate the employment of an accused sworn police officer who is convicted of a felony. The Chief/Director may terminate the employment of an accused sworn police officer who receives probation before judgment for a felony or is convicted of a misdemeanor committed in the performance of duties as a sworn police officer, misdemeanor second degree assault, or a misdemeanor involving dishonesty, fraud, theft, or misrepresentation.

### **VI. AUTHORITY OF SWORN POLICE SUPERVISORS**

A. The role of sworn police supervisors, especially first-line supervisors, is crucial in the disciplinary process. Sworn Police supervisors have the best opportunity to observe the conduct and appearance of sworn police officers and to detect those instances when coaching/counseling or disciplinary actions are warranted.

B. Department supervisors, which include the College Police Shift Commanders and Patrol Operations Commander, are authorized to:

- 1. Verbally counsel sworn and non-sworn employees.
- 2. Recommend and/or conduct retraining of sworn and non-sworn employees.
- 3. Investigate complaints of sworn and non-sworn employee misconduct.
- 4. Issue minor disciplinary action for minor violations of policy involving internal administrative complaints.
- 5. Effect emergency suspension of sworn and non-sworn employees, in which case the Chief of Police/Director of Public Safety and the Vice President for Learning Resources Management will be notified as soon as practical.

### **VII. EMERGENCY SUSPENSION**

#### **A. Emotionally Unfit for Duty**

Supervisors may suspend a sworn or non-sworn employee on an emergency basis in the light of evidence that the employee is emotionally or psychologically unfit for duty. This is an administrative action, as opposed to a punitive action. The supervisor must immediately submit written justification for this action to the Chief of Police/Director of Public Safety, via the chain of command. The supervisor will also immediately notify the Patrol Operations Commander, either in person or by telephone, as soon as practical.

#### **B. Use of Force Cases**

When an employee's actions or use of force results in a death or serious physical injury of another, the employee will be relieved from duty pending an administrative review of the incident. (See Index Code 401.)

#### **C. Other Emergency Suspensions**

1. Pending an investigation, Administrative Charging Committee, and hearing board process, the Chief/Director may impose an emergency suspension with or without pay of sworn police personnel if the Chief/Director determines that such a suspension is in the best interest of the public. A sworn police officer who is suspended without pay under this section is entitled to receive back pay if the Administrative Charging Committee determines not to administratively charge the accused officer in connection with the matter in which the suspension is based.

2. The Chief of Police/Director of Public Safety, or designee, may suspend an accused sworn police officer without pay and suspend the accused sworn police officer's police powers on an emergency basis if the sworn police officer is charged with a disqualifying crime in Maryland Public Safety Article 5-101, a misdemeanor committed in the performance of duties of a police officer, or a misdemeanor involving dishonesty, fraud, theft or misrepresentation. An accused sworn police officer who was suspended without pay under this section is entitled to receive back pay if the criminal charge or charges against the accused sworn police officer result in a finding of not guilty, an acquittal, a dismissal, or a nolle prosequi.
3. Supervisors may suspend from duty on an emergency basis with pay a sworn or non-sworn employee who:
  - a. Refuses to obey a lawful order of a supervisory officer.
  - b. Engages in conduct such that it is in the best interest of the employee, the department, or the College, that he/she be temporarily suspended from duty.

The Chief of Police/Director of Public Safety and Patrol Operations Commander will be notified as soon as practical.

4. The supervisor that conducts the emergency suspension of the employee will provide the employee with information regarding the College's Employee Assistance Program (EAP).

**D. Payroll Status**

Employees suspended on an emergency basis will be suspended with full pay and benefits until the Chief/Director changes their payroll status. The Vice President for Learning Resources Management will be consulted as soon as practical.

**E. Follow-Up Action – Suspensions**

If the emergency suspension was made for disciplinary reasons set forth in section V-B of this directive, the Patrol Operations Commander will review the circumstances and take appropriate action in accordance with section V of this directive.

**VIII. TERMINATION**

- A. The Chief of Police/Director of Public Safety will terminate the employment of a sworn police officer who is convicted of a felony.
- B. The Chief Director may terminate the employment of a sworn police officer who receives a probation for judgment for a felony or is convicted of:
  - a. A misdemeanor committed in the performance of duties as a police officer.
  - b. Misdemeanor second degree assault.
  - c. A misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
- C. The Vice President for Learning Resources Management will be consulted prior to terminating the employee.

**IX. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**X. CANCELLATION:** N/A

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

# MINOR DISCIPLINARY ACTION

## SWORN POLICE PERSONNEL



**INDEX CODE: 303.4**  
**EFFECTIVE DATE: 02-01-23**

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### Contents:

- I. Minor Disciplinary Action Definition
- II. Applicability of Minor Disciplinary Action
- III. Minor Disciplinary Action Procedures
- IV. Proponent Unit
- V. Cancellation

### **I. MINOR DISCIPLINARY ACTION DEFINITION**

A. Minor Disciplinary Action is a disciplinary tool for minor internal administrative complaints for sworn police officers involving violations of policy (not involving a member of the public) without a formal investigation or interrogation. It is intended for use by supervisory and command personnel, when prima facie evidence exists of a minor policy violation. With the acceptance of a Minor Disciplinary Action, a minor policy violation can be quickly settled. Punishment imposed pursuant to a Minor Disciplinary Action is considered Final Discipline and will not exceed a three-day suspension without pay or an equivalent fine as per the Statewide Police Disciplinary Matrix.

B. The above procedure does not preclude a supervisor from verbally counseling a subordinate. Use of the counseling process can correct undesirable behavior while maintaining maximum harmony between a supervisor and subordinate. The verbal counseling process is conducted between the supervisor and the subordinate. (See Index Code 305.)

### **II. APPLICABILITY OF MINOR DISCIPLINARY ACTION**

Minor Disciplinary Action may be imposed after all the following conditions are met:

- A. A complaint involving a sworn police employee is reported to a member of the department.
- B. The complaint was an on-view violation by a supervisor or there is prima facie evidence of a minor internal administrative complaint involving a policy violation, and the facts constituting the violation are not in dispute.
- C. The Patrol Operations Commander and Chief of Police/Director of Public Safety have approved application of a Minor Disciplinary Action.

### **III. MINOR DISCIPLINARY ACTION PROCEDURES**

#### **A. Notification of the Patrol Operations Commander**

1. Supervisors who wish to use Minor Disciplinary Action must first brief the Patrol Operations Commander on the circumstances of the case. If the Patrol Operations Commander agrees with handling the matter as a Minor Disciplinary Action, the Patrol Operations Commander will notify the Chief of Police/Director of Public Safety, who will determine if the violation or complaint may be resolved with a Minor Disciplinary Action.

2. If a Minor Disciplinary Action is authorized, the Patrol Operations Commander will provide a case number and the necessary forms and instructions and discuss punishment options with affected sworn police employee's supervisor that are appropriate for the violation based on the Statewide Police Disciplinary Matrix. (See Index Code 303.1, Appendix A.)

3. If the sworn police officer disputes the facts presented in the Minor Disciplinary Action Report, a formal investigation will be conducted by an assigned investigator. The Patrol Operations Commander will review all of the evidence, conduct additional interviews, if necessary, and provide a review of the facts in a follow-up summary report.

#### **B. Investigative File**

The supervisor handling a Minor Disciplinary Action is responsible for ensuring that the investigative file is complete and submitted to the Patrol Operations Commander. Investigative files should contain:

- 1. Complaint Against Personnel Form.
- 2. Minor Disciplinary Action Report.
- 3. Statements of victim or complainant.
- 4. Statements of any witnesses.
- 5. A summary of all items of evidence.
- 6. All details of the supervisor's investigation into the violation.

**C. Notification to Sworn Police Officer**

The Minor Disciplinary Action Report will be prepared using a memorandum format by the investigator and served to the accused sworn police officer by the accused officer's supervisor. The accused officer may consider the offer for five (5) working days to decide whether to accept or refuse the offered Minor Disciplinary Action, indicating the decision on the Minor Disciplinary Action Report.

**D. Investigative File Distribution and Storage**

All Minor Disciplinary Action documents will be hand delivered to the assigned investigator by the issuing supervisor upon completion. The Patrol Operations Commander will maintain all Minor Disciplinary Action documents in the secure Internal Affairs file cabinet. A copy of the Minor Disciplinary Action Report will be sent to the College's Office of Human Resources to be kept in the employee's personnel file.

**E. Notice of Accepted Minor Disciplinary Action**

Upon acceptance of a Minor Disciplinary Action, official notice of the disciplinary action will be made to the sworn police officer in an inter-office correspondence, distributed for record-keeping as follows:

1. The original, signed by the accused sworn police officer, is kept in the investigative file maintained by the Patrol Operations Commander with a copy submitted to the College's Office of Human Resources to be kept in the employee's personnel file and the accused sworn police officer's supervisor.
2. One copy is given to the accused sworn police officer, upon acceptance of the Minor Disciplinary Action by submission of the Minor Disciplinary Action Report.

**F. Minor Disciplinary Action Timeframe**

In all cases, Minor Disciplinary Action will be imposed within 30 days from the date of review by the Patrol Operation Commander.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** N/A

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# ADMINISTRATIVE HEARING BOARDS

## SWORN POLICE PERSONNEL



**INDEX CODE: 303.5**  
**REVISION DATE: 04-01-23**

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Contents:

- I. Policy
- II. Administrative Hearing Board
- III. Firearms Control
- IV. Proponent Unit
- V. Cancellation

### **I. POLICY**

It is the policy of this Department to provide fair and thorough hearings for those sworn police employees accused of misconduct in order to maintain an atmosphere of integrity and professionalism.

### **II. ADMINISTRATIVE HEARING BOARDS**

#### **A. Department Requirements**

- 1. If a sworn police officer does not accept the Chief of Police/Director Public Safety's offer of discipline, then the matter will be referred to a Hearing Board.
- 2. At least 30 days before a Hearing Board proceeding begins, the sworn police officer will be:
  - a. Provided a copy of the investigatory record.
  - b. Notified of the charges against the sworn police officer.
  - c. Notified of the disciplinary action being recommended.
- 3. An officer must execute a confidentiality statement with the Department not to disclose any material contained in the investigatory file and exculpatory information for any purpose other than to defend the accused sworn police officer. The Department may exclude from the above exculpatory information provided to the accused sworn police officer the identity of confidential sources, non-exculpatory information, and recommendations as to charges, disposition, or punishment.
- 4. An official record, including testimony and exhibits, shall be kept of the hearing.

#### **B. Board Composition**

An Administrative Hearing Board will be composed of:

- 1. One (1) actively serving or retired administrative law judge or retired judge of the District Court or Circuit Court, appointed by the County Executive.
- 2. One (1) civilian, who is not a member of the Administrative Charging Committee, appointed by the Anne Arundel County Police Accountability Board.
- 3. One (1) sworn police officer of equal rank to the accused sworn police officer appointed by the Anne Arundel Community College Department of Public Safety & Police Chief of Police/Director Public Safety.

#### **C. General Duties and Responsibilities of the Administrative Hearing Board**

- 1. The Administrative Hearing Board, convened by direction of the Anne Arundel Community College Department of Public Safety & Police Chief of Police/Director Public Safety, conducts administrative hearings to hear the charges against Department personnel and brings forth to the Chief/Director a finding of fact concerning the charges and, in sustained cases, recommends a course of action.
- 2. Prior to the hearing, the Administrative Hearing Board will only receive a list of charges/specifications from the AACC Public Safety & Police Department in cases involving internal administrative complaints, and from the Administrative Charging Committee (ACC) in cases involving members of the public (findings and recommendations of the ACC will not be made available to the members of the Administrative Hearing Board prior to the hearing).
- 3. It is the duty of the board to judge the validity of charges made against sworn police officers. The decision will be made upon the information contained in investigative reports, statements, documents, testimony of witnesses, and other appropriate evidence introduced during the hearing. The recommendation of the board is based on a simple majority vote.



4. A hearing by the board is an administrative proceeding in which neither life nor liberty is placed in jeopardy. The rules of evidence applicable in a criminal trial need not be strictly adhered to; hearsay and other evidence may be introduced for probative value. However, a hearing by the board is a quasi-judicial proceeding; as such it should be conducted in adherence to appropriate guidelines. The proceeding will be conducted with a certain amount of informality; however, a set agenda and definite rules of procedure will be established and explained to the parties at the opening of the hearing.

5. In connection with a disciplinary hearing, the Hearing Board may issue subpoenas to compel the attendance and testimony of witnesses and the production of books, papers, records, and documents as relevant or necessary. The subpoenas may be served without cost in accordance with Maryland Rules that relate to the service of process issued by the court. Each party may request the Chief/Director or Hearing Board to issue a subpoena or order. In case of disobedience or refusal to obey a subpoena served, the Hearing Board may apply to the circuit court of the county where the subpoenaed party resides or conducts business, for an order to compel the attendance and testimony of the witness or the production of the books, papers, records, and documents.

6. The proceedings of the Hearing Board will be open to the public, except to protect a victim's identity, the personal privacy of an individual, a child witness, medical records, the identity of a confidential source, an investigation technique or procedure, or the life or physical security of an individual. A complainant has the right to be notified of the Hearing Board hearing, except as provided above, the right to attend the Hearing Board hearing.

#### **D. Chairman of the Administrative Hearing Board – Duties and Authority**

1. The Chairman will contact the other board members prior to the hearing, inform them of the name of the accused sworn police officer and the charge(s), and ensure they are familiar with their responsibilities as hearing board members. Additionally, the Chairman will explicitly instruct the board members that all information obtained through their assignment as a board member be held strictly confidential. The Chairman will also issue witness summonses upon request by either party to the hearing.

2. The Chairman will preside over the board proceedings and decide any questions of procedure, acceptability and relevancy of evidence. He/she will rule on objections which are raised and all other related matters. The Chairman will inquire into any discrepancies arising from any testimony, evidence or other facts presented at the hearing. If an issue is identified at the hearing which is unrelated to the issue(s) in question, and in the opinion of the board new issue warrants formal attention, the board should so recommend in the memorandum they forward to the Chief/Director. They will not further consider such an issue in the deliberations at hand, but if the Chief/Director concurs with such recommendation, he/she may direct an investigation into the newly developed issue.

3. The Administrative Hearing Board Chairman will be responsible for apprising the Chief/Director and the affected employee of the board's findings and determination of punishment and actual vote in writing within forty-five (45) days of the hearing. After deliberation by the board on the issue (s) in question, the Chairman shall reach a consensus of the board members as to the appropriate finding of fact for each issue. Included within such finding of fact will be a concise statement applicable to each issue. The discussion of each issue will include references to any testimony or evidence which were relied on for the decision. In the event a board member dissents from any portion of the finding of fact or the determination of punishment, the Chairman will note the fact in the report to the Chief/Director. The dissenting member will also submit the rationale for such dissent, and this opinion will be included in the report to the Chief/Director.

4. In setting forth the duties of the Chairman, it is to be understood that it is not feasible to enumerate all the decisions, rulings, and findings that he/she may be called upon to make. The Chairman will make the necessary rulings according to his/her knowledge and objectives, keeping in mind the relevancy of the issue at hand. In the event that an objection or constitutional challenge to the introduction of certain evidence is made and the Chairman decides to allow admission of evidence, the Chairman should note the objection or challenge in the record and proceed with the testimony.

#### **E. General Administrative Hearing Board Proceedings**

##### **1. Presentation of Evidence**

*The Chief of Police of the Anne Arundel Community College Department of Public Safety & Police will determine which member of the department will present the evidence to the Hearing Board.*

*The elements of a Hearing Board proceedings include:*

##### **a. Police Department Presentation**

- 1.) Presentation of Department's case
- 2.) Cross-examination by defense
- 3.) Examination by board

**b. Defense Presentation**

- 1.) Presentation of defense
- 2.) Cross-examination by Department
- 3.) Examination by board

**c. Conclusion**

- 1.) Summation by Department
- 2.) Summation by defense
- 3.) Final rebuttal by Department

**d. Role of the Administrative Hearing Board**

- 1.) Examination of all witnesses who testify at the hearing.
- 2.) Examination of all evidence presented at the hearing.
- 3.) Examination of all officers who testify at the hearing.
- 4.) Deliberation leading to finds of fact and recommendation(s) by the board. This will be done in closed session.

**2. Degree of Proof**

- a. Unlike criminal trials where “beyond a reasonable doubt” is the degree of proof necessary to establish a finding of guilt, the degree of proof necessary for a Hearing Board to make a finding of guilt is the “preponderance of the evidence.”
- b. Preponderance of evidence denotes evidence which is of greater weight or more convincing than that which is offered in opposition to it; that is, evidence which, as a whole, shows that fact or causation sought to be proved is more probable than not. The trier of facts has to determine on which side of an issue the majority or “preponderance” of credible evidence falls.

**3. Refusal to Testify**

Should a sworn police officer disobey a direct order to testify specifically, directly, and narrowly to the facts, he/she may be subjected to disciplinary action for failing to obey a lawful and proper order.

**4. Hearing Board Results and Subsequent Action**

- a. *Findings should be made as a matter of principle. This is important for several reasons:*
  - 1.) *The case may be subject to further review and a more intelligent review is thus made possible.*
  - 2.) *Finding apprise the parties of the basis for the decision.*
  - 3.) *A statement of findings demonstrates that matters were carefully considered.*
- b. The members of the board, during their deliberations, should consider the evidence related to each issue (charge) and come to a conclusion as to their validity.
- c. If the Hearing Board makes a finding of guilt, the Hearing Board shall:
  - 1.) Reconvene the hearing.
  - 2.) Receive evidence.
  - 3.) Consider the sworn law enforcement officer’s past job performance and other relevant information as factors before making a disciplinary decision.
- d. A copy of the decision or order, finding of facts, conclusions, and written recommendations for action, shall be delivered or mailed promptly to:
  - 1.) The sworn law enforcement officer or the officer’s counsel or representative of record.
  - 2.) The Chief/Director of the Anne Arundel Community College Department of Public Safety & Police.
- e. After a disciplinary hearing and a finding of guilt, the Hearing Board will decide the punishment it considers appropriate under the circumstances, including demotion, dismissal, transfer, loss of pay, reassignment, or other similar action that is considered punitive. The determination of punishment penalty shall be in writing *and consistent with the Statewide Police Disciplinary Matrix.*
- f. Within 30 days after the date of issuance of a decision of the Hearing Board, the decision may be appealed by the sworn police employee to the Circuit Court.
- g. A Hearing Board decision that is not appealed is final.

**III. FIREARMS CONTROL**

The accused police officer is prohibited from wearing or carrying a firearm or other weapon while attending a hearing board.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** This written directive cancels Index Code 303.5, Revision Date: 02-01-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# PERSONNEL EARLY WARNING SYSTEM

**INDEX CODE: 304**  
**REVISION DATE: 02-01-23**

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## Contents:

- I. Policy
- II. Procedure
- III. Program Evaluation
- IV. Proponent Unit
- V. Cancellation

### **I. POLICY**

It is the policy of this Department to maintain a system for tracking and reviewing incidents of potential risk to the public, the Department, and involved employees. The Personnel Early Warning System (PEWS) shall be used to identify and assess employee performance and provide intervention where appropriate. This system shall be applied to sworn and non-sworn employees.

### **II. PROCEDURE**

#### **A. General**

The PEWS is a non-disciplinary tool used to assist supervisory personnel in monitoring employee performance. The availability of the PEWS does not relieve line supervisors of their responsibility to directly monitor, on a daily basis, the performance of their subordinates and take appropriate action in response to performance or behavioral issues.

#### **B. Criteria**

The PEWS will be activated whenever:

1. Four (4) or more complaints are filed against an employee within a twelve (12)-month period; or
2. Three (3) or more complaints filed against an employee, within a twelve (12)-month period, are classified as "sustained"; or,
3. An employee has three (3) or more documented uses of force (those incidents requiring the completion of a Use of Force Report) within a twelve (12)-month period.

#### **C. Reporting**

Upon activation of the PEWS, the Patrol Operations Commander will send an administrative report to the Shift Commander of the affected employee. The report will contain the following information:

1. An inter-office correspondence indicating that the PEWS has been activated, the name of the affected employee, and the reason for the activation.
2. A listing of all complaints received for the affected employee for the last twelve (12)-month period, to include the date received, allegation, disposition, and punishment administered (if any).
3. Copies of all Use of Force Reports (if applicable).

#### **D. Shift Commander's Responsibilities**

Upon receipt of the PEWS administrative report from the Patrol Operations Commander, the Shift Commander will:

1. Conduct a PEWS review of the affected employee, including a discussion with the affected employee.
2. Upon completion of the PEWS review, recommend appropriate remedial action or may recommend that no action be taken if supported by the facts. Remedial action may include, but is not limited to, counseling, referral to the Employee Assistance Program (refer to Index Code 306 for procedures regarding the Employee Assistance Program), and training/retraining. The Shift Commander must provide justification in the PEWS review for the recommendation. The review and recommendation must be completed within thirty (30) days of receipt.
3. Return the completed PEWS review and recommendation to the Patrol Operations Commander. A copy of the PEWS administrative report, completed review, and recommendation will be retained in the Shift Commander's employee file for a period of one (1) year. At the conclusion of the one (1) year period, the PEWS documents will be removed from the employee's file and will be destroyed.
4. Upon receipt of approval for the recommendation for remedial action, enact the remedial action with the employee within thirty (30) days.

**E. Patrol Operations Commander's Responsibilities**

In regard to PEWS, the Patrol Operations Commander will:

1. Monitor complaints received and use of force reports for employees of the Department of Public Safety & Police.
2. Active the PEWS if an employee meets the criteria for activation.
3. Notify the employee's Shift Commander and provide the PEWS administrative report documents for the Shift Commander to review.
4. Receive the completed PEWS review and recommendation from the affected employee's Shift Commander within thirty (30) days.
5. Conduct a review of the PEWS documents with the Chief of Police/Director of Public Safety to determine if the recommendation is appropriate. The reviewing Shift Commander may be consulted, if necessary.
6. Approve the remedial action recommendation provided by the reviewing Shift Commander or decide on another remedial action that is deemed more appropriate, or that no remedial action is necessary. The Chief/Director and Patrol Operations Commander will agree on the appropriate remedial action, if any is necessary.

**III. PROGRAM EVALUATION**

The Chief of Police/Director of Public Safety will conduct an annual review of the PEWS to determine the program's effectiveness, adjust PEWS criteria, or make any other changes deemed appropriate.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** This written directive cancels Index Code 707, Revision Date: 12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# VERBAL COUNSELING & RETRAINING

**INDEX CODE:** 305  
**REVISION DATE:** 02-01-23

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Contents:

- I. Policy
- II. Purpose
- III. Counseling Procedures
- IV. Employee Retraining
- V. Proponent Unit
- VI. Cancellation

## I. POLICY

The department is committed to providing quality employees to provide safety and security services to the College. In lieu of, or prior to, the initiating of formal disciplinary procedures, supervisors may conduct verbal counseling and/or retraining to improve an employee's performance, enhance the employee's skills, or to address issues that may be impeding the employee's success.

## II. PURPOSE

A. The purpose of the Supervisor's Record of Employee Counseling Form (SC14) is to provide supervisors with an instrument to document verbal counseling and recommended corrective action for minor infractions of rules, procedures, and policies before the infractions warrant disciplinary action.

B. Employee counseling and retraining are tools that supervisors may implement to improve employee performance and/or initiate corrective actions for minor violations, actions, or demeanor. The following are examples of such use: employee lateness; disruptive comments/behavior at roll call; failure to respond to calls promptly; speeding or improper parking in a public safety vehicle; or other minor infractions which should be pointed out and corrected immediately.

## III. COUNSELING PROCEDURES

A. Supervisors that become aware of minor employee infractions through personal observation or from other employees, will determine whether the issue, if true, should be handled through the formal disciplinary process or through the use of verbal counseling.

B. The Supervisor's Record of Employee Counseling form is designed to provide a complete record of the issue and disposition for the supervisor. It is not a record of disciplinary action and will not receive an internal affairs control number. Future use of the completed form will be only for purposes of documenting pre-disciplinary communication. Unless the form is required as evidence of pre-disciplinary counseling in some future disciplinary action, the original will be retained by the department for one (1) year and then destroyed.

C. The form should be completed in an original and one copy. The copy will be given to the employee. No copies of the form are to be submitted to the employee's internal affairs file or submitted to the Office of Human Resources to be kept in the employee's official personnel file.

D. Before the verbal counseling process is closed, the employee will be given an opportunity to review the form, make written comments, and sign the form.

## IV. EMPLOYEE RETRAINING

Supervisors who identify subordinates who are in need of additional training will coordinate with the Patrol Operations Commander and/or the Administrative Services Manager to obtain training support, if necessary. The Administrative Services Manager can assist with internal training needs and the Patrol Operations Commander can assist with scheduling external training needs, such as attendance at specialized training, customer service, and report writing classes.

V. **PROPONENT UNIT:** Patrol Operations.

VI. **CANCELLATION:** This written directive cancels Index Code 303.4, Revision Date: 01-17-17.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# NON-PUNITIVE DIVERSION & EVALUATION ASSISTANCE PROGRAMS



**INDEX CODE:** 306  
**REVISION DATE:** 02-01-23

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## Contents:

- I. Policy
- II. Authorization for Use
- III. Diversion & Evaluation Programs
- IV. Confidentiality Required
- V. Management Training
- VI. Cost & Leave
- VII. Proponent Unit
- VIII. Cancellation

## I. POLICY

It is the policy of this Department to provide employees and supervisors with adequate resources to meet employees' special needs in times of crisis or personal difficulty. The Department recognizes its obligation to the emotional well-being of employees, and also their obligation to the college community to ensure that all employees are emotionally capable of performing their normal duties.

## II. AUTHORIZATION FOR USE

A. This directive describes programs which provide supervisors with counseling and evaluation resources for managing the performance of subordinates. These programs are intended primarily for those employees who voluntarily acknowledge they are suffering from personal or emotional issues, whether or not their job performance is affected.

B. When job performance is obviously affected, it should be documented. None of these programs are intended to substitute for disciplinary action where it is warranted. The Chief of Police/Director of Public Safety, may at his/her discretion, defer disciplinary action pending successful completion of any of these programs, upon a determination that such action is in the best interest of the employee and the College. The decision to proceed with disciplinary action would then be made after considering the effect of the counseling or evaluation on the employee's job performance.

## III. DIVERSION & EVALUATION PROGRAMS

### A. Employee Assistance Program (EAP)

An Employee Assistance Program is provided as a benefit to all Anne Arundel Community College employees and their families. Generally, EAP renders counseling and referral services for a wide range of personal and emotional issues and needs.

#### 1. Voluntary or Informal Referral

Any employee who wishes to use EAP may contact the provider and schedule an appointment. The supervisor, in response to an employee's request, can also make an "informal" referral, or when the supervisor feels it would benefit the employee. There are no procedures to follow in making an informal referral.

In cases of informal referral, or cases where the employee initiates contact with the EAP, all information relating to the contact is confidential. EAP will not inform the College or the Department about the nature of the concern -- nor will they even confirm that a contact has been made.

#### 2. Formal Referral

When an employee's work performance or behavior indicates a need for assistance by the EAP, a supervisor may consider making a formal referral. A referral to the EAP is considered "formal" only when the following steps are followed:

- a. Acknowledge the situation giving rise to the referral with the employee during a counseling session. Discuss the reasons for suggesting EAP by referring to work performance and/or behavior. Encourage the employee to seek the assistance of EAP. Indicate that you, as his/her supervisor, may make the formal referral on his/her behalf.
- b. If the employee agrees to seek assistance through a formal referral, contact the EAP in the presence of the employee. The current EAP provider information is provided in Appendix A of this directive.
- c. Make the statement to EAP, "This is a formal referral of (name of employee). My name is (name of supervisor making referral), the employee's supervisor. I wish to know whether or not this employee appears for his/her appointment, and whether he/she follows through on such treatment as may be recommended."

- d. Give the EAP representative specific information about the condition(s) that gave rise to the referral, including performance and behavior issues and related disciplinary history, if any.

When the above steps are followed, the only information that can be provided by EAP to the referring supervisor are whether or not the referred employee appears for his/her appointment with EAP and whether or not the referred employee follows through on the treatment as may have been recommended. No information regarding the nature of the employee's problem will be provided to the supervisor.

It should be stressed to an employee in need of assistance, that EAP is a confidential resource that is available to assist in resolving personal problems that may be contributing to poor work performance or behavior. Furthermore, if work performance does not improve, the continuation of his/her employment with the College could be jeopardized.

The EAP should never take the place of whatever disciplinary action is appropriate for the situation giving rise to the formal referral. An EAP referral is to be used in addition to normal progressive discipline in situations where performance problems warrant such action. Further, a formal referral to the EAP may not be substituted for the procedures contained in the College's CDS policy in the event an employee discloses a substance abuse problem. Cases such as these should be discussed with the College Director of Human Resources prior to any action being taken.

#### **B. Traumatic Incident Counseling**

Traumatic incident counseling is provided to employees who are exposed to traumatic incidents, usually involving a death or trauma. It is available to any employee who feels that they would benefit from it. In some cases, traumatic incident counseling is mandatory. Additionally, supervisors who believe that traumatic incident counseling would be helpful for any employee should discuss this option with the employee. If the employee expresses interest, the supervisor should contact the College's Office of Human Resources to make the necessary arrangements. Alternatively, the Anne Arundel County Crisis Intervention Team may be utilized.

#### **C. Emotional Fitness For Duty Evaluation**

1. An "emotional fitness for duty" evaluation is an administrative process, not a disciplinary process. It is available when a supervisor believes that an employee is temporarily or permanently unqualified for continued employment in his or her current position due to a mental or emotional issue.

2. When a supervisor believes that an employee is unfit for duty, based on the supervisor's direct or indirect knowledge or observations, he or she must request that the employee be required to attend a fitness for duty evaluation. This evaluation process is appropriate when the employee's conduct or behavior raise questions about his or her mental fitness to perform their expected and required duties.

3. This request must be supported by detailed written documentation of the performance, conduct, and/or behavior in question. The supervisor must include a recommendation to the Chief of Police/Director of Public Safety on whether to continue the employee in the present duty status and assignment while the evaluation process is progressing.

4. The Chief/Director or Patrol Operations Commander will coordinate the scheduling of these evaluations with the College's Office of Human Resources.

5. Employees who are suspended from duty pending a fitness for duty evaluation may be placed on administrative leave with pay.

#### **IV. CONFIDENTIALITY REQUIRED**

1. Whenever a supervisor uses any of these programs, he or she is required to take every precaution to ensure that the situation and the limited information received during a formal referral remains confidential.

2. Employee Assistance Programs are managed by the College's Office of Human Resources and are authorized to receive confidential and personal information regarding employees engaged in those programs. The Chief/Director and the Patrol Operations Commander authorized to receive employee information on these matters, and such information shall be limited by the Office of Human Resources.

#### **V. MANAGEMENT TRAINING**

Shift Commanders and the Patrol Operations Commander are the supervisory personnel designated to attend training in identifying employee behaviors that would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance. This training is coordinated through the College's Office of Human Resources.

**VI. COST & LEAVE POLICY**

**A. Cost**

1. Employees and their immediate families are entitled to a number of free EAP counseling sessions per calendar year. They should consult the College's Office of Human Resources for the current allowances. The cost of follow-ups and referrals is the employee's responsibility. Some forms of extended counseling may be covered by the employee's group health insurance policy.

2. The College will pay for the costs of traumatic counseling and emotional fitness for duty evaluations.

**B. Leave**

Employees who are required by the department to attend counseling or evaluation programs will be placed on special assignment while actually attending the initial sessions. If extended counseling or treatment is indicated as a result of the initial evaluation, the employee will be expected to use sick leave, annual leave, or his/her off-duty time.

**VII. PROPONENT UNIT:** Patrol Operations.

**VIII. CANCELLATION:** This written directive cancels Index Code 304, Revision Date: 01-17-17.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**





# USE OF FORCE

**INDEX CODE: 401**  
**REVISION DATE: 10-16-23**

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## Contents:

- I. Purpose
- II. Policy
- III. Necessary Force
- IV. Proportional Force/Duty to Intervene
- V. De-Escalation
- VI. Use of Force Continuum
- VII. Less than Lethal Force
- VIII. Deadly Force
- IX. Positional Asphyxiation
- X. Less than Lethal Weapons
- XI. Firearms
- XII. Weapon of Opportunity
- XIII. Medical Aid
- XIV. Reporting Use of Force
- XV. Department Response
- XVI. Training
- XVII. Disclaimer
- XVIII. Proponent Unit
- XIX. Cancellation

## I. PURPOSE

The purpose of this policy is to provide Department of Public Safety and Police personnel with guidelines on the use of force. The department and its members recognize and affirm the sanctity of human life and its duty to protect human life and physical safety.

## II. POLICY

It is the policy of the Anne Arundel Community College Department of Public Safety & Police that police and public safety officers **may only use force which, under the totality of the circumstances, is necessary and proportional** to protect against an imminent threat of physical injury to a person or effectuate a legitimate law enforcement objective. "Totality of circumstances" analysis includes:

- A. The nature and seriousness of the alleged offense committed; the size, strength, condition, and mental state of the suspect.
- B. Whether the suspect is actively resisting arrest; the suspect's violent history (if known).
- C. Whether the suspect appears to have access to a weapon; whether the suspect appears to be under the influence of drugs or alcohol that may impact the suspect's mobility or tolerance for pain.
- D. Whether there is a hostile crowd present at the scene.
- E. The potential for officers or bystanders to be injured by the suspect's or responding officers' use of force; the circumstances leading up to the moment of a use of force and the officer's actions in response to those circumstances.
- F. And any other relevant factors.

## III. NECESSARY FORCE

A use of force is necessary when there are no reasonable or feasible non-force alternatives which would accomplish the legitimate law enforcement objective or protect against an imminent threat of physical injury. Officers are not required to use non-force options which would jeopardize safety or would fail to accomplish the law enforcement objective. Officers are also not required to use a non-force option when there is no time to attempt or consider the non-force option in a dynamic, rapidly evolving situation, or when the officer is not reasonably aware of the non-force option. Force may not qualify as necessary when an officer needlessly escalates the situation and fails to use non-force options that are reasonable.

When time, circumstances and safety permit, officers should take steps to gain compliance and de-escalate conflict without using physical force. Examples include:

- A. The use of verbal advisements, warnings, and persuasion.
- B. Attempts to slow down or stabilize the situation so that more time, options and resources are available.
- C. Consideration of whether a subject's lack of compliance is a deliberate attempt to resist or caused by an inability to comply.
- D. Repositioning or using barriers to create time and space.

#### **IV. PROPORTIONAL FORCE/DUTY TO INTERVENE**

Proportional force is a degree of force that is the amount reasonably required to protect a person from physical injury or to accomplish a legitimate law enforcement objective. An officer must consider all information known to the officer regarding the subject and circumstances.

A. An analysis of proportionality includes examining the level of threat or resistance presented by the subject, whether the subject is posing an immediate threat to officers or a danger to the community, and a recognition of the need for rapid or split-second decision-making. If the officer is resisted, the officer may overcome force with force. Proportionality to a threat or resistance does not mean the officer should use only the force that is equivalent to what they encounter. Proportionality does not limit an officer to using force that is equal in type or amount to the threat the officer is presented with, nor does it require lesser or alternative forms of force to be used first.

B. Any officer who observes another officer using force that is clearly beyond that which is necessary and proportional under the circumstances *or observes behavior of another officer that suggest they may be about to engage in unnecessary or disproportionate force must actively verbally or physically intercede*, when feasible and safe, to prevent *or immediately stop* the use of such excessive force. *Officers must ensure that medical aid is provided to any individual if required or requested. The duty to intervene must also be actively performed when an officer observes another officer engage or may be about to engage in unethical or inappropriate behavior which includes, but not limited to, abuse of power or authority, sexual harassment, sexual misconduct, theft, fraud, or falsifying documents.*

Officers must immediately report these observations *and the performed duty to intervene actions* to a supervisor and document the *situation* in an incident report prior to the end of the reporting officer's shift. The Patrol Operations Commander will be notified of the intervention as soon as practical. *Officers that fail to intervene may be subject to disciplinary action, civil liability, and/or criminal prosecution.*

#### **V. DE-ESCALATION**

A. De-escalation techniques are those that seek to increase cooperation and compliance during tense or heightened interactions with the public, which decrease the likelihood of the need to use physical force. Additionally, these techniques can be an effective intervention tool that not only helps individuals who are in crisis but also reduces police liability and injury. When an officer applies de-escalation skills appropriately, the probability that he or she will effectively intervene in a crisis is increased and the need for using physical force is minimized.

B. De-escalation is the result of a combination of communication, empathy, instinct, and sound officer safety tactics. The goal is to help the officer achieve a positive outcome where neither the officer nor the subject is injured.

C. The main objective in de-escalation is to reduce the level of agitation a person may have so that discussion becomes possible. The officer must remain calm and centered during the interaction and listen respectfully. Officers should speak in a calm voice, maintaining natural eye contact with a neutral facial expression and body language.

D. During the De-escalation process, officers must remain alert and aware of their surroundings. Officer safety must not be compromised. Always face the person, maintain a safe distance and attempt to stand at a forty-five (45) degree angle.

E. Effective crisis communication requires a high level of emotional intelligence, patience and skill. Communication is most effective when the receiver not only understands the words, but can hear the subtle changes in voice, interpret facial expressions and perceive body language.

F. When the person has calmed down, then the individual's concerns can be addressed in a professional manner.

G. The steps for effective de-escalation include:

1. Validate how the person feels so the person feels heard. Paraphrase their words back so they know you are listening.
2. Help the person find options and offer solutions. Verbally explore the options and the consequences of those options.
3. Allow for the person to have a choice. Help the person choose a better option, if needed.

#### **VI. USE OF FORCE CONTINUUM**

The Use of Force Continuum guides Public Safety officers and College Police officers in providing necessary and proportional department-approved use of force techniques dependent upon the amount of danger and potential harm present at the situation. This continuum has several levels, and officers are instructed to respond with a level of force necessary and proportional to the situation at hand, acknowledging that the officer may move from one part of the continuum to another in a matter of seconds, as well as the ability to skip levels if the situation escalates. The Department's Use of Force Continuum is located in Appendix C of this directive.

The levels of the Use of Force Continuum are:

- A. Presence of Defender/Officer — Considered the best way to resolve a situation.**
1. The mere presence of a law enforcement officer or patrol vehicle works to deter crime or diffuse a situation.
  2. Officers' attitudes are professional and nonthreatening.
- B. Verbal Commands**
1. Officers issue calm, nonthreatening commands, such as "Let me see your identification and registration."
  2. Officers may use persuasion and de-escalation tactics to defuse a situation.
  3. Officers may increase volume and shorten commands in an attempt to gain compliance, such as "Stop" or "Don't move."
- C. Soft-Hands Techniques**
1. Officers use grabs, holds and joint locks to gain compliance from a dangerous or threatening individual.
  2. Officers use redirection techniques if lunged at by an aggressor.
- D. Less-Lethal Weapons**
1. Officers may use OC spray to gain compliance from a dangerous or threatening individual.
- E. Hard-Hands Techniques/Impact Weapons**
1. Officers may use a baton or weapon of opportunity to immobilize an aggressor when the officer's life or life of another is in jeopardy by a dangerous, violent and combative person.
  2. Officers may use punches and kicks to immobilize an aggressor when the officer's life or life of another is in jeopardy by a dangerous, violent and combative person.
- F. Lethal Force**
1. Officers use a deadly weapon, such as a firearm, to stop an aggressor that poses a serious threat; dangerous, violent, or combative actions that may cause death or serious injury to the officer or to another individual.
- VII. LESS THAN LETHAL FORCE**
- A. Public Safety officers and College Police officers are authorized to use department-approved less than lethal force techniques including verbal de-escalation and issued or approved weapons, as follows:
1. To protect themselves or others from physical harm.
  2. To restrain or subdue a resistant individual.
  3. To bring an unlawful situation safely and effectively under control.
- B. Officers must assess each incident to determine which less than lethal force technique or weapon will best de-escalate the situation and bring it under control in a safe manner.
- VIII. DEADLY FORCE**
- A. Public Safety officers and College Police officers may use deadly force when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person who is in immediate danger of serious physical injury, and in accordance when the use of deadly force is allowed by law.
- B. Public Safety officers and College Police officers may use deadly force to prevent the escape of a suspect fleeing from a felony of violence that the officer has probable cause to believe will pose an immediate threat to human life should escape occur.
- C. The use of chokeholds/vascular neck restrictions — a physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation is prohibited — are prohibited, except in those situations where the use of deadly force is allowed by law.
- D. Incidents that result in serious injury or death shall be investigated as Use of Force incidents. Some examples of such incidents are:
1. Serious injury or death while in custody.
  2. A vehicular pursuit where a suspect crashed the vehicle and is seriously injured or dies.
  3. A serious self-inflicted injury during a barricade situation.

## **IX. POSITIONAL ASPHYXIATION**

Positional Asphyxiation is a form of asphyxia which occurs when a person's position prevents the person from breathing adequately. Certain restrained positions can restrict breathing and lead to in-custody death.

### **A. Mitigating the Risk**

In order to ensure the safety and to minimize the risk of positional asphyxia resulting in an in-custody death, law enforcement officers should learn to recognize contributing factors and conditions that contribute to positional asphyxia.

1. When feasible, officers should avoid the use of prone restraint techniques.
2. Learn and follow department guidelines and policy for situations involving physical restraint of individuals.
3. Once the suspect is handcuffed, get them off the face-down position.
4. Inquire about the recent use of drugs or if the subject has a cardiac condition or any respiratory conditions or diseases.
5. Have someone monitor the subject.
6. Obtain medical evaluation and treatment if needed.
7. Pass on any information about drug or alcohol use and medical conditions to the personnel at the detention facility where the subject will be incarcerated.

B. In-custody death is one of the great tragedies in law enforcement and one of the most common causes is positional asphyxia. To reduce the risk of positional asphyxia, the use of face-down position restraint techniques should be avoided. If it is necessary to position a person face-down under restraint, then the subject must be closely and continuously monitored.

## **X. LESS THAN LETHAL WEAPONS**

A. Only less than lethal weapons issued by the Department are authorized to be carried and used. The following less than lethal weapons are approved for use by trained personnel:

1. Chemical Sprays: Oleoresin Capsicum (O.C.) stream spray. (See Index Code 403 – Section III.)
2. Impact Weapons: Expandable Baton. (See Index Code 403 – Section IV.)

B. Only the chemical sprays, batons and impact weapons issued by the department may be used by Public Safety and College Police officers carrying out law enforcement responsibilities, both on and off duty.

## **XI. LETHAL WEAPONS - FIREARMS**

A. Only firearms and ammunition meeting department specifications may be used by College Police officers carrying out law enforcement responsibilities, both on and off duty. A list of all such weapons and ammunition appears in Index Code 402.

### **B. Firearms Regulations**

1. College Police officers are issued and authorized to carry firearms. College Public Safety and Special Police officers are prohibited from carrying firearms.
2. Before discharging a firearm for a law enforcement purpose, College Police officers shall identify themselves and state their intent to shoot, when feasible.
3. Warning shots are prohibited.
4. College Police officers may not discharge firearms from moving vehicles except in articulable exigent circumstances.
5. College Police officers may not discharge firearms at moving vehicles unless a person in the vehicle is threatening the officer or another person with deadly force by operating the vehicle in a deliberate manner to strike a person or with deadly force by means other than the vehicle.
6. College Police officers may not carry firearms off-duty when consuming alcoholic beverages.
7. College Police officers may not carry firearms when under the influence of alcohol or drugs or when under the influence of medication that may hinder judgment or motor coordination.
8. Firearms may not be discharged when it appears likely that an innocent person may be injured.
9. A College Police officer may discharge a firearm to destroy an animal that represents a threat to public safety or as humanitarian gesture where the animal is seriously injured, with approval from a Police Lieutenant or above.
10. A College Police officer may discharge a firearm during range practice and/or qualification.

## **XII. WEAPON OF OPPORTUNITY**

During situations of exigent threat of deadly force or serious physical injury to the officer or another person, officers may use a weapon of opportunity to defend themselves or to defend another person.

### **XIII. MEDICAL AID**

Officers are responsible for obtaining medical aid for individuals who complain of, or show signs of, injury as a result of any use of force. The officer will request an ambulance and begin medical evaluation and care of such individuals as soon as practical. Fire Department emergency medical personnel at the scene of an incident will assess the need for further medical care beyond that provided at the scene.

### **XIV. REPORTING USE OF FORCE**

#### **A. Incidents Requiring Written Report**

1. A written report is required whenever an officer:
  - a. Discharges a firearm (other than in training, recreation or in an authorized instance to euthanize an animal).
  - b. Takes an action that results in (or is alleged to have resulted) in injury or death of another person.
  - c. Applies force using lethal or less than lethal weapons (issued chemical spray or baton);
  - d. Needs to apply physical force, due to met resistance, which may include utilizing hands on methods such as control and restraint techniques, arm bar or pain compliance, even if no injury occurs or is evident.
2. The Use of Force report form, DPSP CC01, is used to fulfill this reporting requirement. A sample Use of Force report appears as Appendix B of this directive. The Use of Force report does not replace the Incident Report or revoke any current reporting requirements. It is to be submitted in addition to any reports that are currently required.

#### **B. Officer Responsibilities**

1. Officers will immediately report to a supervisor any use of force that meets the reporting requirements in this directive.
2. Officers will complete or provide information for the completion of the following documents:
  - a. Incident Report
  - b. Use of Force report
  - c. Charging documents, if applicable
3. Off-duty officers who are involved in a reportable use of force incident will immediately report the event to the on-duty supervisor and are required to fulfill all the reporting requirements of this directive.

#### **C. College Police Supervisor Responsibilities**

1. Must report to the scene of Use of Force incidents involving serious physical injury or death. Must also respond to the scene of any incident involving use a Use of Force which causes non-serious physical injury, unless exigent circumstances exist which prohibit the notified supervisor from responding directly to that scene.
2. Ensure the scene is secure and a log of personnel entering the scene is prepared by an uninvolved officer at the scene.
3. Gather and review all known video recording of the Use of Force.
4. Ensure that any officer involved in a reportable use of force event fulfills the requirements of this directive. Complete the required reports if the officer is unable or refuses to complete them.
5. Review all reports, forms and charging documents for accuracy and completeness. Approve completed reports and submit via chain of command.
6. Notify the Patrol Operations Commander of the Use of Force incident.
7. If the officer is injured, complete incident report, the Use of Force report form, and any other required workers' compensation or administrative reports.

### **XV. DEPARTMENT RESPONSE**

#### **A. Deadly Force Incidents**

1. The Shift Commander and Patrol Operations Commander will:
  - a. Respond and secure the scene pending arrival of the County Police investigators.
  - b. Render assistance to the affected officer.
  - c. Secure all weapons used in the incident for the county police investigator.
  - d. Ensure that the officer receives or is scheduled for traumatic counseling.
  - e. Relieve the officer from line of duty pending traumatic counseling and administrative review.
  - f. Submit a written report of their activities.
  - g. Notify the Chief of Police/Director of Public Safety.
2. The Anne Arundel County Police Department Criminal Investigation Division (CID) Homicide Unit will initiate a criminal investigation of every use of force by a Public Safety or College Police officer that results in death or serious injury.

3. The County Police and the College Police are both responsible for contacting the Office of the Attorney General's Independent Investigations Division (IID) on the 24-hour response line and notify them of the incident. The IID will dispatch an IID/MSP Response Team (2-hour response). The County Police will conduct the investigation pending the arrival of the Investigation Response Team. An on-call member of the IID investigations team can be contacted at any time at **410-576-7070**, or a MSP duty officer at **410-653-4474**.

4. The State's Attorney's Office will decide whether the officer's actions were lawful or unlawful, and whether to initiate criminal action against officers whose actions are deemed unlawful.

5. When a Public Safety or College Police officer's use of force causes death or serious injury, the officer shall be placed on administrative leave by a College Police Supervisor after completing all internal investigative and reporting requirements until:

- a. A mental health professional determines that the Public Safety or College Police officer is ready to return to duty.
- b. The Patrol Operations Commander reviews that incident.

The officer may not return to line duty until both the medical professional and the Patrol Operations Commander grant permission.

6. The County Crisis Intervention Team (CIT) Mobile Crisis Teams (MCT) are available, if needed, to respond to the scene of a traumatic incident and provide counseling to officers. The decision to request these services rests with an on-scene supervisor of the rank of Police Lieutenant or above. Communications should be notified if crisis response professionals are needed at the scene. The CIT can be contacted at any time at **410-768-5522**.

7. The Patrol Operations Commander will provide a detailed synopsis of every incident where an officer employs deadly force, and where an officer discharges a firearm, other than for training or qualifying purposes. This synopsis will be completed and submitted to the Chief of Police/Director of Public Safety within 21 days of the Use of Force incident. The synopsis will include the relevant facts and circumstances surrounding the incident.

#### **B. Administrative Review**

1. All reported uses of force will be reviewed to determine whether:

- a. Department rules, policies, or procedures were violated.
- b. The relevant policy was clearly understandable and effective to cover the situation.

2. This administrative review is conducted by the Chief of Police/Director of Public Safety. Each Use of Force report will be forwarded via chain of command to the Chief of Police/Director of Public Safety, and each supervisory officer in the chain will review and sign the report.

3. At the conclusion of the external investigation, if a violation of policy is alleged, an internal investigation will be conducted by the Patrol Operations Commander or designee.

#### **C. Traumatic Incident Counseling**

Traumatic incident counseling is provided to employees who are exposed to traumatic incidents, usually involving a death. In some cases, counseling is mandatory. Traumatic incident counseling is available to any employee who feels that they would benefit from it. Additionally, supervisors who believe that traumatic incident counseling would be helpful for any employee should discuss this option with the employee. If the employee expresses interest, the supervisor should contact the college Human Resource Department to make the necessary arrangements.

### **XVI. TRAINING**

The Department provides entry-level and annual in-service training on this Use of Force policy, de-escalation, and the permissible uses of chokeholds and/or vascular neck restraints in situations where the use of deadly force is allowed by law.

### **XVII. DISCLAIMER**

The Anne Arundel Community College Department of Public Safety and Police policy on the use of force is for department use only and does not apply in any criminal or civil proceeding. The department's policy will not be construed as the establishment of a higher legal standard of safety or care with respect to third party claims.

**XVIII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**XIX. CANCELLATION:** This written directive cancels Index Code 401, Revision Date: 07-01-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# GLOSSARY OF TERMS – USE OF FORCE

**INDEX CODE: 401 – Appendix A**

**REVISION DATE: 10-20-22**

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Contents:

- I. Definitions
- II. Cancellation

## I. DEFINITIONS

The following definitions apply to the terms used in Index Code 401, "Use of Force".

- A. **OBJECTIVELY REASONABLE** – The reasonableness of a particular use of force is based on the totality of circumstances known by the officer at the time of the use of force and weighs the actions of the officer against the rights of the subject, in light of the circumstances surrounding the event.
- B. **NECESSARY & PROPORTIONAL** – Force is not “necessary” unless there is no reasonable alternative to using force that, under the totality of the circumstances, would safely and effectively achieve the same legitimate ends. Even when the use of some force is necessary, however, an officer may use no more force than is reasonably required under the circumstances to accomplish the officer’s legitimate ends. The proportionality requirement also prohibits an officer from using force if the harm likely to result from that force is too severe in relation to the value of the interest that the officer seeks to protect. (Attorney General of MD)
- C. **VERBAL DE-ESCALATION** – Verbal de-escalation is defined as using one's words to prevent, or end a potentially volatile situation. It is a way of using words to maintain mental and emotional safety. This kind of "conflict management" involves using posture and body language, tone of voice, and choice of words as a means for calming a potentially explosive situation before it can manifest into physical violence.
- D. **LESS THAN LEATHAL FORCE** – Any use of reasonable and necessary force (other than that which is considered deadly force), which is applied to effect an arrest or to protect the officer or others from personal attack, physical resistance, harm, or death.
- E. **DEADLY FORCE** – Any use of reasonable and necessary force, which is intended to or likely to cause death or serious physical injury. *May only be utilized under a reasonable belief that the action is in defense of human life or in defense of any person in imminent danger or facing a significant threat of serious physical injury and in accordance with state law.*
- F. **SERIOUS PHYSICAL INJURY** – Bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ. **Includes any injury caused by the discharge of a firearm.**
- G. **REASONABLE BELIEF** – Belief based on facts or circumstances the officer knows, or should know, and sufficient to cause a reasonable and prudent person to act or think in a similar way under similar circumstances.
- H. **IMMINENT DANGER** – *Actions or outcomes that may occur during an encounter which places the officer in immediate fear for his/her safety, or the safety of others, due to a person that has the means and ability to harm the officer or others, and the officer reasonably believes the person intends to deliver that harm.*
- I. **SIGNIFICANT THREAT** – *Substantial or considerable intention to cause serious physical injury.*
- J. **CHOKEHOLD/VASCULAR NECK RESTRAINT** – A physical maneuver that restricts an individual’s ability to breathe for the purposes of incapacitation.
- K. **POSITIONAL ASPHYXIATION** – Positional asphyxia, also known as postural asphyxia, is a form of asphyxia which occurs when someone's position prevents the person from breathing adequately.
- L. **LESS THAN LETHAL WEAPON** – Any device, (other than a firearm) authorized by the department, and used to apply force to another individual. Examples of department approved less-lethal weapons are batons and chemical sprays.
- M. **LETHAL WEAPON** – A weapon whose law enforcement purpose is to cause death or life-threatening injury. The only lethal weapons authorized for use by College Police officers of this department are firearms.

INDEX CODE: 401 Appendix A  
EFFECTIVE DATE: 10-20-22

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N. **WEAPON OF OPPORTUNITY** – Any other object that an officer uses to apply force to another individual. Examples of weapons of opportunity are handcuffs, portable radios, and flashlights.

II. **CANCELLATION:** This Appendix cancels Index Code 401, Appendix A, Revision Date: 04-08-22.





# LESS-LETHAL WEAPONS

**INDEX CODE: 403**  
**REVISION DATE: 04-10-23**

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Contents:

- I. Purpose
- II. Policy
- III. Oleoresin Capsicum (OC) Spray
- IV. Expandable Baton
- V. Certified Less Lethal Weapon Instructors
- VI. Proponent Unit
- VII. Cancellation

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of department issued less-lethal weapons, including oleoresin capsicum (OC) aerosol restraint spray and the expandable baton.

## **II. POLICY**

The department issues OC aerosol restraint spray and expandable batons to provide officers with additional use-of-force options for gaining compliance of resistant or aggressive individuals in physically threatening arrest situations and other enforcement situations. It is the policy of this department that personnel may use OC spray or the expandable baton when warranted, but only in accordance with the guidelines and procedures set forth here and in this department's Use-of-Force policy. (See Index Code 401) Records of all issued less lethal weapons will be maintained by the Administrative Services Commander.

## **III. OLEORESIN CAPSICUM (OC) SPRAY**

### **A. Authorization for Use**

1. Only personnel who have been trained by a certified *OC spray* instructor and have demonstrated proficiency with OC spray are authorized to carry and use it. Documented refresher training and proficiency must be demonstrated at least annually and be monitored by a certified instructor. The training will include a review of the Department's Use of Force policy and the medical aid to be rendered once force has been used.
2. All uniformed officers and Shift Commanders are required to carry the issued OC spray on their duty belt while on duty.
3. Only the OC spray meeting department specifications and issued by the department may be used by agency personnel while on duty.
4. Any officer who fails to qualify with OC spray will not be permitted to carry that weapon until successfully completing remedial training which results in qualification.

### **B. Usage Criteria**

1. OC spray is considered a use of force and will be employed in a manner consistent with this department's Use-of-Force policy.
2. OC spray may be used when verbal dialogue has failed to bring about a subject's compliance, and the subject indicates the intention to actively resist the officer's efforts to detain him or her.
3. Whenever practical and reasonable, personnel should issue a verbal warning prior to using OC spray on a person.
4. Once a subject is handcuffed or otherwise restrained and they are still combative and/or violent, officers must first attempt to exercise additional control over the individual by using empty handed or non-striking impact tool techniques before the use of OC spray is justified. (Any officer who uses OC spray on an already-restrained person must be prepared to explain that use). Once an individual is incapacitated, the use of OC spray is no longer justified.

### **C. Usage Procedures**

1. Whenever possible, personnel should be upwind from the suspect before using OC spray and should avoid entering the spray area, unless the immediate restraint of the subject is needed. Officers should be aware of possible OC effects that remain in the air shortly after a discharge.
2. Personnel should maintain a safe distance from the suspect of between three and twenty feet.

3. A single spray burst of between one and three seconds should be directed at the suspect's eyes, nose and mouth. Additional bursts may be used if the initial bursts prove ineffective.

4. Officers will not deploy OC spray at a subject within three feet, due to possible serious damage to the subject's eyes, unless under threat of deadly force or serious physical harm by the subject.

**D. Effects of OC Spray**

1. Within several seconds of being sprayed by OC spray, a suspect will normally display symptoms of temporary blindness, have temporary difficulty with breathing, a burning sensation in the throat, nausea, lung pain and/or impaired thought processes.

2. The effects of OC spray vary among individuals. Therefore, all suspects will be handcuffed as soon as possible after being sprayed.

3. Immediately after spraying a suspect, personnel will be alert to any indications that the individual needs medical care. This includes, but not limited to, breathing difficulties, gagging, profuse sweating, and loss of consciousness. Always request Emergency Medical Services attention for all subjects exposed to OC spray.

4. Suspects that have been sprayed will be monitored for indications of medical problems and will not be left alone while in custody, until the effects have subsided.

5. Personnel should provide assurance to suspects who have been sprayed that the effects are temporary, and should encourage them to relax.

6. Air will normally begin reducing the effects of OC spray within 15 minutes of exposure. If the suspect is cooperative, personnel should assist him or her by rinsing the exposed area with water.

7. Assistance will be offered to any individuals accidentally exposed to OC spray. All such incidents will be reported as soon as possible to the officer's immediate supervisor and will be detailed in an incident report.

**E. Reporting Procedures**

1. Accidental discharges, as well as intentional uses, of OC spray will be reported to the immediate supervisor as soon as possible.

2. A Use-of-Force Report will be completed following all discharges of OC spray except during testing, training, or accidental discharge. The officer will also complete an incident report, providing the details of the situation that led to the use of force.

3. If the officer is injured during the incident, the officer will complete a First Report of Injury form. If the officer is unable, the on-duty Shift Commander will complete the injury form for the officer.

**F. Care and Maintenance**

1. OC spray devices shall be regularly inspected by the officer to ensure the nozzle does not get clogged with dust or debris and the flip-up latch is working properly.

2. Shift Commanders will conduct a documented inspection of OC spray canisters during Monthly Personnel Inspections.

**G. Issuance and Replacement**

1. *A certified less lethal weapon instructor (Defensive Tactics) will inspect all OC spray devices prior to being issued. Additionally, a certified defensive tactics/less lethal weapons instructor will inspect all issued OC spray devices annually.*

2. All OC spray devices will be maintained in an operational and charged state. Officers will immediately notify their Shift Commander when a replacement is needed.

3. Replacements of OC spray canisters will occur when the unit has had 2 or 3 significant uses, if the device has become damaged or inoperable, or the canister has expired. The expiration date is printed on the canister.

#### **IV. EXPANDABLE BATON**

##### **A. Authorization for Use**

1. Only personnel who have been trained by a certified *expandable baton* instructor and have demonstrated proficiency with the expandable baton are authorized to carry and use it. Documented refresher training and proficiency must be demonstrated at least annually and be monitored by a certified instructor. The training will include a review of the Department's Use of Force policy and the medical aid to be rendered once force has been used.
2. All uniformed officers and Shift Commanders are required to carry the issued baton on their duty belt while on duty.
3. Only the department issued expandable baton may be used by agency personnel while on duty.
4. Any officer who fails to qualify with the expandable baton will not be permitted to carry that weapon until successfully completing remedial training which results in qualification.

##### **B. Usage Criteria**

1. Expandable batons are considered a use of force and will be employed in a manner consistent with this department's Use-of-Force policy.
2. Expandable batons may be used for defensive and control purposes against assaultive individuals who, if not stopped, would cause bodily injury to the officer or another person. Once an individual is incapacitated, the use of the baton is no longer justified. The use of the baton as an impact weapon to strike passive resisters is prohibited.
3. Whenever practical and reasonable, personnel should issue a verbal warning and allow a reasonable amount of time for compliance, prior to using the baton on a person.
4. Once a subject is handcuffed or otherwise restrained and they are still combative and/or violent, officers must first attempt to exercise additional control over the individual by using empty handed or non-striking baton control techniques.

##### **C. Usage Procedures**

1. The expandable baton may be used:
  - a. As a restraining "pressure point" tool; however, chokeholds and neck restraints are prohibited unless the subject is attempting to cause serious bodily injury or death to the officer or another person.
  - b. As a crowd-control tool held horizontally to block movement.
  - c. As a defensive weapon to ward off an attacker's punches, kicks or striking weapon.
  - d. As a defensive weapon to deliver disabling strikes to non-vital areas of the body as a means to halt or deter a subject's violent actions toward the officer or another person.
  - e. To effect the removal of a person who voluntarily lock themselves in a vehicle and refuse to exit when lawfully commanded to do so by an officer.
  - f. To effect the rescue and removal of a child or animal locked in a vehicle and other methods to unlock the doors are unavailable or during circumstances in which the health or life of the occupant are in jeopardy.
2. When a violent or extreme situation necessitates the use of the expandable baton to be used against a person, officers will use the baton consistent with their training, except in exigent circumstances in which lethal force is permissible by law.
3. Officers must use reasonable caution prior to striking subjects who are physically engaged with other officers or not isolated from bystanders.
4. Once the subject is in custody, if the expandable baton has been physically used against the subject, the officer will immediately summon emergency medical aid, whether or not there are visible injuries.

##### **D. Reporting Procedures**

1. If the expandable baton is physically used against a subject in any manner, as a defensive weapon or control tool, the officer must report the use of force to the on-duty Shift Commander after the incident is deemed safe and under control.
2. A Use-of-Force Report will be completed for all physical uses of the expandable baton in which it physically touches a subject. The officer will also complete an incident report, providing the details of the situation that led to the use of force.
3. If the officer is injured during the incident, the officer will complete a First Report of Injury form. If the officer is unable, the on-duty Shift Commander will complete the injury form for the officer.

**E. Care and Maintenance**

1. Expandable batons will be maintained in an operational state. Officers will immediately notify their Shift Commander when a replacement is needed, due to damage or the officer detects a problem with the baton.
2. Shift Commanders will conduct a documented inspection of expandable batons during Monthly Personnel Inspections.
3. Officers should test their expandable baton regularly, at least once a month during the documented monthly inspection.
4. Officers should regularly apply gun oil or other approved lubricant to the expandable baton following the manufacturer's instructions.
5. If the expandable baton becomes wet or dirty, it needs to be wiped down to clean it and remove moisture. However, officers shall not disassemble the baton.

**F. Issue and Replacement**

1. *A certified less lethal weapon instructor (Defensive Tactics) will inspect all expandable batons prior to being issued. Additionally, a certified defensive tactics/less lethal weapons instructor will inspect all issued expandable batons annually.*
2. Expandable batons physically used against a person or object will be inspected by the certified instructor before being reused.
3. Expandable batons that are not functioning properly, due to damage or internal defect, will be immediately turned into the on-duty Shift Commander. The Shift Commander will take the unit out-of-service until it can be inspected and repaired by a certified repair facility. The Shift Commander will issue another pre-inspected baton to the officer as a permanent replacement. After the defective unit is repaired and returned, it will be inspected by the certified instructor and placed in Quartermaster.

**V. CERTIFIED LESS LETHAL WEAPON INSTRUCTORS**

A. Officers who are interested in applying for selection as a certified Less Lethal Weapon Instructor will submit a request via inter-office correspondence, specifying which less lethal weapon(s) they are requesting for, to their supervisor, who will endorse or withhold a recommendation. The supervisor will forward the request to the Chief of Police/Director of Public Safety, via the chain of command, for review and final approval.

B. The Chief/Director will review all requests and select the officers whom he/she believes to be qualified based on the information available and professional knowledge of each applicant. The Chief/Director may incorporate additional elements in the selection process, such as an oral interview or an informal meeting. When doing so, the Chief/Director will ensure that the additional selection elements are uniformly applied to all applicants.

C. The following should be considered when selecting *candidates for Less Lethal Weapon Instructor*:

1. Candidates have been assigned as a uniformed patrol officer for a period of one (1) year, or have prior law enforcement experience in the selected less lethal weapon, as approved by the Chief of Police/Director of Public Safety.
2. Candidates should have consistently good Employee Evaluations and be of good character, attitude, and reputation.
3. Candidates should not have an open Internal Affairs investigation or have excessive complaints against them.
4. Candidate should not have a history of excessive sick leave or lateness.
5. Candidates should consistently maintain a professional appearance in uniform.
6. Candidates should have outstanding interpersonal communication skills as demonstrated by their performance during their daily work activities, including interacting with other agency personnel as well as with the public.
7. Candidates should possess a proficient working knowledge of the Public Safety & Police policies and procedures.
8. Candidates must have successfully completed all in-service training courses including online rollcall trainings.

**D. Certified Less Lethal Weapon Instructor Training**

Once selected, the candidate attends an approved Training Course by an agency or organization authorized to provide instructor training for the specific less lethal weapon. (See Index Code 806.)

**VI. PROPONENT UNIT:** Patrol Operations Commander.

**VII. CANCELLATION:** This written directive cancels Index Code 403, Revision Date: 02-20-23.

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# UNIFORMS & EQUIPMENT

**INDEX CODE: 501**  
**REVISION DATE: 05-10-23**

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Contents:

- I. Policy & Scope
- II. Uniform & Equipment Issuance
- III. Uniform & Equipment Inspections
- IV. Uniform Replacement & Allowance
- V. Negligent Loss of Property
- VI. Repairs & Alterations
- VII. Disposal
- VIII. Return of Uniforms & Equipment Upon Termination of Employment
- IX. Proponent Unit
- X. Cancellation

## **I. POLICY & SCOPE**

A. It is the department's policy to provide uniforms for all officers and staff to promote professionalism and to issue the necessary equipment for employees to successfully and safely perform their duties and law enforcement functions. The Property Management function is managed by the Administrative Services Manager.

B. Department equipment and/or property includes:

- 1. All uniforms and equipment issued to employees.
- 2. Department vehicles, accessories, and department owned property contained therein.
- 3. Department buildings, including College-owned department equipment and/or property they contain.
- 4. All other department equipment or property, which comes into the possession of an employee at any time.

## **II. UNIFORM & EQUIPMENT ISSUANCE**

The department provides all personnel with uniforms and equipment at no cost to the employee. The amount and content of the initial uniform and equipment issuance appears in "Appendix A" of this directive.

## **III. UNIFORM & EQUIPMENT INSPECTIONS**

A. It is the responsibility of all Shift Commanders to conduct line inspections of the officers on their shift. In the absence of the Shift Commander, the Officer in Charge will conduct the inspection. Shift Commanders will inspect the physical condition, appearance, and grooming of their personnel and will verify the accountability and condition of all issued equipment.

B. Shift Commanders will conduct informal uniform and equipment inspections of their personnel on a daily basis.

C. Formal, documented inspections of uniforms and equipment of shift personnel are required monthly. DPSP Form SC15 will be utilized for this purpose. Results of formal inspections will be submitted to the Patrol Operations Commander. Shift Commanders are responsible for all corrective action necessary to eliminate deficiencies discovered during these inspections.

D. Annually, the Patrol Operations Commander will submit a summary of the department's uniform and equipment inspections to the Chief of Police/Director of Public Safety, indicating any issues or trends affecting the inspections.

## **IV. UNIFORM REPLACEMENT & ALLOWANCE**

A. Replacement of worn or no longer fitting uniforms is available through the Property Management function.

B. Property that has become worn due to normal wear or no longer fits properly will be turned over to the Shift Commander.

C. Employees requesting replacement uniforms will complete the Uniform Order Form (DPSP PR02) and submit the form to their Shift Commander. The Shift Commander will review the request and forward to the Patrol Operations Commander for final approval. Uniform replacement requests may be submitted throughout the year, as replacement uniform apparel is needed.

D. Reimbursement for a member's personal property that is damaged or destroyed while engaged in any public safety duty is considered on a case-by-case basis. Requests for reimbursement are made to the Chief of Police/Director of Public Safety, via the chain of command, explaining the circumstances of the loss. Upon approval of the reimbursement, the employee will purchase the replacement property and forward the sales receipt to the Chief/Director. A repayment check will be issued to the employee.

E. Approved jewelry is worn at the discretion of the employee. *If approved jewelry is damaged during the course of performing department related tasks, duties, and responding to emergency situations*, the Department will cover the cost of repair or replacement up to a maximum of \$100. Employees will not be reimbursed for damages incurred to unauthorized items. Refer to Index Code 503 for listing of approved jewelry.

F. Any departmental property that is lost or damaged will require a written report detailing how the property was lost or damaged. The report will be submitted to the Shift Commander and forwarded to the Patrol Operations Commander.

**V. NEGLIGENT LOSS OF PROPERTY**

Employees who lose, damage, or destroy department property due to carelessness, negligence, or failure to follow procedures can be disciplined up to and including termination. Employees may be held financially responsible for any negligent loss of property.

**VI. REPAIRS & ALTERATIONS**

All public safety and police officers are expected to have on hand a well-fitting set of summer and winter uniforms. Any member that needs minor alterations or repairs to their uniforms may have them repaired by the tailor approved by the department at no cost to the employee. The Patrol Operations Commander is responsible for coordinating uniform repairs and alterations.

**VII. DISPOSAL**

No department property will be thrown away, sold, destroyed, or otherwise disposed of, except with the permission of the Patrol Operations Commander, subject to the approval of the Chief of Police/Director of Public Safety. The Administrative Services Manager will ensure that inventory records reflect the final disposition of the property.

**VIII. RETURN OF UNIFORMS & EQUIPMENT UPON TERMINATION OF EMPLOYMENT**

Employees must return all department issued uniforms and equipment to their Shift Commander upon termination of employment with the department. Employees may be held financially liable for any department property not returned in a reasonable amount of time after the employee's last day of work. The Administrative Services Manager is responsible for maintaining the necessary records of accountability concerning the return of issued equipment.

**IX. PROPONENT UNIT:** Administrative Services.

**X. CANCELLATION:** This written directive cancels Index Code 501, Revision Date: 04-22-22

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# GROOMING & APPEARANCE

**INDEX CODE:** 503  
**REVISION DATE:** 02-20-23

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Contents:

- I. Purpose
- II. Policy
- III. Uniformed Officers
- IV. Non-uniformed Personnel
- V. Proponent Unit
- VI. Cancellation

## **I. PURPOSE**

The purpose of this directive is to establish grooming and appearance standards for uniformed and non-uniformed personnel.

## **II. POLICY**

It is the department's policy that its officers be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the department. *The Chief of Police/Director of Public Safety has final authority on all department grooming standards, decisions, and expectations, and may approve exceptions on a case by case basis.*

## **III. UNIFORMED OFFICERS**

### **A. Haircuts**

1. Hair will be neatly groomed. The length or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. The hair style chosen must appear natural, neat, and maintained. The intentional coloring of hair in unnatural colors, such as green, orange, blue, pink and purple, is not permitted. In all cases, the bulk, length and style of hair shall not interfere with the normal wearing of departmental headgear.

2. *Uniformed officers must wear their hair neatly trimmed and tapered to the side of the head and to the back of the neck or otherwise style their hair in such a manner as to ensure any hair that falls below the bottom edge of the shirt collar will be secured in a bun or pony tail. Braids may be worn loose or may be pulled straight back into a bun or pony tail. For officer safety, it is recommended that hair styles be tied up above the shirt collar and secured close to the head.*

### **B. Sideburns**

Sideburns must be neatly trimmed, not extending below the midpoint of the ear.

### **C. Facial Hair**

Mustaches must be kept trimmed with no hair extending down over the upper lip nor extending past either side of the mouth. "Handle bar" mustaches are prohibited. Goatees, beards and other styles of facial hair are prohibited except as authorized by the Chief/Director or designee. An officer who is unable to shave due to a medical condition must submit a request in writing for an exception to this policy that is accompanied by a note from a physician. Once a request for medical accommodation is approved, the officer will be expected to clip the beard as close as medically permitted.

### **D. Wigs**

Wigs or hairpieces may be worn as long as they conform to Section III, A.

### **E. Cosmetics and Colognes**

Cosmetics, colognes, after shave lotion, perfumes, light makeup, etc. are permitted to be worn. Makeup, when worn, should give as natural an appearance as possible.

### **F. Fingernails**

Fingernails must be kept clean and trimmed *so as not to interfere with the operation of department equipment.*

### **G. Jewelry**

The wearing of visible jewelry will be limited to a wristwatch, medical alert bracelet, *a single plain gold or silver colored stud post earring in the lobe of each ear*, and one ring per hand. Necklaces and chains must be kept under the undergarments and not visible. Visible body piercings, including *facial piercings and tongue piercings*, are prohibited if they are noticeable or interfere with the officer's wearing of the uniform or performance of duty. *Clear facial piercing inserts are permitted if they are not noticeable.* Any exception to the wearing of jewelry must be approved by the Chief/Director.

**IV. NON-UNIFORMED PERSONNEL**

A. Non-uniformed personnel are those department employees *who are authorized to wear the Utility/Communications uniform as an alternative to the standard patrol uniform*. These employees must at all times be neat, clean, and present a professional appearance. Non-uniformed employees should wear *the authorized Utility/Communications uniform* or similar attire that is considered business casual, such as a button-down shirt or polo style shirt with trousers.

B. Non-uniformed employees should wear a nametag, lanyard with ID card, or department badge on their belt, if applicable, to be identified as a department employee.

C. Non-uniformed employees are permitted to have a beard or goatee, but must be well-groomed in appearance, and ensure that their appearance does not reflect unfavorably on the department.

**XIII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**XIV. CANCELLATION:** This written directive cancels Index Code 503, Revision Date: 05-09-22

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**





# PATROL FUNCTION

**INDEX CODE: 601**  
**REVISION DATE: 09-20-22**

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Contents:

- I. Policy
- II. Patrol Function
- III. Patrol Division
- IV. Patrol Operations Commander
- V. Duties & Responsibilities of Public Safety & Police Officers & Shift Commanders
- VI. Patrol Division Coordination with Other Components
- VII. Performance Objectives
- VIII. Proponent Unit
- IX. Cancellation

## **I. POLICY**

The Anne Arundel Community College Department of Public Safety and Police provides 24-hour, seven days a week public safety response to emergencies and routine calls for service within its service areas. The Patrol Function is managed by the Patrol Operations Commander, which holds a rank of Captain.

## **II. PATROL FUNCTION**

A. A clear definition of the patrol function enables officers to know what actions conform with department policy and performance expectations, thus facilitating the proper delivery of services to the college community.

B. The Patrol Division is responsible for the following major job tasks:

- 1. Preventive comprehensive patrol efforts focused toward prevention of crimes and accidents, and the discovery and handling of hazards and potentially harmful situations.
- 2. Provide a sense of safety and security to the college community by means of frequent officer presence and availability.
- 3. Patrols of college buildings and rooms to ensure restricted areas are properly secured.
- 4. Response to calls-for services.
- 5. Lock/Unlock buildings and/or rooms as required.
- 6. Investigation of crimes, offenses, motor vehicle accidents, incidents and emergencies.
- 7. Crime prevention activities.
- 8. Traffic enforcement, direction, and control.
- 9. Maintenance of public order.
- 10. Provision of emergency services.
- 11. Development of relationships between the college community and the department.
- 12. Reporting of information to appropriate internal organizational components and external agencies.

## **III. PATROL DIVISION**

A. The Patrol Division is responsible for the patrol function. Patrol districts are subdivided geographically as follows:

### **1. Arnold Campus**

101 College Parkway  
Arnold, Maryland 21012

### **2. Glen Burnie Campus**

Glen Burnie Town Center (GBTC)  
101 N. Crain Highway  
Glen Burnie, Maryland 21061

Hospitality & Culinary Arts (HCAT)  
7438 Ritchie Highway  
Glen Burnie, Maryland, 21061

### **3. Arundel Mills Campus**

Arundel Mills Building (AMIL)  
7009 Arundel Mills Circle  
Hanover, Maryland 21076

B. The patrol districts provide the capabilities for initial response, investigation, and resolution of public safety issues. Officers initiate daily contact with members of the college community in their conduct of patrol operations and response to public safety problems.

C. The AACC Department of Public Safety & Police has primary responsibility for handling police-related events occurring within the college as specified in the current Memorandum of Understanding between the AACC Department of Public Safety & Police and the Anne Arundel County Police Department.

#### **IV. PATROL OPERATIONS COMMANDER**

The Patrol Operations Commander is responsible for the patrol function. The major responsibilities include:

- A. Planning and directing Patrol Division activities;
- B. Direct control, coordination, and allocation of departmental resources during any emergency or unusual occurrence.
- C. Assisting in the development of department tactics, strategies, and long-range plans.
- D. Inspecting all section components for readiness, operation, and conformity with written directive. Where required, initiating corrective actions and ensuring that such actions are executed.
- E. Distributing personnel to components in accordance with documented workload assessments and changes in the patterns and frequency of calls for service.

#### **V. DUTIES & RESPONSIBILITIES OF PUBLIC SAFETY & POLICE OFFICERS & SHIFT COMMANDERS**

A. Public Safety & Police Officers have the following responsibilities:

- 1. Know and adhere to Public Safety & Police Department Policy and Procedures.
- 2. Officers are required to know college policies, regulations and any laws they are to enforce.
- 3. *Enforce federal, state, and local laws and College policies, including issuing citations and making arrests.*
- 4. Be thoroughly knowledgeable of the College campus, becoming acquainted with faculty, staff and students.
- 5. Report for roll call on time, properly uniformed and equipped.
- 6. Officers will keep their uniforms and equipment clean and neat at all times.
- 7. Ensure that department equipment or property is maintained properly at all times. Defective equipment and uniforms will be immediately reported to their supervisors.
- 8. Maintain immediate access to their department radio and continually monitor the assigned channel. Officers will not linger in areas that may have limited radio frequency reception.
- 9. Ensure the security of the department office locations. Do not leave restricted access doors unlocked or propped open.
- 10. Take notes at roll call, including incidents that have occurred, public safety problems, disabled vehicles, opening/closing requests, special event(s) and any information provided concerning issues or procedures.
- 11. Upon return to duty from an absence, read and make notes of information disseminated at roll call during the absence.
- 12. Unless otherwise directed, proceed immediately to their assigned post after roll call, and patrol the area during their tour of duty.
- 13. Patrol campus by vehicle, foot or bicycle, ensuring a safe and secure environment, and perform security patrols of all college buildings and property on their post. Failure to discover any serious fire, accident or offense against persons or property occurring during their tour of duty, which should have been discovered by normal observation and inspection, will be deemed neglect of duty.
- 14. Officers assigned to patrol a particular area will not leave their assigned area during their prescribed tour of duty. If required to do so, the officers will immediately notify, or cause their immediate supervisor to be notified.
- 15. Immediately respond to assigned calls for service, providing assistance in accordance with established policy.
- 16. Render prompt assistance in all cases of accident or illness requiring public safety attention and take such actions as may be necessary.
- 17. Ensure buildings that are closed and restricted access areas are properly secured. Any building or restricted area found open or unsecured will be secured after proper investigation. Crime Prevention notifications shall be made to the responsible component or department.
- 18. Observe and report hazardous conditions on college property. Ensure the safety of persons in the area and provide notification to the appropriate authority to correct the hazard.
- 19. Officers will immediately, upon receipt of information of an unusual or important casualty, crime or other security occurrence, transmit to the Communications Officer all known relative information, and will continue such transmissions from time to time, as further particulars are received.
- 20. Be prepared at all times to inform their supervisors of the security and safety conditions of their assigned area.
- 21. Prepare written incident reports, routine public safety related reports and other documentation, as required.
- 22. While patrolling their area, officers must be constantly aware of the image they are projecting to the public. Officers are required to promote good relations in all of their contacts with citizens.

23. Officers are required to provide referral information to persons inquiring about the College's hours of operation, locations of buildings, classrooms, offices, and events, etc.
24. Monitor vehicular traffic, assisting with traffic control at points of congestion, to maintain effective traffic flow.
25. Enforce parking regulations by conducting general surveillance of roadways and parking lots during patrol, being alert for vehicles illegally parked, *and issuing warnings and citations, as appropriate.*
26. Provide assistance to motorists, when needed.
27. When temporarily assigned to fill a supervisory role as an Officer-In-Charge (OIC), follow and be accountable for the duties and responsibilities outlined for the position they are filling.

B. The Shift Commander provides police and public safety services to the college campus and is responsible for the conduct, efficiency, and guidance to and Public Safety & Police Officers under their supervision, Additionally, Shift Commanders are responsible for maintaining current reports and files relating to department activities.

In addition to the responsibilities in section A, Shift Commanders also have the following duties and responsibilities:

1. Know and adhere to Public Safety & Police Department Policy and Procedures.
2. Monitor hours of shift personnel, ensuring compliance with standard work hours.
3. Enforce leave procedures consistent with department and college policy, to ensure minimum staffing requirements.
4. Ensure proper care, maintenance, cleanliness, and appearance of the department office areas and vehicles.
5. Account for all department equipment at the beginning and ending of the shift.
6. Conduct roll call at the beginning of each tour of duty and disseminate all pertinent information. Ensure all shift personnel are aware of daily activities, special events and detail assignments on a daily basis.
7. Ensure that all members under their command have read and understand the contents of all newly issued written directives, and all mandatory roll call training, forms, and other requirements are completed and submitted before any deadlines.
8. Ensure personnel under their supervision are inspected daily for uniform appearance/equipment.
9. Assign patrol districts to shift personnel.
10. Ensure that all personnel proceed directly to their assignments without delay, upon completion of roll call.
11. Monitor their assigned officers, responding to situations and discharging their supervisory responsibilities, as needed.
12. Monitor radio transmissions of officer activities, and when necessary, issue orders to facilitate proper deployment of personnel and the proper application of policies and procedures.
13. Instruct subordinates in the proper performance of duties.
14. At the end of their tour of duty, consult with the relieving Shift Commander, advising him/her of matters requiring further attention and any other information of a continuing nature.
15. Promote cordial and cooperative relationships among subordinates to enhance communications, maintain high morale, and to increase productivity.
16. Demonstrate professionalism, courtesy, fairness, patience, objectivity and impartiality in dealing with their subordinates, the public and other agencies. Always promote a positive image of the department.
17. Monitor and evaluate the performance, activities and capabilities of personnel under their supervision to ascertain whether or not their subordinates are performing their work promptly and efficiently. Initiate corrective actions as needed. Shift Commanders will be accountable for the performance of employees under their immediate control.
18. Do not permit laxity and indifference in the performance of duty by their subordinates; to do so is deemed neglect of duty on the part of the Shift Commander.
19. Maintain appropriate documentation of officer work performance and conduct performance appraisals.
20. Review incident reports and other department documentation and assume responsibility for the accuracy of such reports and documents. Ensure that all such documents are submitted promptly and distributed to the appropriate internal components or external agencies.
21. Prepare and submit a First Report of Injury form for subordinates injured in the course of employment.
22. Remain fully informed of demonstrations, and other meetings and gatherings likely to attract large numbers of persons at the College, and take necessary actions to ensure the rights of the citizens to peaceably assemble.
23. Report crimes or unusual occurrences of significant importance coming to their knowledge or attention to the Patrol Operations Commander and the Chief of Police/Director of Public Safety.
24. Ensure proper safekeeping and disposition of any money, evidence, or property coming into the department's possession.
25. Perform specialized assignments as directed and develop innovative solutions to problems.

## **VI. PATROL DIVISION COORDINATION WITH OTHER COMPONENTS**

The Patrol Operations Commander will facilitate the exchange of information between the Patrol Division and other internal department components by the following methods/procedures:

- A. Periodic command staff meetings.
- B. Dissemination of information via formal memoranda and/or e-mail.

- C. Entries in the White Memorandum Binder and the Red Daily Log Book.
- D. Review of new Department directives and procedures by supervisors and subject matter experts.

**VII. PERFORMANCE OBJECTIVES**

In the interest of the safety of the college community, officers will adopt the following general performance objectives:

- A. Reduce the overall crime rate by increasing the efficiency in preventive patrol, efforts, and reporting.
- B. Reduce crime and disorder by educating the college community on crime prevention techniques.
- C. Reduce personal injury and property damage accidents through the use of directed patrol and enforcement of college traffic policies.

**VIII. PROPONENT UNIT:** Patrol Operations Commander.

**IX. CANCELLATION:** This written directive cancels Index Code 601, Revision Date 04-22-22.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# INCIDENT RESPONSE

**INDEX CODE:** 603  
**REVISION DATE:** 02-20-23

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Contents:

- I. Purpose
- II. Policy
- III. Priority 1 - Emergency
- IV. Priority 2 – Routine
- V. Incident Response Levels
- VI. Proponent Unit
- VII. Cancellation

## **I. PURPOSE**

The purpose of this directive is to establish the conditions and priorities under which Public Safety & College Police Officers respond to calls for service and level of officer response, based on the seriousness of the call. The directive establishes guidelines for high speed driving, and the use of authorized emergency equipment in response to emergencies and crimes in progress. Authorized emergency equipment includes emergency (blue/red) lights, sirens, hazardous warning lights, and public address systems.

## **II. POLICY**

It is the Department's policy to place emphasis on protecting life before property, thus prioritizing potential life and death emergencies above all other important high priority calls. This is accomplished by mandating response levels and to categorize and dispatch calls for service that require Public Safety & Police response in one of two categories: Emergency and Routine. This policy. The Department's policy is geared toward achieving a safe, expeditious response to emergency situations.

## **III. PRIORITY 1 - EMERGENCY**

A. A Priority 1 response (use of emergency lights and siren) is warranted when the circumstances are such that an expedited response is necessary to prevent injury to any person and/or increase the likelihood of apprehending suspects. Generally, a minimum of two officers will be dispatched on all Priority 1 calls.

B. If a call is dispatched Priority 1 and an officer feels the response is not justified under the circumstances, the officer can advise communications that he/she is responding Priority 2. Likewise, Shift Commanders have the option of reducing a response code if they feel a Priority 1 is not justified.

C. A Priority 1 response is warranted in the following circumstances:

- 1. Officer in trouble – needs immediate help.
- 2. Murder in progress or just occurred.
- 3. Rape in progress or just occurred.
- 4. Robbery in progress or just occurred.
- 5. Burglary in progress or just occurred.
- 6. Aggravated assault in progress or just occurred.
- 7. Attempted suicide in progress or just occurred.
- 8. Abduction or kidnapping in progress or just occurred.
- 9. Gas leak in progress, unless fire department is already on the scene.
- 10. Arson or significant fire in progress, unless fire department is already on the scene.
- 11. Traffic accidents involving personal injury, unless fire department/EMS is already on the scene.
- 12. Serious or life-threatening medical emergencies, unless fire department/EMS or the college nurse is already on scene.

D. The provisions of Section 21-106 of the Maryland Transportation Article are applicable in ALL emergency response situations (driving with due regard for the safety of all persons).

## **IV. PRIORITY 2 - ROUTINE**

A. Under Priority 2, the responding officers will operate the vehicle with full respect for and observation of all traffic laws. No emergency equipment will be used, unless the officer, communications, or Shift Commander becomes aware of information that would require escalation of the response to Priority 1.

B. A Priority 2 response is warranted in the following circumstances:

1. General calls for service.
2. General calls to assist motorists.
3. All alarms are Priority 2 responses, except *for* robbery, burglary, and *panic alarms* in progress.

**V. INCIDENT RESPONSE LEVELS**

A. It is the Department's policy to dispatch a single officer to handle routine calls for service. However, the nature of some calls may require that additional units are dispatched for purposes of safety as well as more effective handling of a situation. If additional units/officers must be dispatched to the scene of a public safety incident, the third unit to be dispatched will be a shift commander. The shift commander will decide the necessity for any additional units/officers, and will inform Communications of any further requirements. The shift commander will be responsible for ensuring that the incident is properly handled and that unneeded patrol units return to service promptly.

B. Incidents requiring the presence of two or more officers:

1. An assault on an officer.
2. On-scene arrest for a felony or violent misdemeanor.
3. Resistance to arrest.
4. Use of force.
5. A crime in progress.
6. A fleeing suspect.
7. A serious medical emergency or traffic accident involving personal injury.

C. Incidents requiring the presence of a Shift Commander:

1. Any incident involving the death of a person, or where circumstances indicate that death may result.
2. Rape, attempted rape or sexual assault.
3. Incidents involving dating violence, stalking, or domestic violence.
4. A serious medical emergency or traffic accident involving personal injury
5. Kidnapping/abduction/critical missing child or child abuse.
6. Active shooter or hostage/barricade situations.
7. Natural disasters.
8. Traffic violations involving an armored car or consular figure.
9. Explosive devices and/or bomb threats.
10. Aircraft accidents.
11. Any reportable use of force by an officer.
12. Departmental accident.

The above list is not intended to be all-inclusive. Shift commanders are directly responsible for the proper handling and investigation of all incidents to which their subordinates respond. Accordingly, shift commanders are expected to respond to all serious or non-routine incidents in order to assure proper public safety response.

**VI. PROPONENT UNIT:** Patrol Operations Commander.

**VII. CANCELLATION:** This written directive cancels Index Code 603, Revision Date 12-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# CLASSIFICATION & JOB DESCRIPTION

**INDEX CODE:** 701  
**REVISION DATE:** 04-15-22

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Contents:

- I. Classification Plan
- II. Statement of Duties & Responsibilities
- III. Proponent Unit
- IV. Cancellation

**I. CLASSIFICATION PLAN**

**A. Office of Human Resources**

The College's Office of Human Resources establishes a written classification plan that includes:

- 1. Grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements
- 2. Existence of class specifications for every job within a class
- 3. Provisions for relating compensation to classes
- 4. Provisions for reclassification
- 5. Essential Employee positions

**B. Department of Public Safety & Police Role**

The role of the Department of Public Safety & Police in the maintenance of the classification plan is to advise the Executive Director of Human Resources and the Vice President for Learning Resources Management of the need for position reallocation, upgrade, downgrade, or elimination when, in the opinion of the Chief of Police/Director of Public Safety and the Vice President for Learning Resources Management, such action is necessary. The Executive Director of Human Resources has final authority in decisions of this nature, and the Department of Public Safety & Police role is advisory only.

**II. STATEMENTS OF DUTIES & RESPONSIBILITIES**

The Chief of Police/Director of Public Safety is responsible for maintaining on file a statement of the duties and responsibilities of each position in the department. These statements are called Job Analysis Questionnaires (JAQs). These records are available in the Chief/Director's office for viewing by any department employee, and are also kept on file at the Office of Human Resources.

**III. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IV. CANCELLATION:** This written directive cancels Index Code 700, Revision Date:12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**



# ESSENTIAL EMPLOYEES

**INDEX CODE: 701.1**  
**REVISION DATE: 04-15-22**

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Contents:

- I. Public Safety & Police Essential Employees
- II. Essential Employee Responsibilities
- III. Personnel with Non-Essential Responsibilities
- IV. Proponent Unit
- V. Cancellation

**I. PUBLIC SAFETY & POLICE ESSENTIAL EMPLOYEES**

All positions in the Department of Public Safety & Police are designated Essential Employees except the Public Safety & Police Support Assistant.

**II. ESSENTIAL EMPLOYEE RESPONSIBILITIES**

A. An essential employee of the college is someone whose duties and responsibilities have been designated as vital to the operation of the college, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the life safety and well-being of the campus population and/or the college facilities.

B. Essential employees must report to work during emergencies and inclement weather closings. This may require the essential employee to report for work even if the emergency or authorized closing occurs during a shift that the essential employee is not regularly scheduled to work.

C. Essential employees are required to perform their duties, unless otherwise directed by management, after an emergency condition has been declared.

D. Essential employees who do not report for work during an emergency or authorized closing and who were scheduled/requested to do so must use annual leave or leave without pay. Such employees may be subject to disciplinary action.

**III. PERSONNEL WITH NON-ESSENTIAL RESPONSIBILITIES**

A. All newly hired personnel without security responsibilities will receive information regarding:

- 1. The department's role, purpose goals, policies and procedures.
- 2. Working conditions and regulations.
- 3. Responsibilities and rights of employees.

B. This information is in the AACC DPSP Rules & Regulations Manual and the College's Professional & Support Staff Organization (PSSO) Manual.

**IV. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** This written directive cancels Index Code 700.1, Revision Date:12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety





# RECRUITMENT

**INDEX CODE:** 701.2  
**REVISION DATE:** 04-15-22

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Contents:

- I. Purpose
- II. Equal Employment Opportunity
- III. Job Announcement & Publicity
- IV. Application Process
- V. Review of Recruitment Plan
- VI. Proponent Unit
- VII. Cancellation

## **I. PURPOSE**

The purpose of this directive is to establish the department's recruiting program to attract applicants to public safety service with the College. The recruiting effort is shared with the Anne Arundel Community College Office of Human Resources. The Chief of Police/Director of Public Safety is responsible for administrative control and implementation of the department's recruiting efforts, and for maintaining liaison with the Office of Human Resources.

## **II. EQUAL EMPLOYMENT OPPORTUNITY**

Anne Arundel Community College is an Equal Employment Opportunity employer. The College's current Equal Employment Opportunity and Nondiscrimination policy was adopted by the Board of Trustees dated May 12, 2009 with the most recent revision dated March 10, 2020. The plan is implemented and made applicable to all College departments and offices. The Office of Human Resources advertises as an Equal Opportunity Employer on all employment applications and recruitment advertisements, including those for the Department of Public Safety & Police.

## **III. JOB ANNOUNCEMENTS & PUBLICITY**

The department's job announcements provide a description of the duties, responsibilities, and requisite skills, educational level, and physical requirements for the positions to be filled. The department's entry-level job vacancies are advertised through electronic print or other media, using the most economical means of providing information on employment opportunities to potential applicants. Advertisements inform applicants that the college is an equal opportunity employer. The College's Office of Human Resources is responsible for publicizing job announcements for the all departments of the College.

## **IV. APPLICATION PROCESS**

A. The department's recruitment effort extends outside the jurisdiction of Anne Arundel County to attract the necessary available work force. Restricting recruitment within the department's service area may limit the potential number of qualified applicants.

B. Applications for employment for all College departments are required to be completed online at the College's website. This applies to full-time, part-time, and temporary positions. The College uses online hiring software that requires an account to be created at no cost to applicant. Applicants have the ability to upload documents, such as resumes, references, and certifications, to digitally attach to their online employment application.

C. The Office of Human Resources initially receives all applications and is responsible for sorting those applications that meet the minimum requirements. The applications that meet the requirements are forwarded to the Department of Public Safety & Police for review and ranking.

## **IV. REVIEW OF RECRUITMENT PLAN & PROGRESS**

At least biennially, The Chief of Police/Director of Public Safety or designee will review the department's recruitment plan to ensure the recruitment efforts meet the needs of the department. Any adjustments needed to the plan will be submitted to the College's Office of Human Resources for review and approval.

**V. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VI. CANCELLATION:** This written directive cancels Index Code 700.3, Revision Date:12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SELECTION

**INDEX CODE: 701.3**  
**REVISION DATE: 07-01-23**

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Contents:

- I. Purpose
- II. Policy
- III. Administrative Responsibilities
- IV. Legal Requirements
- V. Selection Procedures
- VI. Part-Time Officers
- VII. Proponent Unit
- VIII. Cancellation

## **I. PURPOSE**

The purpose of this directive is to describe the process of selecting applicants for employment as Public Safety officers, Police Officers, supervisors and managers of the Anne Arundel Community College Department of Public Safety & Police.

## **II. POLICY**

It is the policy of Anne Arundel Community College Department of Public Safety & Police to select only the most qualified applicants for positions within the department at all levels. This selection process shall be cognizant of the need to employ qualified females and minorities in accordance with the College's Equal Employment Opportunity and Nondiscrimination Policy. All department members appointed to a Selection Committee will receive the College's Search Committee Training.

## **III. ADMINISTRATIVE RESPONSIBILITIES**

### **A. Anne Arundel Community College Office of Human Resources**

The overall responsibility for the selection process shall reside with the Anne Arundel Community College Office of Human Resources. This responsibility and authority is granted and mandated by the College Manual, Section VIII-8.2 of the Professional and Support Staff Code. The Office of Human Resources makes available to the Department of Public Safety & Police a current manual that describes all components of the selection process, titled "Human Resources Recruitment Guide". The following specific functions shall be the responsibility of the Office of Human Resources:

1. Receive all applications resulting from the public safety and/or college police officer recruitment effort.
2. Enter necessary data (name, address, phone numbers, etc.) into the Office of Human Resources applicant data files.
3. Qualify the applicant pool by determining which applicants meet the minimum criteria.
4. Provide the department Search Committee Chair all applicant materials after the initial review.
5. Conduct a background investigation to include a credit check, criminal history check, and other searches as necessary.
6. Receive and maintain files on all candidates in the selection process (including their application, background results, medical results, psychological evaluation report, and other documents relating to the candidate).
7. Review/retain all documentation concerning the selection process to verify compliance with the recruitment process as outlined in the manual.
8. Generate the letter of conditional hire and mail all relevant documents to the applicant.
9. Conduct Onboarding orientation to provide the new employee benefit information, etc.

### **B. Chief of Police/ Director of Public Safety**

The Chief of Police/Director of Public Safety is responsible for administering the department's role in the selection process. The Chief/Director, or designee, shall have the responsibility for:

1. Serve as the search committee chair or appoint a committee chair to assist with search responsibilities.
2. Select a diverse team to serve as selection committee members from members who have completed the mandatory selection committee training.
3. Meet with the selection committee chair to discuss selection criteria, formulate interview questions, and communicate the decision-making process.
4. Establish a timeframe to complete the search in a timely manner.
5. Notify applicants of interview dates and other critical information relating to applicant processing.
6. Administer job related oral interview processes, and other selection procedures.
7. Extend verbal job offer to candidate after salary confirmation from the Office of Human Resources.
8. Scheduling and conducting background investigations.

**C. Hiring Authority**

The Chief of Police/Director of Public Safety is designated as the hiring authority of the Anne Arundel Community College Department of Public Safety & Police and shall have the authority to:

1. Select/reject candidates who have been certified by the Office of Human Resources. Such selection or rejection shall be done in accordance with the Recruitment Guide.
2. Determine whether the candidate will be retained or dismissed during the probationary period. (See Index Code 701.4).

**D. Joint Responsibilities**

Other activities that are shared by both the Office of Human Resources and the Chief of Police/Director of Public Safety include scheduling and notifying candidates of medical examinations and psychological evaluations; and other administrative tasks necessary for processing public safety candidates. Any disputes over the division of labor or responsibility will be resolved by the Chief of Police/Director of Public Safety and the Executive Director of Human Resources (or their respective designee).

**IV. LEGAL REQUIREMENTS**

- A. Every component of the selection process singularly and in combination will be developed, implemented, and monitored to insure validity, utility and minimum adverse impact.
- B. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
- C. All elements of the selection process use only those rating criteria that are job related and nondiscriminatory.
- D. All candidate records, except records related to physical and psychological examinations, will be transferred to the Office of Human Resources for secure storage after the selection process is finished. All candidate records related to physical and psychological examinations will be maintained in a separate confidential secure file by the Office of Human Resources.

**V. SELECTION PROCEDURES**

**A. Selection Criteria**

All applicants applying for a position with the Department of Public Safety & Police under a general announcement will be required to complete the entire process. At the time of their formal application, candidates for all positions are informed, in writing, of all elements of the selection process, the expected duration of the selection process, and the college's policy on reapplication.

**B. Selection Elements**

The selection process includes the following elements:

1. Application Review & Rating Process
2. Oral Interview
3. Background Investigation to include:
  - a. Interview with employers
  - b. Verification of any prior criminal justice employment including terms of separation
  - c. Personal interviews with friends and neighbors (COLLEGE POLICE OFFICER ONLY)
  - d. Home visit (COLLEGE POLICE OFFICER ONLY)
4. Medical examination (after conditional offer of employment)
5. Psychological examination (after conditional offer of employment)
6. Drug screening (after conditional offer of employment)
7. Polygraph examination (after conditional offer of employment – COLLEGE POLICE OFFICER ONLY)

**C. Reapplication**

No individual shall be refused employment consideration based on past performance in the competition for Public Safety or College Police officer positions (or any other employment opportunity offered by the Community College). All applicants who may have previously applied for a Public Safety or College Police officer position shall be allowed to reapply to be interviewed and reevaluated.

**D. Application Review and Rating Process**

After the Office of Human Resources conducts the initial review of applications, those meeting the minimum requirements of education and prior employment are forwarded to the department selection committee for review and rating. The rating process uses consistent and nondiscriminatory elements to determine the most qualified candidates to the position requirements.

**E. Oral Interview**

Candidates selected for the oral interview receive the highest ratings during the application review process. Identical questions are used during each candidate interview and rated using a ratings guide to ensure a uniform process.

**F. Selection Material Security**

The selection materials are to be stored in a secure area when not being used and are disposed of in a manner that prevents disclosure of the information within. The materials will be retained in accordance with the records retention policy.

**G. Background Investigations**

A background investigation of each candidate is conducted as part of the selection process. The background investigation will include the verification of a candidate's qualifying credentials, as well as a review of a candidate's criminal record and previous criminal justice employment history, if any, and verification of at least three employment references of the candidate. A record of each candidate's background investigation will be maintained on file for at least three years. All personnel used to conduct background investigations will be trained in collecting required information.

**H. Medical Examination**

A medical examination of each candidate is conducted as part of the selection process. This examination is conducted after a conditional offer of employment as required by the Americans with Disabilities Act, prior to the final job offer and appointment to probationary status. The medical examination is based on valid, useful, and nondiscriminatory procedures and only licensed physicians will be used to certify the general health of the candidate. The medical exam includes a drugs screening. A record of the results of the medical examination and drug screening is maintained in a separate confidential service file by the office of Human Resources.

**I. Psychological Evaluation**

An emotional stability and psychological fitness examination of each candidate will be conducted after a conditional offer of employment and prior to the final job offer and appointment to probationary status. The psychological evaluation is based on valid, useful, and nondiscriminatory procedures. Only qualified professionals are used to assess the emotional stability and psychological fitness of candidates. A record of the results of emotional stability and psychological fitness examinations is maintained in a separate confidential service file by the Office of Human Resources.

**J. Drug Screening**

A drug screening of each candidate will be conducted after a conditional offer of employment and prior to the final job offer and appointment to probationary status. The drug screening is based on valid, useful, and nondiscriminatory procedures. Only qualified professionals are used to conduct the drug screening of candidates. A record of the results is maintained in a separate confidential service file by the Office of Human Resources.

**K. Polygraph Evaluation**

A polygraph examination of each candidate for College Police Officer will be conducted after a conditional offer of employment and prior to the final job offer and appointment to probationary status. The polygraph examination is based on valid, useful, and nondiscriminatory procedures. Only qualified professionals are used to conduct the polygraph examination of candidates. A record of the results is maintained in a separate confidential service file by the Office of Human Resources.

**L. Notification of Successful Candidates**

Candidates selected for appointment to probationary status are informed, in writing, by the Office of Human Resources via the College's online hiring program. The candidate is provided the date of hire, the date and time of the Onboarding orientation and other information for a newly hired employee.

**M. Notification of Unsuccessful Candidates**

Candidates not eligible for appointment to probationary status are informed, in writing, within thirty calendar days of such a decision. Although a hiring decision is most often based upon several factors, the nature of the selection process enables a single procedure (e.g., background investigation, interview process, medical examination) to result in the elimination of a candidate from further consideration. Candidates are notified by electronic mail by the Office of Human Resources via the College's online hiring program.

**VI. PART-TIME OFFICERS**

*The Anne Arundel Community College Department of Public Safety & Police does not employ part-time sworn and/or non-sworn officers.*

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 701.3, Revision Date: 02-20-23.

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# LEAVE BENEFITS & PROCEDURES

**INDEX CODE: 703**  
**REVISION DATE: 04-15-22**

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**Contents:**

- I. Types of Leave Benefits
- II. Applying for Leave
- III. Authority to Grant Leave
- IV. Unauthorized Absence
- V. Maintenance of Leave Records
- VI. Other Personnel Benefits
- VII. Proponent Unit
- VIII. Cancellation

**I. TYPES OF LEAVE BENEFITS**

A. Leave benefits and procedures governing the administration of leave benefits are based on the provisions of the Anne Arundel Community College Manual or other directives issued and/or published by the Anne Arundel Community College Office of Human Resources, written directives issued by the Chief of Police, Director of Public Safety or other competent authority, and State and/or Federal Law.

B. Benefit entitlement may depend on the employee's classification.

C. Department of Public Safety & Police employees are entitled to the following leave benefits as provided by the College Manual or law:

- 1. Holiday Leave or Holiday Pay
- 2. Annual Leave
- 3. Sick Leave
- 4. Military Leave
- 5. Judicial Leave
- 6. Bereavement Leave
- 7. Leave of Absence
- 8. Compensatory Leave
- 9. Carryover Leave
- 10. Family Leave
- 11. Maternity, Paternity, Adoption Leave

**II. APPLYING FOR LEAVE**

Employees will submit leave requests using the College's online leave system. Employees will provide necessary documentation for specific types of leave, such as military leave, judicial leave, or family leave, or when required to do so by the Office of Human Resources.

**III. AUTHORITY TO GRANT LEAVE**

Leave will be taken at such times as approved or authorized by the employee's immediate supervisor. In most cases, the immediate supervisor is authorized to grant or deny requests for leave. In determining whether leave will be granted, the supervisor will take into consideration the staffing levels and scheduled college events for the duration of the requested time off.

**IV. UNAUTHORIZED ABSENCE**

An employee who is absent from duty without approval may receive no pay for the duration of the absence, and is subject to disciplinary action, which may include dismissal.

**V. MAINTENANCE OF LEAVE RECORDS**

Leave records will be kept by the timekeepers and record leave records in the college leave system. The Patrol Operations Commander is responsible for supervision over timekeepers and the maintenance of leave records.

**VI. OTHER PERSONNEL BENEFITS**

Descriptions and procedures for obtaining benefits such as retirement, health insurance, disability, death, liability protection and educational benefits are in the college's Professional and Support Staff Organization Manual, which is available and accessible to all employees on the Office of Human Resources webpage via the college intranet.

INDEX CODE: 703  
REVISION DATE: 04-15-22

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**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 701, Revision Date:12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SICK LEAVE

**INDEX CODE: 703.2**  
**REVISION DATE: 05-01-23**

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Contents:

- I. Sick Leave
- II. Sick Leave Accrual
- III. Notification Procedures
- IV. Use of Leave
- V. Sick Leave Abuse
- VI. Exhausted Sick Leave
- VII. Unused Sick Leave
- VIII. Proponent Unit
- IX. Cancellation

## **I. SICK LEAVE**

Sick leave is considered a benefit granted by the college during which an employee shall be paid when absent from work because of illness, injury, or for routine doctor and dental appointments. Sick leave requests are submitted using the College's online leave system and shall be submitted as soon as practical. If the employee is physically unable to submit the sick leave request, due to severe illness or injury, the supervisor may submit the leave request on the employee's behalf.

## **II. SICK LEAVE ACCRUAL**

- A. Public Safety & Police employees are allowed full sick leave entitlement of 120 hours (15 days per year) on July 1st of each fiscal year, as specified in Section VIII of the College Manual.
- B. For new employees hired after July 1, sick leave entitlements are prorated based on the number of pay periods remaining in the fiscal year.
- C. Employees may accumulate an unlimited amount of sick leave.
- D. Sick leave hours shall be charged in increments of not less than one half (1/2) hour except in short term disability cases.

## **III. NOTIFICATION PROCEDURES**

- A. Employees who are absent due to illness or injury must notify their supervisor. It is the employee's responsibility to notify their supervisor by phone or text message that they will be absent. This should be done early enough to allow for the supervisor to provide for additional staffing, if necessary. Supervisors will be notified in this manner everyday employees are absent due to illness, except when the employee receives a note from a physician for period of time off due to illness or injury.
- B. Employees are also responsible for notifying the on-duty supervisor via the communications officer at the campus that they will be absent due to illness or injury. The communications officer will complete the Sick Leave Callout Notification Form (DPSP CM10), including whether the sick leave is for personal use or for caregiver duties for an approved family member. The form will be submitted to the officer's supervisor and the absence will be noted in the Red Daily Log Book.

## **IV. USE OF SICK LEAVE**

- A. Accumulated sick may be used as follows:
  - 1. For personal illness.
  - 2. For the care of members of the immediate family including child, stepchild, grandchild, parent, parent-in-law, stepparent, spouse or significant other living in the immediate household, with documentation from a medical provider.
  - 3. Employee sick leave may be used for doctor and dental appointments when an appointment cannot be scheduled during non-working hours, or for doctor or dental appointments for members of the immediate family when the employee must accompany the family member. If possible, appointments should be scheduled on non-work days or outside normal work hours.
  - 4. Sick leave may not be used during the last two weeks of employment. Exceptions, when necessary, may be granted by the Chief of Police/Director of Public Safety.
- B. Sick Leave Certification procedures:
  - a. Normally, the employee's personal certification will be sufficient for use of sick leave. However, the college may require reasonable proof of illness or injury before making payment during sick leave. A supervisor will require verification from a physician for sick leave of three (3) or more consecutive working days. An employee who refuses or fails to furnish the required medical certification (doctor's note) will be charged annual leave, if available, or be placed on leave without pay, and shall be subject to disciplinary action.

b. Employee's that receive a medical certificate from a physician for a period of time in which they are unable to work due to illness or injury will notify their supervisor as soon as practical. The employee will inform the supervisor the duration of the medical absence. Upon recovery, the employee will provide the original physician's note for the absence.

c. If a medical absence due to illness exceeds ten (10) workdays or is due to an injury, a second medical certificate is required from the attending physician attesting to the employee's ability to resume assigned work. This medical certificate must be submitted prior to the employee returning to work and resuming assigned duties.

d. All medical certificates received for employee absences must be submitted to the Office of Human Resources. Supervisors may make a note in the employee's file that a medical certificate was received for the absence, however copies of medical certificates cannot be maintained in employee files outside of Human Resources.

C. Supervisors are responsible for the following:

1. Review and approve sick leave requests for members under their command using the College's online leave system.
2. Supervisors will ensure the Sick Leave Callout Notification Forms are being completed by the department dispatchers or call-takers and will investigate when the notification forms are not completed or submitted properly.
3. Supervisors will file the Sick Leave Callout Notification Form in their employee file for a period of one (1) year, then be disposed of.
4. Ensure employees submit required medical certifications and forward the original to the Office of Human Resources.
5. Monitor the use of sick leave for members under their command, ensuring compliance with the policies and procedures of the department and as outlined in Section VIII of the College Manual. A file is to be maintained for every member of their command containing copies of all sick leave usage documentation, to include that documentation which has been forwarded to the Office of Human Resources as required.
6. Contact the Office of Human Resources if an employee uses sick leave for more than five (5) consecutive work days, to determine if leave should be treated under the Family Medical Leave Act (FMLA). Supervisors will notify the Patrol Operations Commander when this notification to the Office of Human Resources has been completed.

## V. SICK LEAVE ABUSE

A. If there is reason to believe that the sick leave privilege has been abused, a supervisor, acting on behalf of the Chief of Police/Director of Public Safety, may request a medical certificate be submitted to the Office of Human Resources to justify any period of absence. In such cases, the employee will be advised in advance that a medical certificate will be required to support any further granting of sick leave, regardless of duration. An employee who fails to furnish such proof when requested shall be charged annual leave, if available, or shall be placed on leave without pay.

B. Sick leave abuse is defined as:

1. A consistent pattern of sick leave use, which may include, but is not limited to, leave use occurring before or after regularly scheduled days off, including holidays and weekends.
2. The use of sick leave as fast as it is accrued or regular requests for advance sick leave.
3. Failure to provide the required medical certificate from a physician for absences requiring a medical certificate.

C. Disciplinary action may be taken if there is reason to believe that there has been sick leave abuse. In determining the severity of the discipline, the following shall be considered:

1. The nature and gravity of the offense.
2. The employee's sick leave record.
3. The employee's work record.
4. The employee's participating and/or performing activities that are inconsistent with their reported injury or illness.
5. Any other factors including, but not limited to, extenuating or mitigating circumstances presented by the employee.

D. The Chief of Police/Director of Public Safety will report to the Director of the Office of Human Resources any employee who loses excessive time from employment due to illness, or appears to be suffering from a mental or physical illness that interferes with proper and satisfactory job performance. The Director of the Office of Human Resources shall research the circumstances and make appropriate recommendations to the Chief/Director for leave, accommodation, disciplinary action, or removal of the employee. The Director of the Office of Human Resources may require the employee to undergo additional examinations to determine suitability for retention in College employment.



**VI. EXHAUSTED SICK LEAVE**

An employee whose sick leave is exhausted must elect to use annual leave or carryover leave, if available. If no paid leave is available, Leave Without Pay (LWOP) may be granted with the approval of the Chief of Police/Director of Public Safety and the Vice President for Learning Resources Management. *The Director of the Office of Human Resources will be notified when an employee has exhausted all allotted sick leave.*

**VII. UNUSED SICK LEAVE**

A. Upon termination from College employment, no payment will be made for sick leave earned but not taken.

B. Unused sick leave accrued by a college employee will be computed into the determination of service time for pension benefit. However, this time cannot be used to compute service time to qualify for retirement; it can only be used for purposes of determining pension payment.

**VI. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VII. CANCELLATION:** This written directive cancels Index Code 703.2, Revision Date: 12-10-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# OTHER LEAVE BENEFITS

**INDEX CODE: 703.3**  
**REVISION DATE: 04-15-22**

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Contents:

- I. Military Leave
- II. Bereavement Leave
- III. Judicial Leave
- IV. Family and Medical Leave
- V. Leave of Absence
- VI. Proponent Unit
- VII. Cancellation

## **I. MILITARY LEAVE**

Military leave will be granted in accordance with the provisions in Section VIII of the College Manual. Employees under military obligation are required to inform the Office of Human Resources via their chain of command. Employees called to active duty or reserve duty will provide a copy of all duty orders to the Office of Human Resources as soon as practical.

## **II. BEREAVEMENT LEAVE**

A. Reasonable leave may be granted to an employee due to a death in the family without effecting other leave entitlement.

B. Bereavement leave, not to exceed five (5) working days, may be requested to cover an absence from work due to a death in the employee's immediate family. Immediate family is defined as:

- 1. Father, mother, stepfather, stepmother, foster parent
- 2. Child, stepchild, foster child
- 3. Spouse
- 4. Significant Other living in the immediate household of the employee
- 5. Brother, sister, stepbrother, stepsister, foster brother, foster sister
- 6. Father-in-law, mother-in-law, brother-in-law, sister-in-law
- 7. Grandparents, grandparents-in-law, step-grandparent
- 8. Grandchild, step-grandchild, foster grandchild
- 9. Relative living in the immediate household of the employee

C. The employee requesting bereavement leave shall notify the immediate supervisor as soon as possible and arrange for the appropriate amount of leave. Documentation, such as an obituary may be required by the supervisor. A bereavement leave request shall be submitted in the College's online leave system when the staff member returns to work or may be completed by the supervisor in the employee's absence.

D. If more than five (5) working days are needed to attend to matters relating to a death in the immediate family, an employee may request annual leave, carry over leave, leave without pay, or sick leave for the additional days.

## **III. JUDICIAL LEAVE**

A. An employee who is subpoenaed as a witness of the court, or who is called to serve on a jury, is permitted to fulfill his/her civic responsibility to serve when called without loss of pay.

B. Judicial leave shall be administered in accordance with the following guidelines:

- 1. Upon receipt of the summons or subpoena, the employee shall notify the immediate supervisor of the nature of the obligation and furnish a copy of the summons or subpoena.
- 2. The College encourages an employee to perform his/her civic responsibility. When performing a judicial obligation is detrimental to the efficient operation of the employee's department, the supervisor may request to have the appearance postponed. The supervisor shall contact the Office of Human Resources and request that an appropriate explanation and documentation be presented to court officials.
- 3. Upon return to work the employee shall submit an official statement from the court indicating the duration of the court service days/hours.
- 4. An employee serving on jury duty may retain any compensation received from the court.

**IV. FAMILY AND MEDICAL LEAVE**

A. Family and Medical leave is a benefit entitled to all employees by the Family and Medical Leave Act (FMLA). FMLA allows an employee to take time off from work when the employee or a family member is experiencing a serious health condition. FMLA provides job-protection for the employee while on unpaid leave. Employees with available annual leave, sick leave and carryover leave may use that leave to receive pay until it is exhausted. The remainder of the FMLA leave is unpaid.

B. Eligible employees must have worked for the College for at least 12 months.

C. Family and Medical leave protected by FMLA allows up to 12 weeks of FMLA leave in any 12-month period. FMLA leave may be taken all at once, or may be taken intermittently as the medical condition requires.

D. Family and Medical leave may be taken for the employee, or to care for the employee's spouse, child, or parent.

E. Requests for family leave shall be processed in accordance with the Family and Medical Leave Policy approved by the Board of Trustees on March 9, 2010. This policy is included in the Board of Trustees Policy Manual located on the college's Intranet site. Employees should contact the Human Resources Office for the procedures pertaining to this policy.

**V. LEAVE OF ABSENCE**

A. Extended leave of absence without pay may be granted to an employee, with at least three years of service to the college, who has exhausted his/her entitlement to family leave, sick leave and annual leave or who has a compelling personal reason which is not covered under the terms of the Family Medical Leave Act. All appropriate accrued leave shall be used before the onset of leave without pay. An employee on an approved leave of absence without pay is considered to be inactive for the purpose of salary increases, retirement and benefit contributions. An employee on leave of absence and his/her dependents are not eligible for tuition waiver or tuition reimbursement.

B. A leave of absence may be granted for up to six (6) months in any twelve (12) month period by the Chief of Police/Director of Public Safety and the Vice President for Learning Resources Management. Requests for an additional six (6) months may be granted upon written request to the Chief of Police/Director of Public Safety and the Vice President for Learning Resources Management and the Office of Human Resources.

**VI. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VII. CANCELLATION:** This written directive cancels Index Code 701.D, Revision Date:12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# OVERTIME PAY / COMPENSATORY LEAVE & NIGHT DIFFERENTIAL PAY



**INDEX CODE:** 703.4  
**REVISION DATE:** 07-10-23

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Contents:

- I. Policy
- II. Overtime Pay
- III. Compensatory Leave
- IV. Overtime Procedures
- V. Court Overtime
- VI. Night Differential Pay
- VII. College Closed Pay
- VIII. Proponent Unit
- IX. Cancellation

## I. POLICY

It is the department's policy to compensate employees who work more than their normally scheduled work days with overtime pay or provide compensatory leave. Additionally, employees that work the evening shift and midnight shift will be compensated with differential pay for their hours worked.

## II. OVERTIME PAY

### A. Authorization for Overtime

Overtime will not be paid unless it is approved in advance by a Shift Commander, the Patrol Operations Commander or the Chief of Police/Director of Public Safety. Overtime will only be authorized when failure to do so would imperil the mission of the Department. The following are examples of justifiable authorization to work overtime:

1. In cases of emergency where it is not possible to adjust normal work schedules.
2. In situations where denial would result in a phase of an essential operation being seriously impaired.
3. In situations where necessary services could not otherwise be immediately provided.
4. For court cases or college hearings that cannot be scheduled while officers are working.
5. To compensate employees attending approved training during non-work hours.

### B. Overtime Restriction & Control

1. Overtime will be controlled through careful advanced planning of the activities of every member of the Department. Assignments should be scheduled to conclude within a normal work day and supervisors should provide relief if such assignments will exceed a normal work-shift.
2. In emergency situations, careful planning can assure the timely relief of personnel. Once a situation has been brought under control, the need for additional manpower may be minimized without sacrificing security.
3. Supervisors will make every effort to accommodate scheduling personnel. Court appearance or College hearings may result in legitimate overtime when it cannot be anticipated or for some reason cannot be handled through scheduling.
4. Employees will not schedule annual leave on scheduled court dates for the purpose of receiving overtime. Overtime of this nature will only be granted for blocks of extended annual leave. Any exception must be authorized by the Patrol Operations Commander
5. Nothing in this policy should be interpreted as intent to curtail necessary service.

### C. Rates & Types

1. Officers will be paid time and one half for work in excess of eight (8) hours in any one (1) day, *and for work in addition to the employee's scheduled work days* Overtime credit shall be granted for time worked in fifteen (15) minute increments adjusted to the closest fifteen (15) minute period of the hour.
2. Overtime is compensated with monetary pay or by compensatory leave. Compensatory leave is earned at the same *one* and one-half rate as overtime pay, adjusted to the closest fifteen (15) minute period of the hour. For example, eight (8) hours of non-scheduled work earns twelve (12) hours of compensatory time off.

3. *Public Safety and Special Police officers that are scheduled off, but are approved to work overtime on a holiday, will receive Overtime Pay (paid at one and one-half times their regular rate). Holiday Pay only applies to those employees who are scheduled to and actually work on the holiday. (See index Code 703.1, section I-B.)*

### **III. COMPENSATORY LEAVE**

#### **A. Non-Exempt Employees – Support Staff**

1. Non-Exempt employees may request compensatory leave credit in lieu of paid overtime. Compensatory leave is time off that is taken as scheduling permits and is not chargeable against a member's annual leave.
2. Compensatory time must be used within the fiscal year it is earned. Earned compensatory time must be used/exhausted prior to the use of Annual Leave.
3. Compensatory time may not accumulate more than forty (40) hours at any time. Once compensatory time reaches the forty (40) hour maximum, it must be used before accumulating any additional time. Any compensatory time earned in excess of the forty (40) hour maximum will be converted into overtime pay.
4. Compensatory time off requested by an employee which has been approved and scheduled, shall not be canceled, except when the College is under emergency status as declared by the Board of Trustees and/or the President of the College or under exceptional circumstances as determined by the Chief of Police/Director of Public Safety
5. Employees may request compensatory leave using the College's online leave system. Records of earned and used compensatory leave are maintained by the department Time Keeper.

#### **B. Overtime Exempt Employees – Professional Staff**

1. The following classes of Public Safety & Police employees are designated as "overtime exempt", and are subject to the compensatory time rules explained in this section:
  - a. Chief of Police/Director of Public Safety
  - b. Patrol Operations Commander
  - c. Police (Lieutenant) Shift Commander
  - d. Emergency Manager
  - e. Administrative Services Manager
2. The Chief of Police/Director of Public Safety and the Patrol Operations Commander have the discretion to grant compensatory time off with pay to overtime exempt employees as the needs of the department permit. Leave of this nature is not intended to be earned or granted on an hour-for-hour basis, but rather is intended to be awarded to eligible employees in recognition of extra effort or initiative put forth by the employees.

### **IV. OVERTIME PROCEDURES**

#### **A. Employees**

1. Employees of the department who have worked overtime and are seeking compensation will complete the Overtime and Compensatory Pay form (DPSP SC03). Depending on how the member wants to be compensated, he/she will fill out the form, selecting overtime or compensatory leave. The employee will select the appropriate checkbox(es) specifying the reason for the overtime, and include comments to further explain the overtime
2. The form will be submitted to the supervisor of the shift worked on the overtime basis, the coordinator of a special overtime detail, or to the Patrol Operations Commander.

#### **B. Shift Commander (Supervisors)**

1. Working overtime is not at the employee's option and will be authorized by a first-line supervisor prior to the period the overtime is worked. Supervisors will be expected to justify and will be held accountable for proper authorization of overtime.
2. The authorizing supervisor will review the submitted overtime/compensatory form for accuracy, sign and date the form, and submit it to the department time keeper (Public Safety & Police Assistant).

#### **C. Department Time Keeper**

1. When the time keeper receives the completed overtime form, he/she will complete the College Exception Report & Overtime Authorization Form. These forms are given to the Chief of Police/Director of Public Safety for review and signature.

2. The forms are then sent to the College's Business and Financial Resources Office to be processed. The original overtime form will be retained by the timekeeper after processing so that it can be properly archived.

3. The Chief of Police/Director of Public Safety will conduct an ongoing review of overtime expenditures and will monitor the granting of overtime.

**V. COURT OVERTIME**

Public Safety & Police personnel that attend court for department related business during off-duty hours shall receive a minimum of three (3) hours overtime pay. The department Overtime and Compensatory Pay form (DPSP SC03) shall be submitted to the supervisor following the procedures specified in this directive.

**VI. NIGHT DIFFERENTIAL PAY**

Night differential is an hourly premium that is paid to eligible employees for actual hours worked during the evening and midnight shifts. Night differential is paid in addition to any other premium earned by the employee.

**VII. COLLEGE CLOSED PAY**

A. From time to time, it may be necessary to curtail campus activities due to weather or emergency conditions. College Closed is a designation which denotes that classes are canceled and that all college offices are closed due to inclement weather, road conditions, power failure, or other emergency situation. Public Safety & Police personnel, with the exception of the Public Safety Assistant, are designated as essential personnel and are to report for duty in response to the emergency.

B. Public Safety & Police personnel who are non-exempt employees that report to work shall receive regular pay plus emergency (code 1) college closed pay for the hours worked until eight (8) hours is reached. Hours beyond eight (8) hours will be compensated at one and one-half times their regular rate of pay (code 2) for each hour over eight (8).

C. Public Safety & Police personnel who are overtime-exempt employees that report to work shall receive compensatory time off equal to the time worked for the duration of the college closed status.

**VIII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IX. CANCELLATION:** This written directive cancels Index Code 701.E, Revision Date:04-15-22.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# EMPLOYEE EVALUATIONS

**INDEX CODE: 705**  
**REVISION DATE: 04-15-22**

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## Contents:

- I. Policy
- II. Description of Evaluation System
- III. Evaluation Procedures
- IV. Supervisor Responsibilities
- V. Employee Evaluation Comment Form
- VI. Evaluator Training
- VII. Proponent Unit
- VIII. Cancellation

### **I. POLICY**

It is the department's policy that Public Safety & Police employees will be evaluated following the College's evaluation system. Employees will be evaluated by their immediate supervisor. The evaluation forms and procedures are determined and managed by the College's Office of Human Resources.

### **II. DESCRIPTION OF EVALUTION SYSTEM**

A. Anne Arundel Community College utilizes a Performance Coaching evaluation model instead of a traditional performance evaluation program. The process is called the "**EXCELL Performance Coaching Conversation**" model. This model employs a five (5) step coaching conversation process that is conducted twice a year. Each coaching conversation will include an evaluation of the employee's job performance, attitude, and conduct to enhance employee performance, skill development, and career growth.

B. The five (5) steps of the EXCELL performance coaching model are:

- 1. **EX**press Appreciation
- 2. **C**onstructive Coaching
- 3. **E**nvironment and AACC Values
- 4. **L**earning and Growth
- 5. **L**istening and Employee Feedback

C. The evaluation model uses a coaching conversation form titled the "EXCELL Performance Coaching Conversation Worksheet" that is divided into the above five (5) steps, provided by the Office of Human Resources.

D. There is an optional sixth step for those employees that have supervisory responsibilities.

E. For those employees that would benefit from supplemental guidance and direction from their supervisor, the model includes optional goals that can be agreed upon by the supervisor and employee that may assist the employee in developing or enhancing their skills and abilities.

F. Newly hired employees are required to have a three (3) month introductory review and a six (6) month probationary performance review. The three (3) and six (6) month reviews will be conducted using the EXCELL Performance Coaching model and following the same steps by completing the EXCELL worksheet. The six (6) month probationary review coincides with the conclusion of the six (6) month probationary period and will include a recommendation for the probationary employee to continue employment on a permanent basis, extending the probationary period, or termination.

### **III. EVALUTION PROCEDURES**

A. The College's Office of Human Resources designates the evaluation periods of employee evaluations, currently required twice a year. Deadlines for submission to the Office of Human Resources must be adhered to.

B. The supervisor will choose several coaching conversation questions and provide them to the employees approximately one week before the scheduled evaluation meeting, to allow employees time to consider their responses.

C. Prior to the scheduled evaluation meeting, the supervisor will prepare a draft evaluation worksheet addressing the following steps:

1. **Step 1: Express Appreciation** – In this section, the supervisor will list several of the employee’s strengths and successful examples of their job performance during the evaluation period. The intent of this section is to highlight positive aspects of the employee and express appreciation for their contributions.

2. **Step 2: Constructive Coaching** – In this section, the supervisor will list any areas that the employee may need improvement or to suggest additional skills that may benefit the employee. The intent of this section is to help the employee acknowledge any deficiencies, assist the employee in overcoming them and encourage the employee to become more successful.

3. **Step 3: Environment and Values** – In this section, the supervisor provides several questions to the employee related to the College’s Values, which are:

- a. Community & Relationships
- b. Opportunity
- c. Positivity
- d. Innovation & Creativity
- e. Equity & Inclusion

The intent of this section is for the employee to understand how they demonstrate and reflect the College Values and how the employee connects to the College and the college community.

4. **Step 4: Learning & Growth** – In this section, the supervisor provides several questions to the employee related to the employee’s interests and their desire to learn new skills or take on additional responsibilities. The intent of this section is to encourage the employee’s motivation and support them in achieving new skills or gaining new responsibilities.

5. **Step 5: Listening & Employee Feedback** – In this section, the supervisor allows the employee to provide any feedback relating to the evaluation meeting and any other feedback or questions the employee may have in general. The intent of this section is to provide the employee an opportunity to express their thoughts and opinions over a variety of topics of their choice.

6. **Step 6: Leadership/Manager Effectiveness (optional)** – In this section, the supervisor evaluates the employee’s supervisory effectiveness by providing positive examples of good leadership skills as well as indicate any areas that the employee can improve themselves. The intent of this section to is assist employees with supervisory responsibilities to be more successful in their leadership role.

7. **Goals (optional)** – In this section, the supervisor and the employee can agree to establish goals that the employee can work towards to overcome areas that need improvement, to learn additional skills, or to increase their supervisory effectiveness. Goals use the SMART model: Specific, Measurable, Attainable, Realistic, and Time-based.

#### **IV. SUPERVISOR RESPONSIBILITIES**

- A. The employee’s supervisor is responsible for conducting employee evaluations with their subordinates twice a year.
- B. The supervisor will schedule the evaluation meeting with the employee, ensuring that the process will be completed by the deadline provided by the Office of Human Resources.
- C. The supervisor will select several coaching conversation questions for steps three (3) and (4) and provide them to the employees approximately one week before the scheduled evaluation meeting.
- D. The supervisor will prepare the draft worksheet to be used as a guide during the evaluation meeting.
- E. The supervisor will conduct the meeting in a conversation style atmosphere, permitting open dialogue. This allows the employee to answer the prepared questions and provide feedback, leading to two-way communication.
- F. The supervisor will record the employee’s responses and feedback and add them to the worksheet.
- G. The supervisor will provide a copy of the completed worksheet to the employee and allow the employee to review it. If the employee agrees that the worksheet is an accurate representation of the conversation held during the evaluation meeting, then the supervisor will submit the completed worksheet to the Office of Human Resources.



**V. EMPLOYEE EVALUATION COMMENT FORM**

Employees are provided a separate form from the Office of Human Resources if they desire to provide feedback directly to Human Resources regarding the employee evaluation. The form is available on the Office of Human Resources webpage via the College Intranet. This form must be submitted to Human Resources within ten (10) working days of the evaluation meeting.

**VI. EVALUATOR TRAINING**

All supervisors that will be conducting employee evaluations will attend training provided by the Office of Human Resources. Supervisors may attend refresher trainings, as needed.

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 703, Revision Date:01-04-21.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# HEALTH & FITNESS

**INDEX CODE: 706**  
**REVISION DATE: 10-20-22**

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Contents:

- I. Policy
- II. Health Guidelines
- III. Four Components of Physical Fitness
- IV. Physical Fitness Guidelines
- V. Physical Examinations
- VI. Mental Wellness
- VII. Incentives
- VIII. *College Police Officer Annual Physical Agility Assessment*
- IX. Proponent Unit
- X. Cancellation

## **I. POLICY**

It is the department's policy that all employees maintain a satisfactory level of general health and physical and mental fitness to enable them to perform the required duties of their jobs. Maintaining proper health practices may prevent excessive use of sick/disability leave and maximize job performance.

## **II. HEALTH GUIDELINES**

In order to maintain a level of general health and physical fitness, employees should be guided by the following factors:

- A. Employees should receive proper nutrition by eating a balanced diet to include proteins, carbohydrates, fats, vitamins, minerals, and water.
- B. Employees should receive adequate rest and relaxation.
- C. Employees should undergo periodic medical and dental examinations to assess their physical condition.
- D. Employees are encouraged to keep physically fit and engage in exercise programs necessary to maintain such fitness.
- E. Employees should avoid health-threatening factors such as tobacco, alcohol and substance abuse.
- F. Physical fitness is improved by physical activity and exercise and is one of the most important keys to good health.

## **III. FOUR COMPONENTS OF PHYSICAL FITNESS**

- A. Cardiovascular endurance is the ability of the circulatory and respiratory systems to supply fuel, most importantly oxygen, during sustained physical activity. Employees with good cardiovascular endurance have less risk of coronary heart disease, high blood pressure, low back pain, and obesity.
- B. Muscular endurance and strength are the ability of certain groups of muscles to exert force for many repetitions or successive exertions. Persons who possess good muscular endurance and strength have greater working capacity, less chance of injury, and less risk of contracting back pain.
- C. Flexibility is the range of motion available in a joint. Persons who possess good flexibility are less likely to injure muscles and joints, and have less risk of contracting back, leg and neck pain.
- D. Body fat composition is one of the most important aspects of a member's fitness profile. Decreased physical activity is directly related to excess body fat. Excess body fat on overall health can be very debilitating. Proper diet and exercise will reduce excess body fat.

## **IV. PHYSICAL FITNESS GUIDELINES**

- A. The following guidelines are offered to assist employees in attaining optimal benefits and enjoyment from a physical fitness program:
  - 1. Employees should have their physicians' approval before undertaking a conditioning or reducing program.
  - 2. Employees should consider their age when choosing a physical fitness program. Older employees may not be capable of performing physical activity as they did in their younger years.
- B. There is probably no one best physical fitness program for all employees. Employees should choose a physical fitness program that satisfies their particular needs and interests. In order to attain benefits from a physical fitness program, it is essential that a regular, progressive program be developed to meet the specific needs of the individual.

C. A physical fitness program should be performed on a regular basis. Three times a week for at least thirty minutes is suggested. Employees should set goals which they have a reasonable chance to attain, and they should measure their progress.

D. A physical fitness program should be started gradually to avoid soreness or injury. Physical fitness programs should be chosen carefully. Some exercises do more harm than good.

E. A physical fitness program should consist of exercises that reduce body fat, improve the cardiovascular system, improve strength/strength endurance and it should increase flexibility and maintain the fitness required for police work.

F. Employees may request to use the College's fitness equipment at the Gym building or walk/jog on the Stadium track during their meal period. If approved by the Shift Commander, employees must have their required duty belt, ballistic vest, and radio nearby in case an emergency occurs in which they will be required to respond.

## **V. PHYSICAL EXAMINATIONS**

Employees are strongly encouraged to undergo a periodic physical examination to ensure their health and fitness. The frequency of the examination should increase as the employee ages. Current health insurance benefits cover some or all of the costs of a physical examination, depending on the employee's choice of health insurance provider. Physical examinations are required in the following cases:

### **A. Pre-Employment Physical**

Applicants for the position of Public Safety officer and College Police officer are required to undergo a pre-employment physical examination after they have successfully completed the initial parts of the application and interview process.

### **B. Fitness for Duty Physical Examination**

An employee may be required to undergo a physical examination to determine his or her continued fitness for duty in the position currently occupied, upon a written request by any supervisor in the employee's chain of command. Such a request must be supported by documented evidence that the employee's job performance is substandard as a direct result of an obvious or suspected physical impairment or condition. This request will be directed to the Chief of Police/Director of Public Safety who will approve or deny the request based on the evidence presented. The examination will be conducted by a licensed physician employed or contracted by the College. The Office of Human Resources will coordinate the scheduling of the examination.

### **C. Cost of Required Physicals**

The Department of Public Safety & Police will pay all costs of physical examinations required of current employees and public safety and police officer applicants. Current employees will be granted leave when required to undergo a physical, or will be paid accordingly if the physical cannot be scheduled during the employee's normal work hours.

## **VI. MENTAL WELLNESS**

The department understands the importance of mental wellness as a factor of good general health and encourages all employees to learn about and participate in positive mental health techniques. The College's Center for Faculty & Staff Development offers several ongoing free courses for employees on work/life balance, yoga, stress management, and Mental Health First Aid. The College's Employee Assistance Program provider also offers free wellness information on a variety of topics, including anxiety, depression, stress, and suicide. Additionally, several organizations, such as Valor for Blue, Concerns of Police Survivors (COPS), and the FBI Virtual National Academy offer free online courses and webinars for law enforcement officers on mindfulness, officer wellness, stress management, and other mental wellness related courses. Many of these courses are one hour in length and employees may view them during their meal periods or on their own time. Employees may also request to participate in these courses during work hours with the approval of the Shift Commander.

## **VII. INCENTIVES**

The department does not offer monetary incentives to employees to maintain proper physical fitness. However, the College offers an incentive to all employees, including members of the Department of Public Safety & Police, through a partnership with local YMCA fitness centers. College employees are provided a discount for a gym membership to the YMCA fitness centers for themselves and their immediate family. The department encourages all employees to maintain good general health practices for their own health and well-being and to be more productive at work.

## **VIII. COLLEGE POLICE OFFICER ANNUAL PHYSICAL AGILITY ASSESSMENT**

A. *Effective July 1, 2022, all sworn College Police officers are required by Public Safety Article 3-209 to complete an annual physical agility assessment. The components of the physical agility assessment are job related functions and are determined by the Maryland Police and Corrections Training Commission (MPCTC).*

B. *The Department of Public Safety & Police physical agility assessment shall be conducted by the Patrol Operations Commander, or designee. The results of each assessment will be documented and maintained by the department.*

C. *The Chief of Police/Director of Public Safety or Patrol Operations Commander must attest in writing that each sworn College Police officers has participated in the physical agility assessment and has the physical ability to carry out the College Police officer's assigned duties.*

D. *College Police officers who fail to submit to the physical agility assessment will be ineligible for re-certification as a certified Police officer. As a condition of certification, College Police officers are required to submit to the annual physical agility assessment to establish continuing fitness to carry out the officer's assigned duties as a police officer.*

**IX. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**X. CANCELLATION:** This written directive cancels Index Code 706, Revision Date:04-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**

# LINE OF DUTY DEATHS & NEXT OF KIN NOTIFICATIONS



**INDEX CODE:** 707  
**REVISION DATE:** 12-20-22

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## Contents:

- I. Policy
- II. Definitions
- III. Notification of Surviving Family
- IV. Office of Strategic Communications
- V. Continued Departmental Follow-up Responsibilities
- VI. Proponent Unit
- VII. Cancellation

## I. POLICY

A. It is the policy of the Anne Arundel Community College Department of Public Safety & Police to provide liaison assistance to the immediate family of any Anne Arundel Community College Public Safety Officer *or Police officer* who dies in the line of duty. This assistance will be provided whether the death is the result of felonious or accidental circumstances while that officer is an active member of this department.

B. *The Chief of Police/Director of Public Safety may authorize the wearing of a mourning band, a black cloth ribbon worn around the midpoint of the badge, by department members to honor the deceased officer.*

C. Consistent with that liaison assistance, the Anne Arundel Community College Department of Human Resources will strive to provide a clear, concise, and comprehensive overview of survivor benefits. *A benefits coordinator will assist the surviving family.*

D. *Additionally, it is the policy of the Anne Arundel Community College Department of Public Safety & Police to provide similar liaison assistance to any AACC Public Safety Officer or Police Officer who suffers a severe and debilitating injury in the line of duty. This assistance will be provided whether the injury is the result of felonious or accidental circumstances. Liaison assistance will be tailored to meet those specific needs.*

E. *Furthermore, it is the policy of the Anne Arundel Community College Department of Public Safety & Police to ensure next of kin notifications for persons that are not department personnel that pass away or become seriously injured or ill while on College property. Whenever possible, such notifications should be made in person, either by a College Police Officer and Police supervisor or by the County Police Department.*

F. *The Anne Arundel County Mobile Crisis/Crisis Intervention Team (CIT) could be of assistance during a tragic death situation. This unit can assist with making next-of-kin notifications and assist the surviving family with counseling and other support systems.*

## II. DEFINITIONS

For the purpose of this policy, the following words/phrases pertaining to line of duty deaths are defined as follows:

A. **BENEFITS COORDINATOR** – A ranking official appointed by the Chief of Police/Director of Public Safety tasked with assisting the deceased's family in obtaining all benefits to which they are entitled.

B. **COLOR GUARD** – A contingent of department members assigned to carry the United States and Maryland State flags, flanked by two riflemen.

C. **LIAISON OFFICER** – An officer appointed to serve as the department's representative and official contact person for all matters relating to the family of the deceased member. The liaison officer is an AACC Public Safety or Police Officer, and does not necessarily need to be of a supervisory rank

D. **MOURNING BAND** – A black band of cloth worn on the badge to designate mourning by department members. The mourning band is worn across the center of the AACC Public Safety/Police badge.

E. **MOURNING PERIOD** – That period of time that is designated by the Director/Chief of Public Safety where the mourning band is worn by all members. The traditional mourning period for a line of duty death is generally 30 days.

F. **SURVIVING FAMILY** – Immediate family members of the deceased department member, to include spouse, children, parents, siblings, fiancée and significant others.

### III. NOTIFICATION OF THE SURVIVING FAMILY

The following guidelines must be strictly adhered to when making notification to the surviving family:

A. The name of the deceased *individual* **MUST NEVER** be provided to the media before immediate survivors living in the area are notified.

B. If there is knowledge of an existing medical problem with an immediate survivor, medical personnel should be dispatched to the residence to coincide with the death notification.

C. Notification **MUST ALWAYS** be made in person and never alone. The notification will be conveyed in a considerate manner. *The Anne Arundel County CIT unit can assist with next-of-kin notifications.*

D. The best person to make the actual death notification might not always be a command level officer. Another *police* officer or supervisor may be *a more* appropriate choice, if available. This person should not replace the command level officer, but instead serve as a valuable assistant.

E. The reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc. A medical unit should be placed on standby in the neighborhood vicinity of the notification, in case medical response is required.

F. **NEVER** make a death notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the officer's name during the notification.

G. If the *individual* has already died, relay that information. **NEVER** give the family a false sense of hope. Use words like "died" and "dead" rather than "gone-away" or "passed away."

H. If the person responsible for the death notification has been seriously affected by the death, he/she should understand that showing emotions is perfectly acceptable.

I. If specifics of the incident are known, the *police* officer should relay as much information as possible to the family. Do not intentionally withhold information from the family, unless it could jeopardize an ongoing investigation.

J. If the family wants to go to the hospital, they should be transported via a *department* vehicle. It is highly recommended that the family NOT drive themselves to the hospital. If young children are at home, the notifying police officer should be prepared to assist in handling immediate baby-sitting needs.

K. Once the family is enroute to the hospital, the transporting *police* officer will notify the Communications Section that the family is enroute, as well as an approximate time of arrival.

L. The deceased *individual's* parents will be afforded the courtesy of personal notification if they live within a reasonable distance. The deceased's parents are immediate family members and are very important during this time of crisis.

M. *If the next-of-kin is located outside Anne Arundel County, the officer will request that the local law enforcement agency make the notification, and will provide sufficient details to enable this, including a telephone number where the investigating officer can be reached.*

N. *Requests from other agencies to make such notifications at Anne Arundel Community College will be directed to the on-duty Shift Commander. The Shift Commander will obtain the name and telephone number of the person making the request, and the necessary and appropriate information to make a considerate notification to the next-of-kin located at the College. Before making the notification, the Shift Commander will notify the Chief of Police/Director of Public Safety, or designee, regarding the notification request.*

### IV. OFFICE OF STRATEGIC COMMUNICATIONS

It is the responsibility of the College's Office of Strategic Communications to handle all exchanges with the media throughout the entire ordeal. *The Director of Strategic Communications* should coordinate any release of information with the Chief/Director, to ensure no information is released which could jeopardize the criminal prosecution of the case.

**V. CONTINUED DEPARTMENTAL FOLLOW-UP RESPONSIBILITIES**

The department should be sensitive to the needs of survivors other than the spouse. Adult-aged or younger children, parents, siblings, etc., are all experiencing grief. Realize that grief is a process and that everyone handles grief differently. It might be beneficial to have the psychologist see the entire family for one "supportive service" session shortly after the funeral. Do not set time limitations on when the family should "recover" from the death. The grieving process has no timetable, and many survivors may experience a complicated grief process.

*The Chief of Police/Director of Public Safety may offer to the surviving family the department's Color Guard unit to attend the funeral, if they so desire.*

**VI. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VII. CANCELLATION:** This written directive cancels Index Code 707, Revision Date 04-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**



# SECONDARY EMPLOYMENT

**INDEX CODE: 708**  
**REVISION DATE: 09-10-22**

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## Contents:

- I. Purpose
- II. Policy
- III. Procedures
- IV. Review Criteria
- V. Use of Department Property for Secondary Employment
- VI. Required Documentation
- VII. Proponent Unit
- VIII. Cancellation

### **I. PURPOSE**

The purpose of this directive is to provide guidelines for requesting, engaging in and reporting secondary employment.

### **II. POLICY**

Secondary employment is employment by a company or other entity outside of Anne Arundel Community College Department of Public Safety and Police employment for remuneration in addition to an employee's regular college employment. It is the department's policy that all employees of the Anne Arundel Community College Department of Public Safety & Police request permission to work secondary employment, following the established procedures for approval. The Chief of Police/Director of Public Safety shall review and approve all employee requests for Secondary Employment.

### **III. PROCEDURES**

A. An employee who desires to accept outside employment in addition to his/her regular College position shall complete a Request for Secondary Employment form (DPSP Form CC04A). *Employees that are requesting secondary employment that is an armed position and/or security related will complete the Memorandum of Understanding form (DPSP Form CC04B).*

B. Both forms are to be submitted through the officer's chain of command to the Chief of Police/Director of Public Safety, informing the nature and extent of such outside employment. The significant aspects of the secondary employment will be listed in the "Job to be Performed" section on the form. The Chief of Police/Director of Public Safety will determine whether or not the holding of such employment conflicts with the secondary employment policy.

C. Supervisors and managers in the requesting employee's chain of command will review and either endorse the request or object with appropriate written comments regarding their knowledge of the secondary employment in question and any other relevant information.

D. The Chief of Police/Director of Public Safety or his/her designee is authorized to approve or deny the request. If the request is denied, a written explanation will be provided to the requesting employee.

E. The final disposition of all copies and attachments will be as follows:

- 1. Original - requesting employee's personnel folder maintained by the employee's supervisor
- 2. Copy – Department secondary employment files maintained by the Chief of Police/Director of Public Safety
- 3. Copy – requesting employee

F. All personnel will immediately notify the Chief of Police/Director of Public Safety in writing upon termination of secondary employment.

G. Annually, supervisors will review the secondary employment with the employee to ensure it is accurate and correct. *Supervisors will record the results of the review on Secondary Employment Annual Review form (DPSP Form CC04C).* Any changes to the type or place of employment will be submitted as a new "Request for Secondary Employment" form request. Any secondary employment that is no longer applicable will be handled as described in Section F above.

### **IV. REVIEW CRITERIA**

When considering a request for secondary employment, the Chief of Police/Director of Public Safety or his/her designee will be guided by the following criteria:



A. Requests for secondary employment or the continuation of such employment may be denied on the basis of poor job performance and/or excessive use of disability leave. Decisions will be made on a case-by-case basis after reviewing all pertinent factors.

B. Requests for secondary employment will be denied if the employment:

1. Requires department employees to conduct unlawful acts or behave in a manner that may bring discredit to the agency.
2. May require access to police records, files, or other confidential documents.
3. Involves quasi-police functions such as serving civil documents, collecting bad checks or bad debts, or conducting private investigations.
4. May present a conflict of interest with the employee's duties.

C. No member shall work more than 16 consecutive hours. This applies to secondary employment as well as their scheduled tour of duty, or a combination of both. Members must have 8 hours rest prior to working their next tour of duty after having worked the maximum of 16 consecutive hours.

D. Department employees engaged in secondary employment will adhere to all Anne Arundel Community College Department of Public Safety & Police Rules and Regulations.

E. Department employees engaged in secondary employment may be expected to leave the job site of their secondary employer to respond to the College for emergencies and severe incidents.

F. Department employees with supervisor responsibilities, who are approved to work secondary employment, are not relieved of their departmental supervisory role and function with regard to any law enforcement duties that occur as a result of the secondary employment detail. Supervisors are expected to conduct their supervisor duties, such as being on call for their officers and maintaining their shift staffing levels, while engaged in secondary employment.

G. Approved secondary employment may be cancelled/suspended at any time by the Chief of Police/Director of Public Safety whenever an employee fails to comply with the requirements of this directive, when continued secondary employment would constitute a conflict of interest, would tend to bring discredit to the department, or when it negatively affects job performance. Written justification will be provided to the employee in such cases.

**V. USE OF DEPARTMENT PROPERTY FOR SECONDARY EMPLOYMENT**

*Under no circumstances will* personnel be permitted to use department property while engaged in secondary employment. This includes department uniforms, insignia, vehicles, equipment, and weapons, *including department-issued firearms.*

**VI. REQUIRED DOCUMENTATION**

*Department personnel will immediately notify their supervisor and submit a department incident report whenever any of the following conditions occurs as a result of secondary employment:*

- A. Incidents in which personnel use law enforcement powers.
- B. Incidents involving the use of force (also require submission of a Use of Force report).
- C. Incidents resulting in the injury of the employee or others.
- D. Incidents that will result in a court appearance by the employee.

**VII. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**VIII. CANCELLATION:** This written directive cancels Index Code 708, Revision Date 04-15-22.

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

# TRAINING & PROGRAM DEVELOPMENT



**INDEX CODE:** 801  
**REVISION DATE:** 06-01-24

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## Contents:

- I. Training Function
- II. Training Coordinator
- III. Training Program Development
- IV. Sworn Police Officer Training
- V. Training Records
- VI. Training Facility
- VII. Job-Related Training
- VIII. External Training
- IX. Proponent Unit
- X. Cancellation

### **I. TRAINING FUNCTION**

This directive establishes the department's training function. The requirements of this directive apply to the training of Public Safety, Special Police, and College Police officers. It is the goal of the Department to maintain the highest level of professionalism and service to the students, faculty and staff of Anne Arundel Community College, which in part, is achieved through comprehensive and valuable training of its members. Department training may be provided internally by the agency, internally by other College departments, or externally by law enforcement agencies, federal agencies, other colleges, or by other professional and certified businesses and vendors.

### **II. TRAINING COORDINATOR**

- A. The department training function is managed by the Department Training Coordinator, which is a role of the Administrative Services Manager.
- B. The Department Training Coordinator is responsible for the following:
  - 1. Developing, implementing, and evaluating department training programs.
  - 2. Scheduling and coordinating the delivery of training programs.
  - 3. Notifying personnel of required training.
  - 4. Researching and notifying personnel of internal and external training that is available.
  - 5. Coordinating the department's In-Service training program.
  - 6. Coordinating the department's *Public Safety Officer* Field Training Program.
  - 7. Coordinating remedial training options with Shift Commanders and Patrol Operations Commander.
  - 8. Coordinating Maryland Special Police training requirement with the MD Police & Corrections Training Commission.
  - 9. Maintaining department training records and employee digital and physical training records.

### **III. TRAINING PROGRAM DEVELOPMENT**

The Department's *directive* is that training programs will ensure that the needs of the Department are addressed and that there is accountability for all training provided. In particular, training must be consistent with the Department's goals and objectives. Training functions are the responsibility of the Department Training Coordinator, who is accountable for developing and administering training programs. Program development may include input from several sources, including Department personnel in general, a training committee, Shift Commanders, the Patrol Operations Commander, and the Chief of Police/Director of Public Safety, as well as in response to newly passed laws, college regulations, or revised best practices in criminal justice. All lesson plans for courses instructed by the department must be approved by the Department Training Coordinator and the Patrol Operations Commander.

#### **A. Performance Objectives**

- 1. The Department Training Coordinator or training instructors will establish performance objectives for each training program during the development process. Performance objectives are contained in the training program's lesson plan and will provide clear statements of what is to be learned, relate to the position or tasks for which the training is needed, and provide a basis for evaluating the participants level of comprehension.
- 2. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors.

3. Department commissioned Special Police Officers (SPOs) have specific training objectives mandated by the Maryland Police & Corrections Training Commission (MPCTC). Special Police Officer training objectives may be incorporated into department training development to meet the needs of SPOs to maintain their commission status. SPO lesson plans must also be submitted and approved by the MPCTC, the agency that manages SPO training content in Maryland. (See Index Code 806 section IV for Special Police Officer Training requirements.)

**B. Lesson Plans**

Lesson plans are required for all training courses conducted by the Department. Lesson plans will use the format provided by the Maryland Police & Corrections Training Commission and will be submitted to the Department Training Coordinator for review and approval prior to their use. Lesson plans shall include:

1. A statement of expected performance objectives.
2. Training content and instructional techniques.
3. Specification of assessments or tests to be used to determine competency (if any).
4. Equipment and supplies needed for delivery.
5. Any student handouts utilized in the course.
6. Reference material used to research the topic.
7. Comments as to what should be taken into consideration by the instructor teaching the class.

**C. Assessments & Testing**

Department training programs shall have a component to assess or test the student's level of comprehension and retention of the training materials provided, if appropriate based on the topic presented. This component may be achieved through competency-based testing, instructor evaluation of participant knowledge, or performance-based practical assessments of skills and abilities learned during the training, or a combination of these techniques.

**IV. SWORN POLICE TRAINING**

Sworn College Police officers receive in-service training and supplementary training courses provided by the Anne Arundel County Police Training Academy in accordance with the Memorandum of Understanding between the Department of Public Safety & Police and the Anne Arundel County Police. Training provided by the County Police Academy meets Commission of Maryland Regulations (COMAR) and Maryland Police & Corrections Training Commission (MPCTC) requirements.

**V. TRAINING RECORDS**

Training records are kept in a secure location, only accessible by the Department Training Coordinator, Shift Commanders, and Command Staff. Department employees may view their training records, when requested, but the records must not leave the Public Safety & Police office.

**A. Department Training Records**

The Department Training Coordinator will maintain records for training provided by the department, including proficiency, career specialty, entry-level/field training, in-service and formal shift training. Department training records shall include:

1. Title of the course
2. Date of attendance or completion
3. Course content (Lesson plans)
4. Names of agency attendees
5. Identification of instructors or outside organization presenting the course
6. Handouts or presentation slides provided (if any)
7. Completed tests, tests scores or grade point (if any)
8. Achievement of any certifications, special skills or honors

Remedial training records are maintained by the employee's Shift Commander and in the employee's training file.

**B. Personnel Training Records**

The Department Training Coordinator will maintain up-to-date training records for Public Safety, Special Police, and College Police officers, Communications officers, and Shift Commanders. Personnel training records shall include verifications of attendance and completions, such as certificates, completion letters, grade sheets, attendance sheets, or other applicable documentation providing by the instructor or instructor's agency.

**C. Release of Training Records**

1. Requests for training records to be released outside of the department for background investigations or other appropriate circumstances must be approved by the Chief of Police/Director of Public Safety. Requestors of department training

records must complete the DPSP Information Release form (DPSP Form CC07). The form must be approved by the Chief of Police/Director of Public Safety prior to training records being released.

2. Request for training records to be released outside the department for Public Information Act requests must be submitted to the College's Chief Compliance and Fair Practices Officer. See Index Code 2101, Section XII, for more information regarding Public Information Act requests.

**D. Sworn Police Training Records**

Training records for sworn College Police Officers that attend in-service training and supplementary training courses provided by the Anne Arundel County Police Training Academy are maintained by that Training Academy. The Training Academy submits these training records to MPCTC annually to ensure compliance with COMAR and MPCTC regulations. The DPSP Patrol Operations Commander and Training Coordinator have access to view department sworn police officer's training records in the MPCTC training records database.

**VI. TRAINING FACILITY**

The Anne Arundel Community College Department of Public Safety & Police does not operate a Training Academy. The Department's primary training facility is located in the Public Safety office complex. The classroom space is appropriate for the curriculum that is taught and the number of students in class. The classroom facility has space that is capable of being used for limited physical training. Auxiliary training space can be reserved in other areas of the College for training topics that require space that exceeds the Public Safety office complex.

**VII. JOB-RELATED TRAINING**

Each position at the college is assigned a Job Analysis Questionnaire (JAQ) that contains relevant information specific for that position. JAQs may be used in training program development in order to ensure that training programs are job-related.

**VIII. EXTERNAL TRAINING**

A. The department encourages training provided to agency personnel by external agencies and organizations to include criminal justice topics, terrorism awareness, crime prevention, officer safety, business and leadership, customer service and interacting with members of the community, or other job-related subjects, to increase the employee's knowledge, awareness, and effectiveness.

B. Department employees requesting external training will submit a Training Request form (DPSP SC07) to the Patrol Operations Commander via the chain of the command. The employee's supervisor will approve or deny the request, and forward approved training requests to the Patrol Operations Commander for final approval.

C. The college pays the cost of the training approved by the department. Additionally, the officers receive their regular salary while attending training during their work hours, or may modify their work hours for that workday to attend the training. Officers attending approved training on their day off will be paid overtime or may request compensatory time off.

**IX. PROPONENT UNIT:** Administrative Services.

**X. CANCELLATION:** This written directive cancels Index Code 801, Revision Date: 03-01-24.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# FIELD TRAINING PROGRAM

**INDEX CODE: 802**  
**REVISION DATE: 03-15-24**

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Contents:

- I. Purpose
- II. Goal
- III. Program Objectives
- IV. Program Elements
- V. Field Training Guidebook
- VI. Program Administration
- VII. Chief of Police/Director of Public Safety
- VIII. Proponent Unit
- IX. Cancellation

## **I. PURPOSE**

The department requires all new officers to complete a field training program prior to any routine assignment in an unsupervised capacity in which the officer is in a position to enforce laws or college policies and procedures. The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's Entry Level Field Training Program for non-sworn, unarmed Public Safety officers. The Public Safety Officer Field Training Program is managed by the *Public Safety* Field Training Coordinator, which is a role of the Administrative Services Manager.

## **II. GOAL**

It is the goal of the Department to maintain the highest level of professionalism and service to the students, faculty, and staff of Anne Arundel Community College. To this end, each Training Officer involved in the Field Training Program must strive to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each entry level officer must work diligently to convey the knowledge he/she acquires from the field training into practical application and to be receptive to coaching provided by training officers. By doing so, each will help to ensure that the Department receives professional, highly skilled, and highly trained personnel as permanent members of the Department of Public Safety & Police.

## **III. PROGRAM OBJECTIVES**

- A. To produce highly trained and positively motivated Public Safety officers capable of meeting or exceeding the standards of performance required by the Anne Arundel Community College Department of Public Safety & Police.
- B. To provide equal and essential on-the-job training to all entry level Public Safety officers and to provide additional training in areas where deficiencies are identified.
- C. To build a foundation of knowledge by creating an environment in which the trainee may develop new skills as well as proficiency in all necessary job-related skills.
- D. To increase the overall performance of the Department by utilizing knowledgeable, qualified training officers as role models for entry level officers.

## **IV. PROGRAM ELEMENTS**

- A. Training Officers are those employees that possess prominent knowledge and experience related to officer duties and responsibilities, exceptional knowledge of the Department rules and regulations, as well as knowledge of general College processes and procedures. There should be at least two officers identified as Training Officers on each shift.
- B. The entry level trainee should be paired with a primary Training Officer for the majority of training shifts during the Field Training Program. Entry Level trainees will be exposed to a minimum of two (2) Training Officers during Field Training.
- C. Each entry level officer may be assigned to all three (3) shifts, as well as to the Communications Section, during the Field Training program.
- D. The Field Training Coordinator will monitor the program and assist Training Officers as needed. However, the day-to-day supervision of the entry level trainee remains the responsibility of the trainee's immediate supervisor.
- E. The minimum field training and evaluation program for full-time entry level Public Safety officers will consist of fifteen (15) work days (a minimum of 120 hours), not including *Regular Days Off* (RDOs) or leave. *Additional days may be added when needed. The minimum training time may be increased with approval of the Chief of Police/Director of Public Safety, utilizing the Final Report form, FT05.*

F. The Field Training Program consists of two (2) phases:

**1. Phase 1: Learning Performance Tasks (Day 1 – 8)**

During this phase, the entry level officer is primarily an observer, watching the Training Officer conduct his/her duties as a role model. The entry level officer should pay close attention and absorb as much as possible. During the later period of this phase, the Training Officer can permit the entry level officer to attempt to accomplish basic tasks to become more familiar. At no time will the entry level officer be on their own during this phase.

**2. Phase 2: Observation of Performance Tasks (Day 9 – 15)**

During this phase, the entry level officer becomes the primary operational officer while the Training Officer observes. The Training Officer may continue to offer input, however the entry level officer should be permitted to attempt the majority of the tasks on their own ability. If any issues arise, the Training Officer will intercede to ensure duties and tasks are accomplished properly.

G. If additional instruction is needed, based on a Training Officer's evaluation, the Training Officer will provide additional training techniques to correct any issues or deficiencies. If the deficiencies cannot be corrected, the Training Officer will notify the Shift Commander to attempt to provide training options to address and correct the training need.

H. Field Training may be extended for the purpose of additional exposure and familiarity to the various campus locations, calls for service, type of incident response, or for additional training instruction. To extend field training for more familiarity, the Training Officer will indicate this decision on the Final Report (Form FT05) and submit it to the Shift Commander. The Shift Commander will meet with the Training Officer to approve or deny the extension, which may consist of up to twelve (12) additional days.

**V. FIELD TRAINING GUIDEBOOK**

A. The Field Training Guidebook will provide the Training Officer and the entry level officer with general guidelines to assist with probationary field instruction. This manual is not intended to be all inclusive of the subject matter taught in the Field Training Program; instead, it contains 13 training topics of Public Safety responsibility that must be provided throughout the Field Training Program. These topics are of critical importance to officers assigned to Field Operations.

B. The training topics include:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 1. Department/College Information | 8. Report Writing                |
| 2. Preparation for Duty           | 9. Criminal Offenses/Incidents   |
| 3. Department Vehicles            | 10. Emergency Response           |
| 4. Patrol Function                | 11. Evidence & Crime Scene       |
| 5. Criminal Investigations        | 12. Property Management Function |
| 6. Communication Function         | 13. Traffic Function             |
| 7. Use of Force                   |                                  |

C. Each training topic contains numerous objectives or tasks. These objectives and tasks must be successfully explained to and understood by the entry level officer during the Field Training Program. The objectives and tasks should be demonstrated to the entry level officer and performed by the entry level officer, if possible, during the Field Training Program. As the topics are explained, demonstrated, and performed, the Training Officer and entry level officer will date and initial the appropriate item.

D. The Field Training Guidebook is not meant to take the place of, nor does it supersede, the Department Index Codes, Written Directives, College Manual and rules, or other mandates followed by the department.

E. The Field Training Guidebook holds proofs of the trainee's activities, including copies of incident reports, training certificates, testing materials, work orders, citations, and other documentation completed during the field training process.

F. The Guidebook also contains the following forms that must be completed as part of the field training process:

**1. Daily Observation Report**

The Daily Observation Report (DOR) consists of two (2) sections:

- a. The Daily Patrol Activity Log is completed by the entry level officer each day to record learning-related activities, which may include responding to emergencies or significant calls for services, interacting with members of the campus community, demonstrating and completing tasks, and completing mandatory training courses.
- b. The Daily Observation Report (DOR) is completed each day by the Training Officer. It is an evaluation of the entry level officer's observed attitude and performance. The Training Officer will review the DOR with the entry level officer at the end of the training shift, and both the Training Officer and entry level officer will sign the form.

If a trainee disagrees with a DOR, the trainee may sign it to acknowledge the information was explained and understood, and then appeal the evaluation to their supervisor in writing. That supervisor may support or change the initial assessment. In the event that the supervisor supports the initial evaluation, and the trainee wishes to further appeal, the trainee may schedule an appointment with the Field Training Coordinator. The decision of the Field Training Coordinator, as to the evaluation, is final.

## **2. Supervisor's Progress Report**

The entry level officer's immediate supervisor will meet with a Training Officer on a regular basis throughout the field training process (at least twice) to review the Guidebook, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Progress Report and forward it to the Field Training Coordinator.

## **3. Field Training Program Final Report**

The Field Training Final Report will be completed at the conclusion of Field Training by the Shift Commander with input from the Training Officers that had contact with the trainee. The final report will include overall progress and recommendation to be released from field training, request additional training days for the trainee, or recommend the trainee be dismissed from employment with the department. If recommending dismissal, the Training Officer must provide appropriate justification to support this recommendation. The report will be reviewed with the Field Training Coordinator for consideration.

## **4. Release from Field Training Form**

The release from Field Training Form must be signed by the trainee's supervisor, the Patrol Operations Commander, and the Field Training Coordinator prior to releasing the trainee to full service. The Chief of Police/Director of Public Safety will meet with the Field Training Coordinator to review the Guidebook, Progress Reports and Final Report to determine if the trainee has met all the requirements to be released. If approved, the Chief/Director will sign the release form. Otherwise, the Chief/Director may approve an extension to the Field Training program, indicating the number of days to be extended, or to be released from employment with the department. If a training extension occurs, the Training Officer will complete another Field Training Final Report at the conclusion of the extension and resubmit it.

## **5. Field Training Program Critique**

The Field Training Program Critique form may be completed by the entry level officer at the conclusion of the Field Training program. This optional critique is a review of the Field Training Program by the trainee and may include feedback of the Training Officers the entry level officer trained with, as well as the techniques and procedures used during the program. The critique will be submitted to the Field Training Coordinator, who will review it with the entry level officer's supervisor. The Field Training Program Critique will be kept in the Department training file, in the Field Training section.

# **VI. PROGRAM ADMINISTRATION**

## **A. Entry Level Officer**

1. The entry level officer is responsible for completing all assignments, including remedial training, detailed by the Training Officers and/or command staff in the officer's chain of command.
2. The entry level officer is responsible for the Field Training Guidebook. The guidebook is considered to be a required piece of equipment during the field-training program. The entry level officer will be held accountable for the Field Training Guidebook during each tour of duty unless it is in the possession of a Training Officer or supervisor. The guidebook will be kept in the Roll Call room when the trainee is off-duty, unless the trainee is reporting to an off-campus site for the next training day.
3. The entry level officer is responsible for completing all objectives in the Field Training Guidebook.
4. If the entry level officer chooses to complete the Field Training Critique at the completion of field training, it will be detached from the Field Training Guidebook and submitted to the Field Training Coordinator.

## **B. Training Officers**

1. Training Officers will diligently instruct and observe the entry level officer throughout the field training process. The Training Officers must document the entry level officer's progression and any additional training provided.
2. Training Officers should ensure that the entry level officer is exposed to the greatest number of experiences possible, thereby providing opportunities to meet the training requirements. This may necessitate responding to incidents and calls for service that occur on other assigned posts, as needed.
3. Training Officers will meet with the entry level officer's supervisor on a regular basis to review the trainee's progress and the Field Training Guidebook to ensure objectives and DORs are being completed.
4. Training Officers are responsible for ensuring that all training topics and their objectives are successfully completed and evaluated. The training topics and duties that do not occur during the Field Training program, at a minimum, will be explained to the entry level officer. The entry level officer and the Training Officers will initial in the Field Training Guidebook for the training and performance objectives that were explained, demonstrated, and/or performed, as applicable.
5. Upon completion of the entry level officer's field training, the Training Officer that had the most contact with the trainee will complete the Final Report with a recommendation and forward with the entire Field Training Guidebook to the Shift Commander for review.

**C. Shift Commander**

1. The Shift Commander shall provide the training schedule to allow the entry level officer to be exposed to as many experiences as possible, to include all posts, all three (3) shifts, weekends, and multiple campus locations.
2. The Shift Commander will assign the entry level to a Training Officer at the start of each shift. The Shift Commander should consider the officer's knowledge, experience, and skills when selecting a Training Officer.
3. The Shift Commander will meet with a Training Officer on a regular basis and review the Field Training Guidebook and ensure that the objectives are being fulfilled and DORs are being completed.
4. After meeting with the Training Officer, the Shift Commander will complete the Supervisor's Progress Report and forward it to the Field Training Coordinator.
5. Upon completion of the entry level officer's field training, the Shift Commander will review the Final Report and Field Training Guidebook for completeness and make note of any necessary comments concerning the trainee and the training. The Shift Commander will review the Guidebook with the Field Training Coordinator to determine that the training requirements have been completed and the trainee can be released.
6. The Shift Commander will initiate and sign the Release from Field Training Form, indicating agreement or disagreement with releasing the officer to full status, and forward the form and Guidebook to the Patrol Operations Commander.

**D. Patrol Operations Commander**

1. The Patrol Operations Commander shall be available to the Shift Commander to provide guidance and support, if needed. The Patrol Operations Commander may assist with developing or registering a trainee for training.
2. The Patrol Operations Commander will review and sign the Release from Field Training Form, indicating agreement or disagreement with releasing the officer to full status, and forward the form with the Guidebook to the Field Training Coordinator.

**E. Public Safety Field Training Coordinator**

1. Oversees the *Public Safety* Field Training Program to ensure the Program functions properly.
2. Reviews the *Public Safety* Field Training Program components regularly to ensure the program remains up-to-date with new field training trends and techniques.
3. Reviews the Field Training Guidebook to ensure that it is being completed appropriately.
4. Reviews the completed Field Training Guidebook with the entry level officer's Shift Commander to determine if the training requirements have been completed and the trainee will be released.
5. If approved, the *Public Safety* Field Training Coordinator will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Patrol Operations Commander and the Chief of Police/Director of Public Safety for review.
6. Archives the Field Training Guidebook upon completion.
7. Ensures the Field Training program is compliant with the standards required under accreditation from the International Association of Campus Law Enforcement Administrators (IACLEA).

**VII. CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY**

The Chief of Police/Director of Public Safety reserves the final authority regarding:

1. To modify the length of the Field Training Program, based on the officer's previous experience and demonstrated training retention level.
2. To release an entry level officer from the Field Training Program to begin working as a solo officer.
3. To release an entry level officer from employment with the Department due to failure to successfully complete the Field Training Program and/or acts of dishonesty, insubordination, or inappropriate conduct.

**VIII. PROPONENT UNIT:** Administrative Services.

**IX. CANCELLATION:** This written directive cancels Index Code 802, Revision Date: 11-01-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# FIELD TRAINING PROGRAM - LATERAL



**INDEX CODE: 802.1**  
**REVISION DATE: 03-15-24**

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## Contents:

- I. Purpose
- II. Goal
- III. Program Requirements
- IV. Program Objectives
- V. Program Elements
- VI. Field Training Guidebook
- VII. Program Administration
- VIII. Field Training Officer Selection
- IX. Chief of Police/Director of Public Safety
- X. Proponent Unit
- XI. Cancellation

## **I. PURPOSE**

*The department requires all new officers to complete the field training program prior to any routine assignment in an unsupervised capacity in which the officer is in a position to enforce laws or college policies and procedures. The purpose of this directive is to outline, establish the standards, and provide the organizational structure for the Department's Lateral Police Officer Field Training Program. A lateral police officer is an officer who is currently Maryland Police and Correctional Training Commission (MPCTC) certified and has been hired as a College Police Officer for the Anne Arundel Community College Department of Public Safety & Police. The *Lateral Police Officer* Field Training Program is managed by the *Police* Field Training Coordinator, a sworn College Police Officer that meets the requirements in COMAR.*

## **II. GOAL**

It is the goal of the Department to maintain the highest level of professionalism and service to the students, faculty, and staff of Anne Arundel Community College. To this end, each Field Training Officer (FTO) involved in the Field Training Program must strive to adhere to the basic principles of good instruction, guidance, and unbiased evaluation. Likewise, each lateral police officer must work diligently to convey the knowledge he/she has acquired from prior law enforcement experience into practical application and to be receptive to coaching provided by training officers. By doing so, each will help to ensure that the Department receives professional, highly skilled, and highly trained personnel as permanent members of the Anne Arundel Community College Department of Public Safety & Police.

## **III. PROGRAM REQUIREMENTS**

All lateral police officer trainees hired by Anne Arundel Community College will meet the following requirements:

- A. Successfully complete an MPCTC approved Field Training Program with a minimum of 80 hours.
- B. Successfully complete an MPCTC approved In-Service Training Program with a minimum of 18 hours.
- C. Successfully complete an MPCTC approved Firearms Training Course.

## **IV. PROGRAM OBJECTIVES**

- A. To produce highly trained and positively motivated lateral police officers capable of meeting or exceeding the standards of performance required by the Anne Arundel Community College Department of Public Safety & Police.
- B. To provide equal and standardized on-the-job training to all lateral police officers and to provide additional training in areas where deficiencies are identified.
- C. To build on the foundation of knowledge provided during prior experience by creating an environment in which the lateral police officer may enhance their skills as well as proficiency.
- D. To increase the overall performance of the Department by utilizing well trained, qualified police training officers as role models for lateral police officer trainees.

## **V. PROGRAM ELEMENTS**

- A. The Field Training Program is submitted to MPCTC for approval every three years. The program objectives, list of certified instructors, and program coordinator are included with the application.
- B. As a goal, there should be at least one (1) MPCTC certified police FTO on the day and evening shifts.

C. Upon hiring, the lateral police officer will be assigned to a primary Field Training Officer. The primary FTO will conduct the majority of training shifts during the Field Training Program. Lateral police officers will be exposed to a minimum of two (2) police FTOs during the Field Training program. Only MPCTC certified Field Training Officers that are a currently certified Maryland police officer are authorized to conduct field training activities with a sworn lateral police officer. Lateral police officers will be instructed by certified police FTOs for a duration of no less than 95% of the training program.

D. Each lateral police officer will be assigned to all three (3) shifts, as well as to the Communications Section, during the Field Training program. Several field training assignments may occur on a weekend day.

E. The Field Training Coordinator will monitor the program and assist FTOs as needed. However, the day-to-day supervision of the FTO remains the responsibility of the FTO's immediate supervisor.

F. The minimum field training and evaluation program for lateral police officers will consist of *ten* (10) work days (a minimum of 80 hours), not including *Regular Days Off* (RDOs) or leave. Additional days may be added when needed. The minimum training time may be increased with approval of the *Chief of Police/Director of Public Safety, utilizing the Final Report form, FT05*. The lateral police officer's training schedule will mirror the primary FTO's work schedule, whenever possible.

G. The Field Training Program consists of two (2) phases:

**1. Phase 1: Learning Performance Tasks (Day 1 – 5)**

During this phase, the lateral police officer is primarily an observer, watching the police FTO conduct his/her duties as a role model. The lateral police officer should pay close attention and absorb as much as possible. During the later period of this phase, the FTO can permit the lateral police officer to attempt to accomplish basic tasks to become more familiar. At no time will the FTO leave the lateral police officer on their own during this phase.

**2. Phase 2: Observation of Performance Tasks (Day 6 – 10)**

During this phase, the lateral police officer becomes the primary operational officer while the FTO observes. The FTO may continue to offer input, however the lateral police officer should be permitted to attempt the majority of the tasks on their own ability. If any serious issues arise, the FTO will intercede to ensure duties and tasks are accomplished properly.

H. Field Training may be extended for the purpose of additional exposure and familiarity to the various campus locations, calls for service, type of incident response, or for additional training instruction. To extend field training for more familiarity, the primary FTO will indicate this decision on the Final Report (Form FT05) and it submit to the Shift Commander. The Shift Commander will meet with the FTO to approve or deny the extension, which may consist of up to twelve (12) additional days.

I. If additional instruction is needed, based on a FTO's evaluation of specific tasks/duties, the Developmental Plan (Form FT03) will be completed by the FTO. The plan will describe the problem area and training techniques that were already attempted. A specific training plan will be provided on the form to address the specified training need. The status section will be completed at the conclusion of the developmental plan, to determine if the training need was corrected.

**VI. FIELD TRAINING GUIDEBOOK**

A. The Field Training Guidebook will provide the FTO and the lateral police officer with general guidelines to assist with probationary field instruction. This manual is not intended to be all inclusive of the subject matter taught in the Field Training Program; instead, it contains 13 training topics of Public Safety & Police responsibility that should be evaluated throughout the Field Training Program. These topics are of critical importance to officers assigned to Field Operations.

B. The training topics include:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 1. Department/College Information | 8. Report Writing                |
| 2. Preparation for Duty           | 9. Criminal Offenses/Incidents   |
| 3. Department Vehicles            | 10. Emergency Response           |
| 4. Patrol Function                | 11. Evidence & Crime Scene       |
| 5. Criminal Investigations        | 12. Property Management Function |
| 6. Communication Function         | 13. Traffic Function             |
| 7. Use of Force                   |                                  |

C. Each training topic contains numerous objectives or tasks. These objectives and tasks must be successfully explained to and understood by the lateral police officer during the Field Training Program. As the topics are explained, demonstrated and completed, the FTO and lateral police officer will place the date and their initials next to the item.

D. The Field Training Guidebook is not meant to take the place of, nor does it supersede, the Department Index Codes, Written Directives, College Manual and rules, or other mandates followed by the department.

E. The Field Training Guidebook holds proofs of the trainee's activities, including copies of incident reports, training certificates, testing materials, work orders, citations, and other documentation completed during the field training process.

F. The Guidebook also contains the following forms that must be completed as part of the field training process:

**1. Daily Patrol Activity Log/Daily Observation Report**

The Daily Patrol Activity Log is completed by the lateral police officer each day to record learning-related activities, which may include responding to emergencies or calls for services, interacting with members of the campus community, demonstrating and completing tasks, and completing mandatory training courses.

The Daily Observation Report is completed each day by the FTO throughout the field training process. It is an evaluation of the lateral police officer's observed performance. If a trainee disagrees with a D.O.R., then he/she may sign it to acknowledge the information was explained and understood, and then appeal the evaluation to the FTO's supervisor in writing. That supervisor may support or change the initial assessment. In the event that the supervisor supports the initial evaluation and the trainee wishes to further appeal, he/she may schedule an appointment with the Field Training Coordinator. The decision of the Field Training Coordinator, as to the evaluation, is final.

**2. Developmental Plan**

The Developmental Plan will be completed by the FTO when a lateral police officer performs unsatisfactorily in an evaluated area. The FTO must describe the problem area and provide a plan to address and correct the problem.

**3. Supervisor's Weekly Progress Report**

The FTO's immediate supervisor will meet with the FTO once a week throughout the field training process to review the Guidebook, evaluate progress, and discuss related issues. The supervisor will then complete the Supervisor's Weekly Progress Report and forward it to the Field Training Coordinator.

**4. Field Training Program Final Report**

The Field Training Final Report will be completed by the primary FTO at the conclusion of Field Training. The final report will include overall progress and recommendation to be released from field training or request additional training days for the trainee, or recommend the trainee be dismissed from employment with the department. If recommending dismissal, the FTO must provide appropriate justification to support this recommendation. The report will be submitted to the FTO's supervisor who will review it with the Field Training Coordinator for review and consideration.

**5. Release from Field Training Form**

The release from Field Training Form must be signed off by the FTO, the FTO's Shift Commander, and the Field Training Coordinator prior to releasing the trainee to full service. The Chief of Police/Director of Public Safety will meet with the Field Training Coordinator to review the Guidebook, Weekly Progress Reports and Final Critique to determine if the trainee has met all the requirements to be released. If approved, the Chief/Director will sign the release form. Otherwise, the Chief/Director may approve an extension to the Field Training program, indicating the number of days to be extended, or to be released from employment with the department. If a training extension occurs, the primary FTO will complete another Field Training Final Report at the conclusion of the extension and resubmit it.

**6. Field Training Program Critique**

The Field Training Program Critique form may be completed by the lateral police officer at the conclusion of Field Training program. This optional critique is a review of the Field Training Program by the trainee and may include feedback of the primary FTO or other FTOs the lateral police officer trained with, as well as the techniques and procedures used during the program. The critique will be submitted to the Field Training Coordinator, who will review it with the FTO's supervisor. The Field Training Program Critique will be kept in the Department training file, in the Field Training section.

**VII. PROGRAM ADMINISTRATION**

**A. Lateral Police Officer**

1. The lateral police officer is responsible for completing all assignments, including remedial training detailed by the Field Training Officer and/or command staff in the officer's chain of command.

2. The lateral police officer is responsible for the Field Training Guidebook. The guidebook is considered to be a required piece of equipment during the field-training program. The lateral police officer will be held accountable for the Field Training Guidebook during each tour of duty, unless it is in the possession of the FTO. The guidebook will be kept on the training cabinet in the Roll Call room when the trainee is off-duty, unless the trainee is reporting to an off-campus site for the next training day.

3. The lateral police officer is responsible for completing all objectives in the Field Training Guidebook.
4. If the lateral police officer chooses to complete the Field Training Critique at the completion of field training, it will be detached from the Field Training Guidebook and submitted to the Field Training Coordinator.

**B. Field Training Officer**

1. The Field Training Officer will diligently instruct and observe the lateral police officer throughout the field training process. The FTO must document the lateral police officer's progression and any additional training provided.
2. The Field Training Officer should ensure that the entry level officer is exposed to the greatest number of experiences possible, thereby providing opportunities to meet the training requirements. This may necessitate responding to incidents and calls for service that occur on other assigned posts, as needed.
3. The primary Field Training Officer will be responsible for ensuring that all training topics and their objectives are successfully completed and evaluated. The training topics and duties that do not occur during the Field Training program, at a minimum, will be explained to the entry level officer. The entry level officer and the FTO will initial in the Field Training Guidebook for the training and performance objectives that were explained, demonstrated, and/or performed, as applicable.
4. Upon completion of the lateral police officer's field training, the primary FTO will complete the Final Report with his/her recommendation and forward the entire Field Training Guidebook to his/her supervisor for review. The FTO will sign the Release from Field Training Form, indicating if he/she agrees or disagrees with releasing the officer to full status.

**C. Shift Commander**

1. The Shift Commander will meet with the primary FTO once a week and review the Field Training Guidebook and ensure that the objectives are being fulfilled.
2. After meeting with the primary FTO, the Shift Commander will complete the Supervisor's Weekly Progress Report and forward it to the Field Training Coordinator.
3. In the event that a lateral police officer's assigned Field Training Officer is on leave or special assignment, the Shift Commanders should exercise the following options based on the training needs of the lateral police officer by assigning:
  - a. An MPCTC certified Field Training Officer on the shift that is a certified Maryland police officer.
  - b. The Shift Commander. (The instructional hours will count towards the minimum 80 hours of a lateral police officer training program.)
  - c. An MPCTC certified Field Training Officer on the platoon that is not a certified Maryland police officer. If a FTO that is not a certified Maryland Police Officer is utilized, the lateral police officer will not be officially evaluated for that time period. (The instructional hours will not count towards the minimum 80 hours of a lateral police officer training program.)
  - d. Another officer on the platoon that has demonstrated proficiency and is no longer on probation. If a non-certified FTO is utilized, the lateral police officer will not be officially evaluated for that time period. (The instructional hours will not count towards the minimum 80 hours of a lateral police officer training program.)
  - e. The lateral police officer to complete mandatory online training courses. (The instructional hours will not count towards the minimum 80 hours of a lateral police officer training program.)

4. The Shift Commander *will implement* scheduling to allow the police FTO to expose the lateral police officer to as many experiences as possible, to include all posts, all three (3) shifts, weekends, and multiple campus locations.
5. Upon completion of the lateral police officer's field training, the Shift Commander will review the Final Report and Field Training Guidebook for completeness and make note of any necessary comments concerning the trainee and his/her training. The Shift Commander will review the Guidebook with the Field Training Coordinator to determine that the training requirements have been completed and the trainee can be released.
6. The Shift Commander will sign the Release from Field Training Form, indicating if he/she agrees or disagrees with releasing the officer to full status, and forward the form with the Guidebook to the Field Training Coordinator.
7. Shift Commanders monitor the performance of the FTOs and initiate steps to decertify any FTO who fails to meet their responsibilities under the program.

**D. Police Field Training Coordinator**

1. Is required to complete an approved MPCTC Field Training Course with a minimum of *twenty-one* (21) hours of instruction and an approved MPCTC supervisory training program.
2. Oversees the *Police* Field Training Program to ensure the FTO Program is functioning properly.
3. Reviews the *Police* Field Training Program components regularly to ensure the program remains up-to-date with new field training trends and techniques.
4. Reviews the Field Training Guidebook to ensure that it is being completed appropriately.
5. Reviews the completed Field Training Guidebook with the entry level officer's Shift Commander to determine if the training requirements have been completed and the trainee will be released.
6. If approved, the *Police* Field Training Coordinator will sign off on the Release from Field Training Form and forward the Field Training Guidebook to the Patrol Operations Commander and the Chief of Police/ Director of Public Safety for review.

7. Archives the Field Training Guidebook upon completion.
8. The *Police* Field Training Coordinator monitors the performance of the *certified* FTOs and initiate steps to decertify any FTO who fails to meet their responsibilities under the program.

### **VIII. FIELD TRAINING OFFICER SELECTION**

A. Officers who are interested in applying for selection as a certified Field Training Officer will forward an inter-office correspondence detailing their qualifications and experience to their supervisor. The supervisor will complete the FTO Candidate Selection Requirements section of the FTO Officer Approval form, DPSP FT08, and will endorse or withhold a recommendation. The form and request documentation will be forwarded to the Patrol Operations Commander for review and endorsement or denial. The Patrol Operations Commander will forward the form and request documentation to the Chief of Police/Director of Public Safety for review and final approval.

B. The Chief of Police/Director of Public Safety will review all requests and select the officers whom he/she believes to be qualified based on the information available and professional knowledge of each applicant. The Chief/Director may incorporate additional elements in the selection process, such as an oral interview or an informal meeting. When doing so, the Chief/Director will ensure that the additional selection elements are uniformly applied to all applicants.

C. The following factors should be considered when selecting certified Police Field Training Officers:

1. Candidates have been assigned as a uniformed certified police officer with this Department for a minimum of three (3) years, or approved by the Chief of Police/Director of Public Safety.
2. Candidates should have consistently good Performance Reviews and be of good character, attitude, and reputation.
3. Candidates should not have an open Internal Affairs investigation.
4. Candidates should not have excessive complaints against them.
5. Candidate should not have a history of excessive sick leave or lateness.
6. Candidates should consistently maintain a professional appearance in uniform.
7. Candidates should have outstanding interpersonal communication skills as demonstrated by their performance during their daily work activities, including interacting with other agency personnel as well as with the public.
8. Candidates should work well with the public; i.e., demonstrates good community policing and problem-solving skills.
9. Candidates should possess a proficient working knowledge of the Public Safety & Police policies, procedures, Rules and Regulations, as well as the tasks, duties and responsibilities of the position to be able to properly train an entry level officer.
10. Candidates must have successfully completed all in-service training courses including online rollcall trainings.

#### **D. Field Training Officer Training**

1. Once selected, Field Training Officers will complete an approved MPCTC Field Training Course with a minimum of twenty-one (21) instructional hours. Officers must successfully pass this course *and submit an instructor application form to MPCTC certifications unit* to become a Field Training Officer.
2. Field Training Officers must re-certify every *four (4) years* by attending an approved MPCTC re-certification course with a minimum of seven (7) instructional hours *prior to their certification expiration date*. Officers must successfully pass the *refresher course and submit an instructor application form to MPCTC certifications unit* to remain in the Field Training Program. If a certified Field Training Officer does not complete the refresher training before their expiration date, the officer will be required to re-take the initial twenty-one (21) hour training course to become re-certified.
3. *Field Training Officers are responsible for monitoring their FTO expiration date and requesting to attend a refresher class within five (5) months of expiration to ensure that they maintain their certification.*

#### **E. Field Training Officer Evaluation**

1. The Shift Commanders and the Field Training Coordinator will monitor the performance of the Field Training officers, utilizing observations, how the guidebook is being completed, and reviewing the Field Training Program Critiques for that FTO. Shift Commanders and the Field Training Coordinator may accompany any FTO during on-duty hours to observe firsthand the officer's techniques, quality, style, and character. Shift Commanders and the Field Training Coordinator will initiate steps to decertify any FTO who fails to meet their responsibilities under the program.
2. The following actions are considered negligent and/or inappropriate conduct for Field Training Officers that could lead to decertification and possible disciplinary action:
  - a. Advising a trainee to disregard DPSP rules, regulations, policies or procedures.
  - b. Inappropriate conduct or attitude that reflects poorly on the department, including excessive use of personal electronic devices or other distractions during field training activities.
  - c. Engaging in any unsafe practices or abuse of authority.
  - d. Abandoning a trainee during the Field Training Program. FTOs must be within an acceptable observable distance at all times.

- e. Providing training techniques that are below standards, including not completing the Field Training Guidebook.
- f. Conduct that violates the department's standards regarding ethics and honesty.

This list is not all inclusive.

**IX. CHIEF OF POLICE/DIRECTOR OF PUBLIC SAFETY**

A. The Chief of Police/Director of Public Safety reserves the final authority regarding:

- 1. The selection or removal of any Field Training Officer participating in the Field Training Program.
- 2. To modify the length of the Field Training Program, based on the officer's previous experience and demonstrated training retention level, so long as it meets the minimum requirements established by MPCTC.
- 3. To release an entry level officer from the Field Training Program to begin working as a solo officer.
- 4. To release an entry level officer from employment with the Department due to failure to successfully complete the Field Training Program and/or acts of dishonesty, insubordination, or inappropriate conduct.

B. Once the lateral police officer successfully completes the Field Training Program, the Chief of Police/Director of Public Safety or designee submits the proper documentation to MPCTC. With approval, MPCTC will provide the lateral police officer with a certification card that confirms the police officer's authority to enforce the criminal laws of Maryland.

X. **PROPONENT UNIT:** Administrative Services.

XI. **CANCELLATION:** This written directive cancels Index Code 802.1, Revision Date: 10-13-23.

*Sean Kapthammer*

**Sean Kapthammer**  
**Chief of Police, Director of Public Safety**



# IN-SERVICE TRAINING

**INDEX CODE:** 803  
**REVISION DATE:** 03-01-24

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Contents:

- I. Directive
- II. Purpose
- III. In-Service Training Content
- IV. Proponent Unit
- V. Cancellation

**I. DIRECTIVE**

A. All personnel are required to complete an annual retraining program. In-service training (proficiency, career specialty, and management) is an integral part of the department's Professional Development Program (refer to the Index Code 805). The Department Training Coordinator, a role of the Administrative Services Manager, is responsible for developing in-service training programs for Public Safety officers and Special Police Officers (SPOs).

B. College Police officers will complete annual retraining and firearm qualification during In-service training at the Anne Arundel County Police Academy, pursuant to the Memorandum of Understanding (MOU) between this department and the Anne Arundel County Police Department. The curriculum will be developed and taught by the County Police *instructors*.

**II. PURPOSE**

The purpose of in-service training is to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in department *directives, processes, rules, and regulations*. The mandatory retraining may also be designed to provide supervisory, management, or specialized training to participants.

**III. IN-SERVICE TRAINING CONTENT**

A. In-Service training, at a minimum, should include instruction or review of the topics that meet the requirements of State and local laws, the Maryland Police and Correctional Training Commission (MPCTC) for SPOs, the International Association of Law Enforcement Administrators (IACLEA), and College policy.

B. In-Service training topics include:

- 1. Statutory or case law affecting Public Safety operations, with emphasis on changes
- 2. Department *directives, processes, and rules and regulations*, with emphasis on changes
- 3. Department *rules and methods* on de-escalation and the use of force, including the use of *less-lethal weapons*.
- 4. Department Code of Ethics
- 5. Crime elements, definitions and the Clery Act
- 6. Inclusion, diversity and multiculturalism
- 7. CPR, First aid and the Automatic Electronic defibrillator (AED) and Bloodborne pathogens
- 8. Crime scene & evidence safeguarding
- 9. Sexual assault, sexual harassment and Title IX
- 10. Fire safety and hazardous materials incidents
- 11. Customer service and *positive* community interaction
- 12. Crime prevention *principles and processes*
- 13. Field notes and report writing
- 14. Hate crimes and bias-based profiling
- 15. Responding to persons with disabilities, mental health issues, or persons in crisis.
- 16. The Department's Emergency Response Plan
- 17. Hostile Intruder & Active Shooter response *methods*

C. Delivery of these training topics may be in a traditional in-person format or in an online digital format.

**IV. PROPONENT UNIT:** Administrative Services.

**V. CANCELLATION:** This written directive cancels Index Code 803, Revision Date: 03-01-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# REMEDIAL TRAINING

**INDEX CODE: 804**  
**REVISION DATE: 03-01-24**

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Contents:

- I. Directive
- II. Remedial Training Process
- III. Related Directive
- IV. Proponent Unit
- V. Cancellation

## **I. DIRECTIVE**

The department conducts remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Remedial training is a component of the department's formal disciplinary process. Shift Commanders must monitor employee performance, productivity, and conduct, and are responsible for identifying those cases where failure to perform according to established standards and *processes* is due to a need for retraining, instead of formal disciplinary action. The department requires remedial training for employees that demonstrate these deficiencies in order to ensure their performance meets department standards and expectations.

## **II. REMEDIAL TRAINING PROCESS**

A. Shift Commanders may recommend remedial training of employees as a result of job performance, conduct, inspections, or participation in a training program. If a Shift Commander observes or believes that a member of their shift would benefit from remedial training, the Shift Commander is authorized to develop the remedial training programs to address the employee's deficiencies. Whenever possible, Shift Commanders are encouraged to conduct the retraining personally.

B. Remedial training programs will be initiated in a prompt manner with the goal to be completed within 30 days. The Patrol Operations Commander must approve any remedial training programs that require more than 30 days to complete.

C. If a Shift Commander observes or believes that a member of another shift would benefit from remedial training, the Shift Commander shall meet the employee's Shift Commander to discuss the employee's deficiencies. The employee's Shift Commander will investigate and determine if remedial training is needed.

D. Shift Commanders who identify subordinates who are in need of additional specialized training (driving, writing, interpersonal skills, etc.) will submit a written request for the remedial training, including details of the problem to be addressed, to the Patrol Operations Commander to obtain approval for the training from external resources.

E. If a severe performance deficiency is detected by the Patrol Operations Commander, he/she will meet the employee's Shift Commander without delay to discuss remedial training needs to correct the deficiency.

F. Department remedial training programs will be documented by the Shift Commander and the results will be placed in the employee's shift folder. Training documentation or certifications earned by the employee during remedial training will be placed in the employee's training folder.

G. The fact that the employee has undergone remedial training may be mentioned in future documentation of unacceptable job performance in the specific area in which remedial training was offered.

H. If an employee refuses or fails to attend a remedial training program after being required to do so, he/she will be subject to disciplinary action.

## **III. RELATED DIRECTIVE**

This *directive* is related to Index Code 305. Supervisors should review Index Code 305 prior to requesting remedial training.

**IV. PROPONENT UNIT:** Patrol Operations.

**V. CANCELLATION:** This written directive cancels Index Code 804, Revision Date: 10-01-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# PROFESSIONAL DEVELOPMENT & PROMOTIONAL PROGRAM



**INDEX CODE:** 805  
**REVISION DATE:** 03-01-24

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Contents:

- I. Directive
- II. Professional Recognition
- III. Tuition Reimbursement
- IV. Career Ladder Promotion Process
- V. Management & Promotional Training
- VI. Proponent Unit
- VII. Cancellation

**I. DIRECTIVE**

The Anne Arundel Community College Department of Public Safety & Police encourages all personnel to achieve a minimum of an Associate's degree from an accredited college or university. All elements used in the professional development program are job related and nondiscriminatory.

**II. PROFESSIONAL RECOGNITION**

A. Anne Arundel Community College awards professional recognition to employees that earn appropriate job-related achievement. Professional recognition can be awarded by:

- 1. The completion of an associate, bachelor, professional or graduate degree.
- 2. The completion of a certification program or the awarding of an appropriate designation. A current list of approved certifications and designations are available from the College's Office of Human Resources.

B. To qualify for professional recognition, employees must request pre-approval prior to starting the program. The Professional Growth and Development Plan form must be completed and submitted to the Office of Human Resources for pre-approval to verify the program meets professional recognition requirements. The request shall include an explanation of how the degree or certification benefits the individual and the college in the performance of the employee's current position.

C. After completing the program or certification, the employee submits the Application for Professional Recognition Award form along with a copy of the degree, certification or transcript to Human Resources for verification and processing.

D. Professional recognition is awarded in the form of a step increase in salary for the first award. Additional professional recognition awards are in the form of a lump sum payment, dependent upon the type of degree or certification earned.

E. Completion of single courses, workshops or conferences will not qualify employees for professional recognition.

**III. TUITION REIMBURSEMENT**

Anne Arundel Community College provides tuition reimbursement as an employee benefit to full-time and part-time employees for pre-approved courses. Contact the Office of Human Resources for eligibility and available funding.

**IV. CAREER LADDER PROMOTION PROCESS**

A. The Anne Arundel Community College Department of Public Safety & Police utilizes a non-competitive promotional process to ensure eligible employees have the opportunity to advance using a Career Ladder. The elements used for each level of promotion are described in this directive. These elements are job-related and nondiscriminatory. When each employee is hired, Human Resources provides each employee with a packet that describes the Career Ladder promotion process. The Career Ladder promotion process is also described on the AACC Department of Human Resources website that all employees can access.

B. The Department of Public Safety & Police utilizes three Career Ladders for the following positions:

- 1. Public Safety Officer
- 2. College Police Officer
- 3. Communications Officer

C. The Department of Public Safety & Police Career Ladders are approved by the College's Office of Human Resources and are available for review by all employees on the Human Resources webpage. See the Appendices of *this* directive to review each Career Ladder.

D. Eligibility requirements for Career Ladder promotion includes:

1. A minimum time in service at the employee's current level.
2. Maintaining a record of meeting or exceeding performance standards.
3. Maintaining a proven record of attendance and reliability. Employees that are repeatedly late for work and/or use excessive sick leave, as defined by the Office of Human Resources, may not be eligible for promotion.
4. Achieving certification and/or appointment to an approved specialized function and actively participating.
5. Successfully passing a written non-competitive comprehensive *written* exam which tests the candidate's knowledge of law enforcement and the Department's *rules, directives, and processes*. *The exam may only be taken within four (4) months prior to the officer's eligibility date for promotion, with a three (3) month interval before the exam may be attempted a second time.*
6. Successfully passing an external leadership class (or dispatcher class for Communications) as approved by the Chief of Police.
7. Successfully completing a required amount of professional development credit that increases at each promotional level.

E. Coursework eligible for Professional Development credit must be job-related. Coursework may be taken internally through the college as credit classes, non-credit classes, or workshops. Coursework may also be taken externally from an accredited educational institution, law enforcement agency, federal agency, or other training company or agency that offers job-related classes, conferences and workshops. The amount of credit earned is dependent upon the length, such as:

- |  |                                     |
|--|-------------------------------------|
| 1. College Course (1 semester)         | = 1 professional development credit |
| 2. Short term course (16 hours and up) | = ½ professional development credit |
| 3. Workshop, etc. (9 – 15 hours)       | = ¼ professional development credit |
| 4. Activity (1 – 8 hours)              | = ⅙ professional development credit |

F. Throughout the year, except for May and June, employees may submit Career Ladder promotion request packets to the College's Office of Human Resources. The promotion packets consist of a Professional Development Credit Summary of coursework taken, the Manager Recommendation for Career Ladder Promotion form, and the Job Analysis Questionnaire (JAQ) for the new position of the promotion request. The process includes the following:

1. The credit summary is completed by the employee and submitted to the employee's supervisor. The employee must submit all related documentation, including transcripts, course certificates, and other verification documents to confirm the requirements have been met.
2. The supervisor reviews the summary, completes the *Manager* Recommendation form, attaches the JAQ, and submits the packet to Human Resources for final review and approval.

G. In the event an employee has not met the requirements for a promotion, the employee is notified by the College's Office of Human Resources. The employee is encouraged to meet with a Human Resources consultant to receive feedback on how to correct any deficiencies, and re-submit after the deficiencies are corrected and eligibility requirements are met.

## V. MANAGEMENT & PROMOTIONAL TRAINING

A. As part of the Professional Development Program's educational development plan, the Department sends officers of supervisory rank and officers promoting into leadership positions to leadership and management training provided by the Maryland Police & Corrections Training Commission, the Southern Police Institute, the International Association of Campus Law Enforcement Administrators, the International Association of Chiefs of Police, and similar institutions and organizations.

B. Public Safety and College Police personnel promoting into the rank of Sergeant must complete an advanced leadership class as part of the career ladder program prior to earning the Sergeant rank.

C. College Police personnel promoting into the rank of Sergeant must complete the First Line Supervisor Course within one year of earning the rank of Sergeant, as mandated by the Maryland Police and Corrections Training Commission.

VI. **PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

VII. **CANCELLATION:** This written directive cancels Index Code 805, Revision Date: 07-01-23.

*Sean Kapfhammer*  

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SPECIALIZED ASSIGNMENTS

**INDEX CODE:** 806  
**REVISION DATE:** 03-01-24

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Contents:

- I. Purpose
- II. Directive
- III. Specialized Assignments
- IV. Special Police Officers
- V. Proponent Unit
- VI. Cancellation

## **I. PURPOSE**

The purpose of this directive is to identify assignments that require specialized training.

## **II. DIRECTIVE**

It is the department's *directive* to maintain a fully operational group of trained instructors, technicians, and support programs. These assignments require specialized training to learn skills and achieve certifications to provide the necessary services.

## **III. SPECIALIZED ASSIGNMENTS**

The designated specialized assignments for this department are:

### **A. Certified Training Instructor**

Certified Training Instructors must successfully complete the Basic Instructor training program from the Maryland Police and Corrections Training Commission (MPCTC). After completing the course, the instructor earns provisional status. To become a full instructor, *the instructor must instruct two (2) MPCTC approved classes with favorable evaluations within one (1) year of completing the course. After receiving full instructor status, instructors must re-certify every four (4) years by instructing one (1) MPCTC approved class with a favorable evaluation. Instructor evaluations are completed by another MPCTC instructor.*

### **B. R.A.D. Basic Self-Defense Instructor**

Certified Rape Aggression Defense (R.A.D.) self-defense instructors must successfully complete the *Basic* Instructor Course provided by the R.A.D. Systems organization. Instructors maintain certification by instructing two classes each year.

### **C. Defensive Tactics Instructor**

Defensive Tactics instructors are certified in teaching handcuffing techniques, use of O.C. spray, and use of the expandable baton. Certified instructors of expandable baton, handcuffing techniques and O.C. spray must successfully complete an authorized Instructor Course from Maryland Police and Corrections Training Commission (MPCTC), Armament Systems and Procedures (ASP) or other agency or organization certified to train instructors in these methods.

### **D. Certified Field Training Officer**

Certified sworn and non-sworn Field Training Officers must successfully complete the Field Training and Evaluation Program course from the Maryland Police and Corrections Training Commission (MPCTC). Field Training Officers re-certify every four (4) years by successfully completing the Field Training Officer refresher course from MPCTC. (See Index Codes 802 and 802.1)

### **E. Certified Bike Patrol Officer**

Certified Bicycle Patrol officers must successfully complete an approved Police Bike Patrol training course provided by certified instructors from the International Police Mountain Bike Association (IPMBA), the Maryland Police & Corrections Training Commission (MPCTC), or other certified training organization as approved by the Chief of Police/Director of Public Safety. (See Index Code 1502)

### **F. Community Emergency Response Team Instructor**

Certified Community Emergency Response Team (CERT) Instructors successfully complete the CERT Train-the-Trainer course provided by the Anne Arundel County CERT organization.

### **G. Certified Armorer**

Department Armorers are certified in a specific firearm authorized for use by armed College Police Officers. Certified Armorers must successfully complete the certified armorer course for each specific firearm certification, authorized by the firearm manufacturer. Certified Armorers re-certify by successfully completing an authorized refresher course authorized by the manufacturer of each specified weapon.

**H. Property Custodian**

The Administrative Services Manager serves as the Property Custodian for the Department of Public Safety & Police. A Property Custodian must successfully complete a Basic Property Technician certification course or equivalent from an accredited agency or organization, such as the International Association of Property & Evidence (IAPE), the Public Agency Training Council (PATC), and Texas A&M Engineering Extension Service (TEEX). (See Index Code 1201)

**I. Certified Radar Operator**

Public Safety and College Police officers that are certified Radar Operators must successfully complete a Basic Radar Operator course provided by a police department training academy, a radar manufacturer training program, or other certified training provider. (See Index Code 1902.4)

**J. Color Guard**

Color Guard members receive basic marching, rifle maneuvers and flag protocol training from the Anne Arundel County Police Honor Guard unit, Veterans Associations, or other available resources.

**IV. SPECIAL POLICE OFFICERS**

A. After Public Safety Officers are released from probation, they are eligible to apply for a Special Police Officer (SPO) Commission. Maryland Public Safety Article sections 3-303 and 3-312 mandate training requirements for initial and renewal of Special Police Officer Commissions, regulated by the Maryland Police and Corrections Training Commission (MPCTC).

B. Public Safety Officers applying for their initial SPO commission must complete an eighty (80) hour course of instruction from a training institution or company approved by the Secretary of Maryland State Police. A list of approved training providers can be found on the MPCTC website. *The initial eighty (80) hour course is eligible to be used for a SPO commission for five (5) years after it is earned.*

C. Maryland SPO Commissions are valid for three (3) years from the date of issuance. During the three (3) years of the Commission, the officer must complete at a minimum twelve (12) additional hours of in-service training courses approved by the MPCTC.

D. Maryland Special Police Officer training courses must incorporate the approved sixty-one (61) training objectives mandated by MPCTC to be eligible for SPO training hours. The current list of SPO training objectives can be found on the MPCTC website. A list of the completed trainings must be submitted with the initial and renewal SPO Commission applications.

**V. PROPONENT UNIT:** Administrative Services.

**VI. CANCELLATION:** This written directive cancels Index Code 806, Revision Date: 10-25-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# CRIME PREVENTION & COMMUNITY INVOLVEMENT



**INDEX CODE:** 901  
**REVISION DATE:** 10-16-23

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## Contents:

- I. Policy
- II. Crime Prevention Function
- III. Crime Prevention Specialist
- IV. Crime Prevention Programs
- V. Proponent Unit
- VI. Cancellation

## I. POLICY

The department is committed to providing crime prevention efforts to the college community. Crime prevention is an effective tool in which to engage the community in a positive manner and that enables community members to take an active role in their own safety efforts. All officers must be acquainted with the department's crime prevention activities and are responsible for employing them during their patrol duties to meet the department's crime prevention objectives.

## II. CRIME PREVENTION FUNCTION

This directive establishes the department's crime prevention function. The key to effective public safety lies in seeking a reasonable balance between reactive policing and proactive prevention of crime. The crime prevention function is responsible for maintaining this balance. In order to meet its goals, the crime prevention function maintains close ties with the other department functions that support and make possible the public safety effort.

## III. CRIME PREVENTION SPECIALIST

A. The Crime Prevention Specialist (CPS) is responsible for managing the department's crime prevention function. The Crime Prevention Specialist is appropriately trained and certified from an appropriate crime prevention organization, which may include the American Crime Prevention Institute, the Institute for Community Security and Public Safety, the American Society of Industrial Security, or other recognized organization approved by the Chief of Police/Director of Public Safety.

B. The Specialist reports to the Chief/Director and has oversight responsibilities for crime prevention activities carried on by all members of the department. The Crime Prevention Specialist maintains liaison with college community groups that might have an interest in crime prevention and public safety. Additionally, the CPS assists in the development of community policing strategies and oversees crime prevention related technology, including security alarms and the CCTV system.

C. The Crime Prevention Specialist is responsible for the following:

1. Provide a crime prevention report, at least *biannually*, that contains *the crime data analysis during the period*, a description of current concerns voiced by the college community, potential problems that have a bearing on public safety activities within the college community, *a description of targeted actions and programs* that addresses identified concerns and problems, and a statement of progress made toward addressing previously identified concerns and problems.
2. Conduct, at least quarterly, a documented test of each *panic* alarm.
3. Conduct a documented *monthly* inspection of the CCTV cameras.
4. Conduct a review of the security alarms every two (2) years to ensure the security need is still relevant and to determine any additional areas that a security alarm may be needed.
5. *Conduct a review of the CCTV system and camera placement every two (2) years to ensure the security need is still relevant and to determine any additional areas that CCTV camera coverage may be needed.*
6. Conduct a comprehensive evaluation of the department's crime preventions programs every four (4) years.
7. Conduct a documented survey of community attitudes and opinions every four (4) years that address:
  - a. Overall agency performance
  - b. Overall competence of agency employees
  - c. Community members' perceptions of agency employee attitudes and behavior
  - d. Concerns over safety and security within the department's service area
  - e. Recommendations and suggestions for improvement
8. Conduct a test of the College's Distributed Antenna System (DAS) with the Facilities Department on an annual basis.

**IV. CRIME PREVENTION PROGRAMS**

**A.** The Crime Prevention Specialist will develop crime prevention programs in an effort to target crimes by type and geographic area based on an analysis of college crime data and to address community perceptions or misperceptions of crime. Programs may include preparing brochures, displays, security surveys, and disseminating information to the college community on prevailing types of local crime. The Crime Prevention Specialist may also attend college community meetings or events to promote crime prevention and to advertise the department's objectives, successes, and issues within the college community.

**B. Existing Crime Prevention Programs**

**1. Security Surveys**

- a. Crime Prevention Through Environmental Design (C.P.T.E.D.) – To enhance crime prevention through work in the area of environmental design, i.e., design of physical space in new and existing buildings, natural access control, natural surveillance, and territorial reinforcement.
- b. Lighting Survey – *To enhance safety and security concerns, surveys of interior and exterior lighting are conducted to ensure adequate lighting in stairwells, walkways, and other public spaces.*
- c. Door Security Survey – *To enhance safety and security concerns, physical assessments are conducted of exterior access and restricted doors to ensure they close securely and cannot be forced open when locked.*

**2. Community Involvement**

- a. Rape Aggression Defense Classes (R.A.D.) – A self-defense class that provides women and children realistic options for self-defense. The class provides an educational component to learn safe practices as well as a physical defense component.
- b. Coffee with a Cop – *This program provides an educational social interaction with the campus community and campus police in a casual atmosphere in which they can discuss issues and safety & security concerns.*
- c. Community Emergency Response Team (C.E.R.T.) – This program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
- d. Stop The Bleed – This program provides students the ability to recognize life-threatening bleeding emergencies and intervene effectively.
- e. Whistle Defense – This program provides whistles to members of the campus community to alert others during an emergency. Members of the campus community are instructed to call Department of Public Safety & Police if they hear a whistle on campus.

**V. PROPONENT UNIT:** Crime Prevention.

**VI. CANCELLATION:** This written directive cancels Index Code 901, Revision Date: 11-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# CRIME ANALYSIS

**INDEX CODE:** 902  
**REVISION DATE:** 05-12-22

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Contents:

- I. Crime Analysis Function
- II. Crime Analysis Objectives
- III. Crime Analysis Factors
- IV. Temporal/Geographic Distribution
- V. Dissemination of Crime Analysis Information
- VI. Evaluation of Crime Analysis Effectiveness
- VII. Proponent Unit
- VIII. Cancellation

## **I. CRIME ANALYSIS FUNCTION**

Crime analysis is a systematic process of reviewing agency records, reports, and crime and security data to identify and examine patterns and trends to support the planning and deployment of police and security resources to reduce and/or mitigate future crimes and security issues. Crime, incident and risk analysis utilizes regularly collected information on reported crimes and incidents. Department crime analysis data is obtained from department incident and offense reports and supplements, information provided by other law enforcement agencies, and information provided by other colleges. The department crime analysis function is the responsibility of the Crime Prevention Specialist.

## **II. CRIME ANALYSIS OBJECTIVES**

A. The Department's Crime Analysis Objectives are:

- 1. To analyze and identify the method and procedures of criminals.
- 2. To recognize and forecast emerging crime patterns.
- 3. To analyze data collected from other sources of crime, event, and suspect information.

B. The Department's Risk Analysis Objectives are:

- 1. To identify risks to the college community and DPSP personnel from criminal activity.
- 2. To identify risks to the college community and DPSP personnel from accidents.
- 3. To identify risks of property loss to the college and members of the college community.
- 4. To identify liability issues.

## **III. CRIME ANALYSIS FACTORS**

A. The analysis of crime should:

- 1. Identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems.
- 2. Assist in the screening and ordering of lists of suspects.
- 3. Aid in the assembling and ordering of specific crimes that may involve an offender already identified or in the custody.

B. To accomplish effective crime analysis, the following factors will be included in the crime analysis function:

- 1. Frequency by type of crime
- 2. Geographic factors
- 3. Temporal factors
- 4. Victim and target descriptors
- 5. Suspect descriptors
- 6. Suspect vehicle descriptors
- 7. Modus operandi factors
- 8. Physical evidence information
- 9. Problem oriented or community policing strategies

## **IV. TEMPORAL/GEOGRAPHIC DISTRIBUTION**

Selected crimes will be tracked to determine patterns of their occurrence by time and/or geography. Crime mapping analysis will be used to enhance analysis of geographic/temporal distribution.

**V. DISSEMINATION OF CRIME ANALYSIS INFORMATION**

Dissemination of crime analysis information will be accomplished through personal contact, meetings with members of the college community, news articles and informational emails. When the analysis or assessment identifies an area where mitigating action can be taken to remove or limit crimes, injuries, property loss and/or costs, the appropriate Shift Commanders and college departments will be notified to take proactive action.

**VII. EVALUATION OF CRIME ANALYSIS EFFECTIVENESS**

The Crime Prevention Specialist will conduct periodic evaluations of the crime analysis process to ensure that the crime analysis objectives are being met.

**VI. PROPONENT UNIT:** Crime Prevention.

**VII. CANCELLATION:** This written directive cancels Index Code 902, Revision Date: 12-01-16.

*Sean Kapfhammer*

**Sean Kapfhammer**

**Chief of Police, Director of Public Safety**





# CRIME PREVENTION ACTIVITIES

**INDEX CODE: 903**  
**REVISION DATE: 11-10-22**

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Contents:

- I. Policy
- II. Proactive Crime Prevention
- III. Crime Prevention Activities
- IV. Crime Prevention Statistics
- V. Proponent Unit
- VI. Cancellation

## **I. POLICY**

The department is committed to providing crime prevention efforts to the college community. Crime prevention is an effective tool in which to engage the community in a positive manner and that enables community members to take an active role in their own safety efforts. All officers must be acquainted with the department's crime prevention activities and are responsible for employing them during their patrol duties to meet the department's crime prevention objectives.

## **II. PROACTIVE CRIME PREVENTION**

Proactive crime prevention activities empowers department employees to detect potential criminal and safety issues and to provide educational resources to the college community. This proactive service is intended to educate and alter future behavior in a more safe and preventive manner.

## **III. CRIME PREVENTION ACTIVITIES**

### **A. Crime Prevention Reminders (CPRs)**

1. Crime Prevention Reminders (DPSP Form *PT01*) are completed to alert faculty and staff of safety issues or to prevent possible criminal activity involving buildings, offices, labs, storage areas, and restricted locations. These issues may include:

- a. Exterior doors found unlocked, ajar, or propped open allowing access to a secure building during non-business hours.
- b. Exterior windows found unlocked or open allowing access to a secure building or environmental factors (rain, heat).
- c. Interior offices, labs, storage closets and cabinets, IIT server rooms, maintenance rooms, or other restricted locations found unlocked, ajar, or propped open and not occupied by authorized personnel.
- d. Leaving valuable personal and/or college-owned property in an unsecure state or in a public-access location.
- e. Safety issues including blocked emergency exits and fire hazards such as portable heaters and electrical devices left on while an area is unoccupied for a length of time.

2. Crime Prevention Reminders should be directed to the person/department responsible for the area that was found deficient to alert the college employee to possible criminal or safety issues. The form can be handwritten and left at the physical location (white copy is provided to the recipient; yellow copy is turned into the supervisor, then filed at the DPSP office) or sent by email using the digital form with an email copy sent to the supervisor.

### **B. Vehicle Safety Reminders (VSRs)**

1. Vehicle Safety Reminders (DPSP Form *PT03*) are completed to alert the vehicle owner/driver of safety issues or to prevent possible criminal activity involving their vehicle on campus. These issues may include:

- a. Vehicle doors found unlocked or left open allowing access to the vehicle.
- b. Vehicle windows or sunroof found open allowing access to the vehicle.
- c. Vehicle trunk or rear hatch left unlocked or open allowing access to the vehicle and/or property stored in the vehicle.
- d. Valuable property left in plain view inside the vehicle that may invite theft.
- e. Unauthorized vehicles left on College property after business hours without prior approval.
- f. Providing a vehicle owner of an informative courtesy, such as expired license plates, ADA tags, or other helpful information regarding their vehicle.

2. Vehicle Safety Reminders should be left with the vehicle that was found deficient. The handwritten form can be left on the vehicle windshield or placed inside the vehicle if a door or window is found unsecure. (yellow copy is left with the vehicle; white copy is turned into the supervisor, then filed at the DPSP office).

**C. Facilities Work Repair Requests**

1. Department employees are expected to discover basic hazards and safety issues during their patrol duties and report them to the Facilities department for corrective action. Work repair requests are submitted using the Facilities Department's *iServiceDesk* online website. These issues may include:

- a. Damage to College buildings, facilities, structures, or other property such as light poles and signage.
  - 1) If the property damage was intentional or criminal in nature, a Destruction of Property incident report will be completed in addition to the work repair request (a County PD incident number will be obtained).
  - 2) If the property damage was accidental or caused by natural occurrence and is significant in nature, a Property Damage incident report will be completed in addition to the work repair request (no County PD incident number).
- b. Cracked or broken windows and glass.
- c. Exterior and interior doors that will not lock or close properly.
- d. Inoperable devices, such as ADA automatic doors, electronic sliding doors, elevators, or other mechanisms.
- e. Structural hazards including damaged sidewalks, roadways, floors, carpets, walls, ceilings and ceiling tiles.
- f. Lighting issues including interior and exterior lights that are not working properly, the bulbs may need replacing, or other issues involving light fixtures.
- g. Water related issues including leaking faucets, running toilets, or other minor plumbing issues. Significant water related problems must be notified immediately to the on-duty Facilities engineer or on-call Facilities Staff if no engineers are on duty.
- h. Bulk or excessive trash items that need to be removed.

2. *Department employees* completing work repair requests will provide all necessary information in the online form. *Department employees* will use their college email account so they will be notified if the work repair request is accepted and when it is completed. *Department employees that submit work repair requests will print a copy and turn it in to their supervisor.*

3. *For roadway related or other immediate hazards, prior to submitting a work repair request, department employees shall provide immediate response measures to ensure the safety of the community. The response measures may include:*

- a. *Directing vehicle and/or pedestrian traffic.*
- b. *Providing warnings and/or detour directions.*
- c. *Placement of safety devices such as cones, barricades, or signage.*
- d. *Other measures deemed appropriate to notify and safeguard persons and property from the hazard.*

**D. Other Notifications**

If a crime prevention or safety issue is discovered that does not fall within the above notification methods, officers are empowered to notify the department responsible for the affected area in person, via telephone, or using College email. The intent on notifying college employees in this manner is for education purposes. These issues may include:

- 1. Notifying the Crime Prevention Specialist regarding alarms, electronic door locks, or CCTV cameras that do not appear to be functioning properly.
- 2. Notifying department contacts regarding emergency issues with their areas of responsibility utilizing the After-hours Emergency Call List.
- 3. Notifying an employee regarding a maintenance issue that was discovered in their area of responsibility and advising that a work repair request was submitted on their behalf.
- 4. Notifying HCAT staff regarding issues with their freezer and refrigerator units or other kitchen-related issues.

**IV. CRIME PREVENTION STATISTICS**

Officers that participate in crime prevention activities are to submit related documents to their Shift Commander at the end of their tour of duty. The department keeps a record of the officer's crime prevention activities on a monthly statistical spreadsheet. Shift Commanders are responsible for encouraging their officers to engage in crime prevention activities and updating the statistical spreadsheet each day with their officers' crime prevention activities. The Chief of Police/Director of Public Safety provides these statistics as part of his monthly activity report to the Vice President for Learning Resources Management.

**V. PROPONENT UNIT:** Crime Prevention.

**VI. CANCELLATION:** This written directive cancels Index Code 903, Revision Date: 05-12-22.

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# RECORDS FUNCTION

**INDEX CODE: 1001**  
**REVISION DATE: 03-01-24**

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Contents:

- I. Directive
- II. Records Function
- III. Accessibility of Records
- IV. Required Records
- V. Juvenile Records
- VI. Traffic Records
- VII. Internal Affairs Records
- VIII. Training Records
- IX. Property Records
- X. Reports and Records Distribution
- XI. Proponent Unit
- XII. Cancellation

## **I. DIRECTIVE**

A. It is the department's *directive* to provide accurate and timely agency records, reports, and other related documentation. The department has a secure system to maintain security and control over agency records, reports, and other related documentation, with special care for confidential and protected information.

B. The department's digital records are stored in secure network servers utilizing up-to-date security protocols and is maintained by the College's Information and Instructional Technology (IIT) department, The College network server performs a backup of department digital records every 24 hours. Internal and external computer systems used by the department are password protected. No outside computer software may be installed on department computers without approval from the Chief of Police/Director of Public Safety and the IIT department.

## **II. RECORDS FUNCTION**

A. This directive establishes the department's Records Function, managed by the Administrative Services Manager. The Records Function includes:

- 1. Forms control
- 2. Records maintenance
- 3. Records retrieval
- 4. Computer records
- 5. Physical records

B. The Records Function is responsible for:

- 1. Maintaining physical records of various types in secure locations and digital records on secure computer systems.
- 2. The privacy and security of agency records in accordance with applicable Federal, state, and local statutes, College policy, and any partner organizations or vendors whose systems are used by the department.
- 3. Maintaining a Report Classification system in accordance with federal and state criminal reporting requirements.
- 4. Participating in the Uniform Crime Reporting (UCR) program. All offense reports submitted to the Anne Arundel County Police department are submitted to the UCR by Anne Arundel County Police Central Records.
- 5. Maintaining a records retention schedule consistent with Federal and state laws and College policy. (See Appendix A of this directive.)

## **III. ACCESSIBILITY OF RECORDS**

A. Authorized personnel have access to reports and active case files 24 hours a day. All reports and active case files are stored and secured by the following methods:

- 1. Secured in the report file cabinet in the Public Safety & Police Communication Center, which has restricted access.
- 2. Secured in computer files in the report writing software utilized by the department.
- 3. Secured at the Anne Arundel County Police Central Records Unit, per County Police protocol.

B. During those periods of time when the Administrative Services Manager is off-duty, Shift Commanders and the Command Staff have the ability to access report files and other department records.

C. Records information is accessible to *authorized* personnel at all times through the Department's computerized records management systems.

D. Authorized background investigators may request public safety records regarding current or former students or employees of the College. The investigator must provide a waiver/authorization for release of information form signed by the subject of the investigation. The Background Investigation Checklist (DPSP Form CM05) will be completed and a copy provided to the investigator. A copy of the investigator's waiver/authorization form will be filed with the original checklist form in the appropriate file cabinet in the Public Safety & Police Communications Center.

#### **IV. REQUIRED RECORDS**

##### **A. Records Repository**

The Records Function will maintain a repository to include:

1. Offense reports – department reports that record crimes, which include an Anne Arundel County Police case number.
2. Incident reports – department reports that record college-related emergencies, incidents and events.
3. *Recovered Property reports – department reports that record abandon/found property coming into custody of the agency.*

These records are stored in a single, secure repository filed by year, then by category, then sequentially by case control number.

##### **B. Alphabetical Master Name Index**

A master name index is a file that includes the names of persons identified in field reports. The computer-generated report writing system automatically adds the names and identifying information for suspects, victims, witnesses, drivers, and other categories into the master name index.

##### **C. Incidents by Type, Location and Other Filters**

The computerized records system maintains a search function of incidents by:

1. Service calls and crimes by type.
2. Service calls and crimes by location.
3. Service calls and crimes by date.
4. Service calls and crimes by reporting officer.
5. Service calls and crimes by case number.
6. Stolen, damaged, or recovered property.
7. Stolen motor vehicles.

#### **V. JUVENILE RECORDS**

A. Any incident or offense report involving a juvenile (person under the age of 18 years) suspect(s) will be filed in the Records Section in a separate section designated "Juvenile Incidents".

B. A reference sheet will be placed in the folder of the offense that the case report would be filed if the suspect were an adult. The reference sheet will contain the date of the incident, and all case numbers assigned to the incident, the name and ID of the officer submitting the report and a notation that the actual report is located in the "Juvenile Incident" folder.

C. Public Information Requests involving reports that include juveniles are to be submitted to the Chief of Police/Director of Public Safety for approval. The juvenile's name, address and date of birth must be redacted throughout the report, if a copy of the report is released to the public.

D. Reports involving juveniles will be retained in accordance with the current approved Record Retention schedule.

#### **VI. TRAFFIC RECORDS**

A. College issued Administrative Parking and Traffic Violation Notices/Citations and Maryland Uniform Citations are kept in a secure file cabinet only accessible by the Shift Commanders and Command Staff. Shift Commanders are responsible for issuing College and Maryland Citation booklets to their officers, and maintaining an accountability log of issued booklets.

B. Traffic Records are maintained using the College's Datatel/Colleague data management system. All issued College Administrative Parking and Traffic Citations are entered into the system, which includes a search function for:

1. Traffic enforcement data (citations & locations issued).
2. Traffic enforcement dispositions (citations paid, waived, or appealed).

C. The traffic records system is intended to provide accurate information to field personnel who are performing primary traffic functions and data upon which management decisions may be based. Some of the required data may be collected and disseminated by other state/local agencies.

D. Traffic records statistics, including College administrative citations and warnings and Electronic state issued citations and warnings (E-TIX) are maintained on a department statistics record. These records are provided to the Chief of Police/Director of Public Safety at monthly intervals and tabulated annually.

#### **VII. INTERNAL AFFAIRS RECORDS**

A. The Patrol Operations Commander maintains confidential internal affairs records containing:

1. Complaints against department employees.
2. Complaint investigation, interview, and correspondence documentation.
3. Results and final disposition of complaint investigation.

B. Internal affairs records are kept in a secure area, only accessible to the Patrol Operations Commander and the Chief of Police/Director of Public Safety.

#### **VIII. TRAINING RECORDS**

A. The Records Function maintains training records containing:

1. Training records for individual officers.
2. Training records for the Field Training Program.
3. Training records for In-Service training, Shift/Roll Call training, and Specialized training.
4. Training records for certified Special Police Officer training courses approved by the Maryland Police & Corrections Training Commission (MPCTC).

B. Training records are kept in a secure area, only accessible to the Administrative Services Manager, Shift Commanders and the Command Staff. Officers may request to view their training records, but the records may not leave the Public Safety & Police office.

C. Training records for sworn College Police Officers are maintained by the Anne Arundel County Police Training Academy and submitted to MPCTC. These records may be accessed by the Patrol Operations Commander or Administrative Services Manager utilizing the MPCTC online web portal.

#### **IX. PROPERTY RECORDS**

A. The Records Function maintains property records containing:

1. Department property acquired and issued to employees.
2. Department property acquired for use by authorized personnel.
3. Recovered property inventory records.

B. Property records may be maintained in digital and/or physical format.

#### **X. RECORDS & REPORTS DISTRIBUTION**

##### **A. Incident and Offense Reports**

1. Incident and Offense Reports are completed and submitted for review utilizing a report writing software program. Both types of reports are submitted in the same manner, reviewed by a supervisor, then forwarded to the Patrol Operations Commander for final approval.

2. The Patrol Operations Commander, or designee, distributes approved reports physically as a printed copy or digitally via email or fax to the appropriate parties internal or external to the College.

3. Incident and Offense Reports are distributed in the following manner:

- a. Original – Department of Public Safety & Police Records
- b. Copy – Retained digitally in the Department's report writing software
- c. Copy – The College department(s) to be notified, i.e. Risk Management, Human Resources, Office of Community Standards, Title IX Coordinator, etc.
- d. Copy – Anne Arundel County Police Central Records (Offense Reports only)
- e. Copy – Anne Arundel County Police District Detective or Specialized Unit (Offense Reports only)

4. Additionally, Incident and Offense Reports may be distributed upon request to the following with approval from the Chief of Police/Director of Public Safety or the Patrol Operations Commander:

- a. Copy – Student(s) involved in the incident/offense and/or parent(s) of the student involved.
- b. Copy – Insurance companies.
- c. Copy – To a member of the public (with a Public Information Act Request).

**B. Recovered Property Reports**

*Recovered Property reports are completed utilizing a report writing software program and are printed and physically stored with the property while it is in departmental custody. Once the property item receives final disposition, the report is filed in the DPSP records section. The software program maintains a digital copy of the report and an inventory list of the property.*

**C. Other Department Records**

The department does not distribute other department records on a regular basis. Other department records may be distributed to an appropriate college department or external agency with approval of the Chief of Police/Director of Public Safety.

**XI. PROPONENT UNIT:** Administrative Services.

**XII. CANCELLATION:** This written directive cancels Index Code 1001, Revision Date: 03-01-23.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# COMMUNICATIONS FUNCTION

**INDEX CODE: 1101**  
**REVISION DATE: 11-10-22**

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Contents:

- I. Policy
- II. Communications Function
- III. Communications Regulations
- IV. Communications Facility
- V. Communications Systems
- VI. Proponent Unit
- VII. Cancellation

## **I. POLICY**

It is the department's policy to maintain a 24-hour communications ability internally among department employees and to provide a 24-hour external telephone service to the public to contact the department for information, for routine calls for service, or emergency assistance.

## **II. COMMUNICATIONS FUNCTION**

A. This policy establishes the communications function. The communications function is vital and central to all emergency service operations and has primary responsibility to receive calls from the public, receive and dispatch calls with the officers in the field, and coordinate the information between them and with supervisors. Communications personnel have the capability and procedures for procuring necessary services external to the agency and have immediate access to at least the following resources:

- 1. Supervisor or Office in Charge (OIC).
- 2. Duty roster of all field personnel.
- 3. Department contact list with telephone numbers of all agency personnel.
- 4. A list of telephone numbers of emergency service agencies and other community services is immediately available.
- 5. Maps detailing the department's service area are visually available.

B. The communications function includes:

### **1. Telephone Communications**

- a. Receive all incoming calls in a courteous and diplomatic manner.
- b. Provide a variety of information, assistance, and referrals as appropriate.
- c. Record all pertinent information regarding crimes, accidents, and other requests for public safety assistance.
- d. Ensure that incoming information is routed to the appropriate personnel for action.

### **2. Radio Communications**

- a. Dispatch calls for service that require the presence or response of a public safety or police officer.
- b. Coordinate the transmission of information among officers in the field.
- c. Coordinate the transmission of information with Anne Arundel County Police Communications.

### **3. Data Communications**

- a. Access and retrieve appropriate information from the Maryland Department of Motor Vehicles online portal.
- b. Access and retrieve appropriate information from the National Crime Information Center (NCIC) online portal.
- c. Access and retrieve appropriate information from the College's Datatel student and employee database.
- d. Access and retrieve appropriate information from the College's Resource25 online classes and events schedule.
- e. Enter and retrieve appropriate information from the department's Computer Aided Dispatch (CAD) program.

### **4. Emergency Communications**

- a. Send text and vocal alarm messages during significant incidents and emergency situations.
- b. Contact the County Police, Fire, and/or EMS services as needed to assist with emergency situations.
- c. Be prepared to transfer department communications control to County Police Communications, as appropriate.

### **5. Alarm Monitoring**

- a. Monitor all alarms that are designed to alert directly to Communications.
- b. Ensure that incoming alarm information is routed to the appropriate personnel for action.

**6. Closed Circuit Television (CCTV)**

- a. Utilize the CCTV system to assist officer response in the field by providing additional visual information.
- b. Ensure that the CCTV system is used in an ethical and professional manner.

C. Officers assigned to the communications function, either in a permanent to temporary status, have the authority, on behalf of the Chief of Police/Director of Public Safety, to dispatch calls for service, as appropriate.

D. The AACC Department of Public Safety & Police communications function is not provided by a shared or multi-jurisdictional entity. However, during significant emergency situations, department radio and telephone communications are forwarded to the Anne Arundel County Police Communications Center for coordinated and centralized communications for all County and College Police responders.

**III. COMMUNICATIONS REGULATIONS**

A. Communications officers will perform their duties in accordance with the department's Rules & Regulations Manual.

B. All department radio operations will be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements. FCC regulations prohibit radio misuse such as profane language, inappropriate transmissions, intentionally "covering" other units, etc. Misuse of the radio is a serious and potentially dangerous breach of safety protocol and will not be tolerated. Idle conversation not related to public safety operations is prohibited, as it may interfere with operational transmissions and compromise officer safety. Supervisors are responsible for identifying individuals misusing the radio, and those found to be in violation may be subject to disciplinary action. A copy of FCC rules governing Public Safety Radio Communications is provided in the Communications Center for reference.

**IV. COMMUNICATIONS FACILITY**

A. The Communications facility is physically secure, has limited access, has procedures for protecting equipment, and has the capability and procedures for providing back-up equipment.

B. The Communications facility has an alternate source of electrical power that is sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source. The College's Facilities department inspects and tests the back-up generator monthly, as well as conducts a full-load test annually.

**V. COMMUNICATIONS SYSTEMS**

**A. Department Radio System**

**1. Equipment**

- a. Department employees are issued a portable radio for use while on duty and performing public safety functions.
- b. The department Communications Center is equipped with a base station radio unit.

**2. Capability**

- a. The department has twenty-four (24) hour two-way radio capability providing continuous communication.
- b. The department has multi-channel mobile and portable radio equipment capable of two-way operation on a joint public safety frequency or frequencies. The department radio system operates on the same 800mhz system as the Anne Arundel County Government allowing department radios the capability of communicating with County Government agencies, including County Police and Fire Departments.
- c. The radio system is engineered to produce at least a twelve (12) decibel or greater SINAD ratio to the radio receivers in ninety-five (95) percent of the agency's service area.
- d. Areas with poor radio reception within buildings are amplified by a Distributive Antenna System (DAS) that is compatible with the current communications system.
- e. The communications system has the capability of recording and immediate playback of department radio conversations. Records will be retained for a minimum of 30 days.

**B. Department Emergency Telephone System**

1. The Anne Arundel Community College Department of Public Safety operates Anne Arundel Community College's public safety answering point (PSAP), using 410-777-1818. This emergency telephone system's capabilities include:

- a. A twenty-four (24) hour, toll-free telephone access for emergency calls for service.
- b. A system to separate emergency from non-emergency calls with a single, publicized emergency telephone number and capability of prompt routing of misdirected emergency calls.
- c. A twenty-four (24) hour telephone access system for routine and emergency calls for service with telecommunications devices for the deaf (TDD). This is accomplished with a CapTel TDD telephone (410-777-1329) and a dedicated department cell phone (443-336-3144) that has the capability to send and receive text messages.



2. This emergency and non-emergency telephone lines have the capability of recording and immediate playback of telephone conversations using a secure program that maintains protected storage of recordings. The recordings will be retained for a minimum of 30 days. Recordings may be reviewed by using the search function, by date/time or by radio frequency or telephone line. Recordings may be reviewed for emergency situations and incidents to recover necessary information, for investigative purposes, to verify information received, or other official departmental business. Information obtained from the recordings is confidential and may not be disclosed without approval from the Chief of Police/Director of Public Safety.

3. Per Maryland law §10-402, it is unlawful to record a telephone conversation without consent of both persons on the call. Therefore, when communications personnel answer a telephone on a recorded line, he/she will identify to the caller that the line is being recorded. After notification of the recorded line, if the caller desires to continue the telephone call, consent from the other caller is achieved. Additionally, no external outgoing calls are to made on a recorded telephone line without notifying the other caller that the line is recorded. Phone calls with personal or confidential information must be made on unrecorded phone lines. The Communications center has at least one (1) dedicated unrecorded phone line for outgoing calls.

### **C. Computer Aided Dispatch (CAD)**

1. The department's communications function uses a computer aided dispatch program for entering and retrieving department-related information, as well as producing and maintaining incident and offense reports.

2. Communications personnel are required to record the following minimum information for all requests for service:

- a. Date and time of request.
- b. Name, address, and call-back telephone number of complainant/reporting person (if possible).
- c. Type of incident reported.
- d. Location of call for service or incident reported.
- e. Time of officer dispatch.
- f. Time of officer arrival.
- g. Time of officer clearing the call and return to service.
- h. Disposition or status of call for service or reported incident.
- i. Incident notes providing a description of the request for service and the action(s) performed by the officer.

3. The CAD system has the capabilities of:

- a. Assigning a unique complaint control number to each specific call for public safety service.
- b. Identification of officer(s) assigned as primary and backup units.
- c. Officer status indicators are visually available to each dispatcher and supervisor.

4. *If the CAD system goes offline, due to an issue or for routine maintenance, CAD entries will be completed using the manual CAD entry desk log, DPSP form CM13. CAD entry information shall be recorded on this form for the duration that the CAD system is unavailable. When the CAD system is available again, CAD entries recorded on the desk log form will be manually entered into the CAD system.*

### **D. Emergency Alert System (EAS)**

1. In the event an emergency is declared on campus and the campus community is to be notified, the College's Emergency Alert System will be activated. A campus emergency could be declared as the result of incidents on or near campus, such as a major weather incident, a building fire, an explosion, an aircraft crash, a chemical spill, a hostile intruder, etc. An emergency could be limited to a building, a group of buildings, to a specific campus, or effect the entire College. Consideration must be given to the nature of the emergency and the location(s) effected, as to the appropriateness of utilizing the emergency alert system and to what extent.

2. The Colleges Emergency Alert System has the following elements:

- a. Send a mass notification text message or cell phones of registered users.
- b. Send an email to all College employee and student email accounts.
- c. Place an emergency message on the College's website and Facebook webpage.
- d. Place an emergency text scroll message on campus computer monitor screens.
- e. Send an audible tone and/or voice message to alert beacons and college telephones in campus buildings.
- f. Send an audible tone and/or voice message to an external siren loudspeaker.

3. When an emergency is declared on campus, the highest-ranking officer on the scene is authorized to activate the EAS. Communications personnel are responsible for the activating the EAS in response to the conditions of the emergency by accessing the online program, customizing an appropriate message, and distributing it by the necessary elements.

4. When the incident that created the emergency situation has been resolved, an “All Clear” notification is to be dispatched to field personnel and an appropriate notification using the EAS. Typically, a mass notification text message is used to deliver an “All Clear” message to the campus community to minimize any further disruptions. It is important to notify the public that the emergency situation has been resolved.

**E. Severe Weather Alerts**

1. The Communications Center is equipped *to receive* periodic severe weather announcements from the National Weather Service. In the event of a severe weather notification, communications officer will notify the Shift Commander/Officer-In-Charge and field officers of the severe weather message *and be responsible for transmitting* a severe weather notification message using the Emergency Alert System, depending on the severity and proximity of the weather condition.

2. Severe Weather Definitions:

- a. WATCH - a period when conditions are favorable for the development of severe weather in a localized area.
- b. WARNING – indicates that severe weather is imminent for a specific area and may have already been spotted.

**F. Security/Panic Alarm Systems**

1. The communications function is responsible for monitoring the College’s security and panic alarms that are directed to the Communications Center: These alarms include:

- a. Building perimeter and restricted access area security intrusion alarms.
- b. Personal panic alarms assigned to specific College employees, the College’s Cashiers Office, and the Bookstore.

2. Communications personnel will ensure the alarm system is active and logged in at the start of the shift. The alarm speakers or the volume function on the alarm computer will not be turned down or muted, so that the alarm speakers remain audible at all times.

3. When a security or panic alarm is received, Communications personnel will review the alarm type and location, then dispatch an appropriate response to investigate. Each alarm received on the alarm system will be acknowledged.

4. Fire alarms and specific maintenance-related alarms are monitored by the College’s Facilities Department.

**G. Emergency and Code Blue Phone System**

1. The College has an emergency phone system that consists of “Code Blue” exterior phone towers, wall-mounted emergency phone stations, and emergency call-buttons located in elevators.

2. The Department of Public Safety & Police is responsible for testing the emergency phone system All campus emergency and Code Blue telephones will be inspected for damage and tested for functionality (phone line and stationary/strobe lights) the second and fourth weekend of each month. The emergency phones at the Arundel Mills and Glen Burnie campuses shall be tested on Fridays and the Arnold campus emergency phones are be tested on Sundays by the Evening Shift. The results of the inspections and tests will be documented on the Emergency Phone Checklist, DPSP Form CM02, which is submitted to the Patrol Operations Commander.

3. If a telephone is found to be out of service, an email must be sent to the AACC HELPDESK to request repairs be made on the malfunctioning phone(s). A copy of the email is to be printed and submitted along with the Inspection Checklist. If the stationary and/or strobe lights on the top of a Code Blue phone is not functioning properly, an online work order request must be submitted to Facilities Management and a copy of the work order request is to be printed and submitted with the Inspection Checklist.

4. A magnetic “Out of Order” sign will be placed on emergency phone(s) that are out of service. A sign is to be used when the phone function is inoperable and not for when the stationary or strobe light is the only issue. The sign is to be placed on a metallic area or taped to the phone in a location that will be easily noticeable. These signs are stored in the Communications Center. Communications personnel are responsible for logging the signs in/out and the location where it is used using DPSP Form CM03. When the phone is operational again, a field officer will return the sign to Communications.

**VI. PROPONENT UNIT:** Communications.

**VII. CANCELLATION:** This directive cancels Index Code 1101, Revision Date: 06-01-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# TEN CODES, PHONETIC ALPHABET, & MILITARY TIME



**INDEX CODE: 1102 – Appendix A**  
**REVISION DATE: 06-01-22**

Contents:

- I. Ten Codes
- II. Department Codes
- III. Phonetic Alphabet & Military Time
- IV. Cancellation

**I. TEN CODES**

10-0	Caution	10-50	Accident (F, PI, PD)
10-1	Unable to copy-change location	10-51	Wrecker needed
10-2	Signal good	10-52	Ambulance needed
10-3	Stop transmitting	10-53	Road blocked at _____
10-4	Acknowledgment (OK)	10-54	Livestock on highway
10-5	Relay	10-55	Intoxicated driver
10-6	Busy - unless urgent	10-56	Intoxicated pedestrian
10-7	Out of service	10-57	Hit and Run (F, PI, PD)
10-8	In service	10-58	Direct traffic
10-9	Repeat	10-59	Convoy or escort
10-10	Fight in progress	10-60	Squad in vicinity
10-11	Dog case	10-61	Personnel in area
10-12	Stand by (stop)	10-62	Reply to message
10-13	Weather - road report	10-63	Prepare to make written copy
10-14	Prowler report	10-64	Message for local delivery
10-15	Civil disturbance	10-65	Not message assignment
10-16	Domestic problem	10-66	Message cancellation
10-17	Meet complainant	10-67	Clear for net message
10-18	Quickly	10-68	Dispatch Information
10-19	Return to _____	10-69	Message received
10-20	Location	10-70	Fire alarm
10-21	Call _____ by telephone	10-71	Advise nature of fire
10-22	Disregard	10-72	Report progress of fire
10-23	Arrived at scene	10-73	Smoke report
10-24	Assignment completed	10-74	Negative
10-25	Report in person (meet)	10-75	In contact with _____
10-26	Detaining subject, expedite	10-76	En route
10-27	Drivers license information	10-77	ETA (Estimated Time of Arrival)
10-28	Vehicle registration information	10-78	Need assistance
10-29	Check for wanted	10-79	Notify coroner
10-30	Unnecessary use of radio	10-80	Chase in progress
10-31	Crime in progress	10-81	Breathalyzer report
10-32	Man with gun	10-82	Reserve lodging
10-33	EMERGENCY	10-83	Work school crossing at _____
10-34	Riot	10-84	If meeting _____ advise ETA
10-35	Major crime alert	10-85	Delayed due to _____
10-36	Correct time	10-86	Officer/operator on duty
10-37	Investigate suspicious vehicle	10-87	Pickup/distribute checks
10-38	Stopping suspicious vehicle	10-88	Present telephone # of _____
10-39	Urgent - use light, siren	10-89	Bomb threat
10-40	Silent run - no light, siren	10-90	Bank alarm at _____
10-41	Beginning tour of duty	10-91	Pick up prisoner/subject
10-42	Ending tour of duty	10-92	Improperly parked vehicle
10-43	Information	10-93	Blockade
10-44	Request permission to leave _____ for _____	10-94	Drag racing
10-45	Animal carcass at _____	10-95	Prisoner/subject in custody
10-46	Assist motorist	10-96	Mental subject
10-47	Emergency road repair at _____	10-97	Check (test) signal
10-48	Traffic standard repair at _____	10-98	Prison/jail break
10-49	Traffic light out at _____	10-99	Wanted/stolen indicated

## II. DEPARTMENT CODES

Priority 1 Emergency response – use lights and siren  
Priority 2 Routine response – no lights/siren; obey all traffic laws

Code 47 Building check  
Code 48 Unlock door or building  
Code 49 Lock door or building  
Code 50 Building is in a partially locked status

## III. PHONETIC ALPHABET & MILITARY TIME

A	ADAM	24-hour time (military time) will be used.
B	BOY	
C	CHARLIE	2400 Midnight (twenty-four hundred)
D	DAVID	0001 One minute after midnight (zero zero zero one)
E	EDWARD	0015 Quarter past midnight (zero zero one five)
F	FRANK	0045 45 minutes past midnight (zero zero four five)
G	GEORGE	0100 One o'clock in the morning (zero one hundred)
H	HENRY	0130 One thirty a.m. (zero one three zero)
I	IDA	0200 2 a.m. (zero two hundred)
J	JOHN	0300 3 a.m.
K	KING	0400 4 a.m.
L	LINCOLN	0500 5 a.m.
M	MARY	0600 6 a.m.
N	NORA	0700 7 a.m.
O	OCEAN	0800 8 a.m.
P	PAUL	0900 9 a.m.
Q	QUEEN	1000 10 a.m. (ten hundred)
R	ROBERT	1100 11 a.m. (eleven hundred)
S	SAM	1200 Noon
T	TOM	1215 Quarter past noon (twelve fifteen)
U	UNION	1300 1 p.m. (thirteen hundred)
V	VICTOR	1345 1:45 p.m. (thirteen forty-five)
W	WILLIAM	1400 2 p.m.
X	X-RAY	1500 3 p.m.
Y	YOUNG	1600 4 p.m.
Z	ZEBRA	1700 5 p.m.
		1800 6 p.m.
		1900 7 p.m.
		2000 8 p.m.
		2100 9 p.m.
		2200 10 p.m.
		2300 11 p.m.

IV. CANCELLATION: This Appendix cancels Index Code 1101, Appendix A, Revision Date: 06-30-06 and Index Code 1101, Appendix B, Revision Date: 06-30-06.

# EMERGENCY CAMPUS NOTIFICATIONS



**INDEX CODE:** 1103.1  
**REVISION DATE:** 08-25-22

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Contents:

- I. Purpose
- II. Emergency Campus Notifications
- III. Proponent Unit
- IV. Cancellation

**I. PURPOSE**

The purpose of this directive is to define the procedures for department personnel to provide emergency notification services to persons on College property and to report hazards to the Facilities Department.

**II. EMERGENCY CAMPUS NOTIFICATIONS**

In the event that an emergency situation happens off-campus and a person on campus cannot be notified by a friend or family member, they may call the Department of Public Safety & Police to provide a notification to the person on College property. If a telephone call is received by DPSP to provide an emergency notification to a person on College property, the following procedures will be adhered to.

**A. Communications Responsibilities**

- 1. Obtain the caller's name and callback number, the name of the person on College property to receive the notification, and the contact information to be provided.
- 2. If the caller does not know the possible location of the person to receive the notification, retrieve the student or faculty member's class schedule in the College's Datatel student and employee database to determine their location.
- 3. Dispatch an officer to the location with the individual's name and contact information to be provided.
- 4. If the person cannot be located on campus, callback the caller and advise that the notification could not be made.
- 4. Enter all relevant information into the Computer Aided Dispatch (CAD) entry notes.

**B. Officer Responsibilities**

- 1. Arrive at the requested location in a timely manner.
- 2. Notify Communications upon arrival at the location and attempt to locate the person.
- 3. If the person is located, provide the contact information and notify Communications the notification has been made.
- 4. If the person cannot be located at the location, notify Communications and search other appropriate areas in an attempt to locate the person. Communications may provide a secondary or other possible location to search.
- 5. If the person cannot be located after a reasonable search effort, notify Communications to callback the caller and advise the notification could not be made due to the person could not be located.

**III. PROPONENT UNIT:** Patrol Operations.

**IV. CANCELLATION:** This written directive cancels Index Code 1718, Revision Date: 02-16-17.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# PROPERTY MANAGEMENT

**INDEX CODE: 1201**  
**REVISION DATE: 11-01-23**

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Contents:

- I. Directive
- II. Department Owned Property
- III. Property Inspections
- IV. Proponent Unit
- V. Cancellation

**I. DIRECTIVE**

A. It is the department's *directive* that all property owned, leased, used or coming into custody of the department is rigidly controlled and diligently protected. This directive establishes the department's property management function. Except where specifically delegated elsewhere, the property management function is responsible for:

- 1. Control of department-owned property.
- 2. Control of property in custody.
- 3. Control of found, recovered, and evidentiary property. (See Index Code 1202.1)

B. The property management function is managed by the Department's Property Custodian, a role of the Administrative Services Manager, who reports directly to the Chief of Police/Director of Public Safety. The Property Custodian receives appropriate and relevant property management training.

**II. DEPARTMENT OWNED PROPERTY**

**A. Procurement**

- 1. The Patrol Operations Commander has primary responsibility and authority for procurement of department property.
- 2. The Chief of Police/Director of Public Safety has granted authority to specific department functions to procure property to meet their needs. These functions include Emergency Management, Crime Prevention, and Administrative Services.

**B. Accountability**

- 1. Accountability of department owned property that is stored in the department's Quartermaster storage is the responsibility of the Administrative Services Manager.
- 2. Accountability of department owned firearms and ammunition that is stored in the department's restricted firearms storage room is the responsibility of the Patrol Operations Commander.
- 3. Accountability of department owned vehicles is the responsibility of the department Fleet Coordinator, a role of the Patrol Operations Commander.
- 4. Specific department functions are accountable for department owned property under their control, including Emergency Management, Crime Prevention, Communications, and Bicycle Patrol.

**C. Distribution and Issuance**

- 1. Distribution and issuance of department owned patrol-related equipment and uniforms is the responsibility of the Administrative Services Manager. A Quartermaster issuance form, DPSP Form PR10, will be completed by any supervisor issuing patrol-related equipment. These records are maintained by the Administrative Services Manager and stored in the Quartermaster storage room.
- 2. Distribution and issuance of department owned firearms and ammunition is the responsibility of the Patrol Operations Commander.
- 3. Specific department functions are authorized to distribute/issue department owned property, as appropriate, in conjunction with their responsibilities. These functions include Emergency Management and Crime Prevention.

**D. Inventory Records**

- 1. The Administrative Services Manager is responsible for maintaining inventory records of department owned property received and issued to patrol operations, primarily patrol-related uniforms, radios, and equipment.

2. The Patrol Operations Commander is responsible for maintaining inventory records of department owned firearms and ammunition in storage and issued to department police officers.

3. Specific department functions are responsible for maintaining inventory records of department owned property under their control. These functions include Emergency Management and Crime Prevention.

**E. Return of Property**

1. When patrol-related department owned property is returned from the issued employee, the receiving supervisor will secure the property in the Quartermaster storage room, The supervisor will notify the Administrative Services Manager to update Quartermaster inventory records and place the property in the appropriate storage location.

2. If the returned property is a firearm or ammunition, the supervisor will place it in the restricted firearms storage room and notify the Patrol Operations Commander to update the firearms and ammunition inventory records.

3. Employees returning property issued from a specific department function will return the property to that function. Those functions will then update their inventory records.

**F. Secure Storage**

1. Only authorized personnel may have access to areas used by the department to store property. The Chief/Director, Patrol Operations Commander, Administrative Services Manager, Administrative Services Assistant, and Shift Commanders have access and will ensure that access to property storage areas are restricted.

2. CCTV cameras are located at property storage access doors to maintain the security of the storage areas.

**G. Hazardous Property Disposal**

*Specific property that contains hazardous elements will be disposed of in accordance with State and local laws. These property items include batteries and expired Oleoresin Capsicum (OC) spray units. These items are turned over to the College's Office of Risk Management who is responsible for scheduling routine pickup services for hazardous property from the College.*

**III. PROPERTY INSPECTIONS**

**A. Quarterly Inspection of Property Rooms**

At least quarterly, the Administrative Services Manager will conduct an inspection of property rooms at the Arnold, Glen Burnie, and Arundel Mills campuses to verify adherence to procedures used for the control of property. The inspection is conducted to determine that the property rooms are being maintained in a clean and orderly fashion, that provisions of department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and property that has been in the possession of the Department for 60 days is being disposed of promptly. The property custodian will record any discrepancies and submit an inspection report to the Chief of Police/Director of Public Safety.

**B. Annual Unannounced Inspection**

An annual inspection of property held by the department will be conducted by a supervisor not routinely or directly connected with control of property. The purpose of the inspection is to review a random sampling of property items and records to ensure the integrity of the system, not to require an accounting for every item of property. The inspecting supervisor will record any discrepancies and submit an inspection report to the Chief of Police/Director of Public Safety.

**C. Inventory on Change of Property Custodian**

Whenever a new property custodian is designated, the newly designated property custodian and the outgoing property custodian, if available, as well as a designee of the Chief of Police/Director of Public Safety, will conduct an inventory of the property room to ensure that records are correct and properly annotated, jointly. The newly appointed custodian will record any discrepancies and submit an inspection report to the Chief/Director.

**D. Inventory on Change of Agency Chief Executive Officer**

Whenever a new Chief Executive Officer takes control of the agency, an inventory of the property room is conducted to ensure that records are correct and properly annotated. The property custodian will record any discrepancies and submit an inspection report to the Chief of Police/Director of Public Safety.

**IV. PROPONENT UNIT:** Administrative Services.

**V. CANCELLATION:** This written directive cancels Index Code 1201, Revision Date: 05-01-23.

*Sean Kapfhammer*  

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# CLERY ACT & THE ANNUAL SECURITY REPORT



**INDEX CODE:** 1301  
**REVISION DATE:** 12-20-22

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## Contents:

- I. Clery Act Overview
- II. Requirements
- III. Proponent Unit
- IV. Cancellation

## I. CLERY ACT OVERVIEW

The Clery Act, officially titled “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, is a consumer protection law that aims to provide transparency around campus crime policy and statistics. The Clery Act requires colleges and universities to report campus crime data, support victims of violence, provide a public crime log, provide timely warnings regarding ongoing threats on their campus, and publicly outline the policies and procedures they have put into place to improve campus safety. In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety. The Clery Act is governed by the United States Department of Education (U.S. DOE). Colleges and universities that fail to comply with the Clery Act requirements may be fined \$59,017 per infraction.

On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

## II. REQUIREMENTS

### A. Annual Security Report

1. The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding three (3) calendar years, plus details about efforts taken to improve campus safety. ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

2. The Chief of Police/Director of Public Safety, or designee, prepares the institution’s Annual Campus Security Report. The report is prepared in cooperation with the Anne Arundel County Police Department, which is the local law enforcement agency providing service to the college. The data is submitted to the U.S. Department of Education. The report includes all the operational and reporting requirements including the rights of victims of sexual assault.

3. All enrolled students, faculty and staff are provided information which explains the Public Safety & Police website where this report can be located. Additionally, printed copies of the report may be obtained at the Department of Public Safety & Police office and at the DPSP service desks at the Arundel Mills and Glen Burnie campuses.

4. Institutions of higher education must include four distinct categories of crime in their ASR crime data:

#### a. Criminal Offenses

- 1) Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- 2) Sexual assault: rape, fondling, incest, statutory rape
- 3) Robbery
- 4) Aggravated assault
- 5) Burglary
- 6) Motor vehicle theft
- 7) Arson

#### b. Hate Crimes (any of the above-mentioned offenses, and any incidents of:)

- 1) Larceny-theft
- 2) Simple assault
- 3) Intimidation
- 4) Destruction/damage/vandalism of property



**c. VAWA Offenses**

- 1) Domestic violence
- 2) Dating violence
- 3) Stalking

**d. Arrests and Referrals for Disciplinary Action**

- 1) Weapons law violations
- 2) Drug abuse violations
- 3) Liquor law violations

5. Clery Act crime reporting is not strictly limited to events that occur on campus or within campus buildings and residences. Institutions must include statistics for crime that occur in any of these geographic areas:

- a. On-campus (anywhere).
- b. On-campus student housing.
- c. Public property within campus bounds.
- d. Public property immediately adjacent to the campus (sidewalk-street-sidewalk rule).
- e. Non-campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students, but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the institution.

**B. Public Daily Crime Log**

1. Campus police and public safety departments must maintain and make available an easily understood daily crime log of all reported crimes that fall within their jurisdiction. This crime log must be made available to the public during daily business hours. The daily crime log must include:

- a. Nature/Type of the crime.
- b. Date & Time the crime occurred.
- c. General location within the institution's Clery geography that the crime occurred.
- d. *Date & Time the crime was reported or discovered.*
- e. Disposition of the complaint.

2. Crime log entries must be made within two (2) business days of the report of the information, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. An institution may withhold this information if there is clear and convincing evidence that releasing it would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. The school must disclose any withheld information once the adverse effect is no longer likely to occur.

3. An institution is required to make the crime log for the most recent sixty (60) day period open to public inspection during normal business hours. The school must make any portion of the log older than sixty days available within two business days of a request for public inspection.

4. The Department of Public Safety & Police provides a public Daily Crime Log on the internet, available twenty (24) hours a day, at <https://www.aacc.edu/campus-safety/security-reports/>. Additionally, printed copies of the report may be obtained at the Department of Public Safety & Police office.

**C. Annual Fire Safety Report / Fire Log**

1. The Clery Act requires colleges and universities that maintains on-campus student housing facilities to publish an Annual Fire Safety Report and Fire Log. The report must contain a description of on-campus housing fire safety systems, policies on portable electric appliances, evacuation procedures, fire safety education, and perform fire drills. The Fire Log must record any fire that occurred in an on-campus student housing facility.

2. Anne Arundel Community College does not have any student housing facilities on or off campus, so the department is not required to maintain an Annual Fire Safety Report or Fire Log.

**D. Timely Warnings & Emergency Notifications**

1. All Institutions are required to provide emergency notifications or timely warnings based upon the circumstances.

- a. **EMERGENCY NOTIFICATIONS** – required to provide immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

- b. **TIMELY WARNINGS** – (Crime Alert) required for all Clery Act crimes that represent a serious or continuing threat to students and employees occurring on institution’s Clery Geography that are reported to campus police or security departments, employees designated as Campus Security Authority, or local police agencies.

2. The following chart identifies the differences between emergency notifications and timely warnings:

	<b>Emergency Notifications</b>	<b>Timely Warnings</b>
Scope	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
Triggered by?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where event occurs?	Only on campus	Anywhere on Clery Geography
How soon to issue?	Immediately upon confirmation of situation	As soon as information is available

3. Each institution must develop emergency response and evacuation procedures, and include a description of its procedures in its Annual Security Report. The statement must include the procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

- 4. At a minimum, an institution must have procedures to:
  - a. Confirm significant emergencies or dangerous situations.
  - b. Determine the appropriate community to notify and the content of the notification.
  - c. Initiate the notification system.
  - d. Test emergency and evacuation procedures on at least an annual basis.

5. In the event that an emergency or significant situation arises, either on or off campus, the Chief of Police/Director of Public Safety, or highest-ranking Public Safety & Police officer on duty, will make the decision of whether to issue an Emergency Notification or Timely Warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for Emergency Notifications/Timely Warnings may also come from other law enforcement agencies or other officers. When local authorities make the Department of Public Safety & Police aware of an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, a Timely Warning will be issued. Emergency Notifications/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available.

6. Emergency notifications are distributed using the College’s Emergency Alert System (EAS), which consists of a mass text messaging system, audible alert speakers in buildings, computer monitor text scroll, and an external audible siren.

7. Timely warnings are sent to all students, faculty and staff by e-mail and posted on the Department of Public Safety & Police Website. Alternative methods for distributing campus timely warnings may include media releases, campus newspaper articles, and flyers posted in buildings on campus. Information provided by timely warnings include:

- a. A brief description of the incident and type of crime, including location, date and time of occurrence.
- b. A physical description of the suspect, including gender and race, if available.
- c. A photograph or composite drawing of the suspect, if available.
- d. Apparent connection to previous incidents, if applicable.
- e. Race of the victim, but only if there was an apparent bias motive.
- f. Sex of the victim, if relevant.
- g. Injury sustained by the victim.
- h. Date the campus alert was released, the associated DPSP case number, and County Police case number (if applicable.).
- i. A notice to the campus community to exercise caution.

**E. Victim Rights, Options, and Resources**

Victims of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources guaranteed to them by the Clery Act. Institutional policies regarding prevention of/response to sexual assault, domestic or dating violence, and stalking must be provided in the Annual Security Report. The College also provides its policies on these matters and other mandated policies and procedures on the College website at: <https://www.aacc.edu/policies/>. See Index Code 1302 for more information regarding Victim Rights and Assistance.

INDEX CODE: 1301  
REVISION DATE: 12-20-22

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**III. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**IV. CANCELLATION:** This written directive cancels Index Code 1301, Revision Date: 06-10-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# VICTIM/WITNESS ASSISTANCE

**INDEX CODE: 1302**  
**REVISION DATE: 10-16-23**

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Contents:

- I. Policy
- II. Legal Guidelines
- III. Victim/Witness Procedures
- IV. Functional Responsibilities
- V. Proponent Unit
- VI. Cancellation

## **I. POLICY**

A. The Anne Arundel Community College Department of Public Safety & Police is committed to the development, implementation and continuation of appropriate victim/witness assistance programs and activities. All members of the department will treat victims and witnesses with fairness, compassion, and dignity.

B. Public Safety & Police officers are often in a unique position to provide assistance to victims of crime and other traumatic incidents that may have both immediate and long-term impact on victims' emotional and physical recovery. It is the policy of this department to assist victims in receiving emergency help, as needed, providing a separate waiting area for victims/witnesses apart from the accused, and enhancing the treatment of victims by providing assistance and access to services necessary to aid in their physical and emotional recovery, and support and assist them as they continue to interact with the criminal justice system.

## **II. LEGAL GUIDELINES**

A. Annotated Code of Maryland, Article 47, the Maryland Declaration of Rights, requires that a victim of crime shall be treated by agents of the State (including department personnel) with dignity, respect, and sensitivity during all phases of the criminal justice process.

B. Maryland Title 11, Subtitle 1, §11-104, requires that a victim's first contact with a law enforcement officer, the officer shall give the victim the pamphlet described in §11-914(9)(i) of this title. (See section III-B-2 of this directive.)

C. Maryland Criminal Procedure Code §11-914(9)(i) establishes the requirement of a pamphlet to notify victims of the rights, services, and procedures provided under Article 47 of the Maryland Declaration of Rights.

## **III. VICTIM/WITNESS PROCEDURES**

### **A. Communications Personnel**

1. Upon receipt of notification for assistance on campus by a victim or witness, whether notification is received by telephone, walk-up at the front lobby window, or other means, Communications will dispatch without delay department personnel to respond to the reporting person when it is apparent that victim/witness assistance is needed.

2. Communications is responsible for providing the following victim/witness assistance information between victimization and preliminary investigation, either directly or on a cooperative basis with other area agencies:

- a. Information, available 24 hours daily, regarding victim/witness assistance supplied by the department, including instructions to call 911 if the victim/witness requires an emergency response;
- b. Referral information, available 24 hours daily, regarding services offered in Anne Arundel County by other organizations (governmental or private sector) for victims/witnesses in need of medical attention, counseling, alternative living space for victims of sexual assault, and emergency financial assistance.

3. This policy applies in those instances when communications personnel receive a telephone call from a victim/witness, and a Public Safety & Police officer cannot be assigned to the case in a timely manner, thereby creating a delay between victimization and initial contact with the victim/witness to conduct the preliminary investigation.

### **B. All Department Personnel**

1. All department personnel will provide assistance to victims/witnesses who have been threatened or who express specific, credible reasons for fearing intimidation or further victimization. Appropriate assistance will be provided, as determined by the nature of the situation. At a minimum, department personnel should calm and assist frightened victims by allowing victims to express their feelings, by understanding their reactions, providing reassurance that their feelings are normal and understandable, and by offering words of encouragement.

*Department personnel will provide additional assistance by performing safety escorts while on College property and assistance with filing documentation, such as protective orders and charging documents.*

2. Department personnel will provide each victim/witness with a copy of a brochure entitled “CRIME VICTIMS AND WITNESSES: Your Rights and Services”. This informational brochure is available in a printed format to be provided in person and a digital format that can be sent to a victim or witness by electronic mail. All victims and witnesses shall be given this brochure. This brochure contains lists of National/Statewide crime victim resources to include information, referrals, legal assistance, counseling, and support groups. The brochure is available at the Department of Public Safety & Police office, at County Police district stations and online at the Governor’s Office of Crime Prevention, Youth, and Victim Services: <http://goccp.maryland.gov/>.

3. Department personnel will not leave a distraught victim alone. Arrangements will be made to have a relative, friend, family member, or a crisis center representative, join the victim for emotional support and comfort, or arrange for transportation of the victim to a friend, family member or other appropriate service provider.

4. Department personnel will complete an incident report when responding to an incident or call for service involving a victim or witness. The report shall include the details of the situation, identifying the victim and offender (if known), as well as the actions of the responding officer. The narrative must include that the Victim and Witness Brochure was provided and the victim/witness was advised of general victim/witness information and resources, including:

- a. Information about applicable services (e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy).
- b. Advise the victim/witness about what to do if the suspect, the suspect's companions, or family threatens or otherwise intimidates him or her.
- c. Inform victims/witnesses about the case number and subsequent steps in the processing of the case.
- d. Provide a telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case. This number may be the DPSP office non-emergency number.

**C. Follow up Investigators**

1. The Department of Public Safety & Police conducts follow up investigations as articulated in the current Memorandum Of Understanding (MOU) with the Anne Arundel County Police department. In situations when the County Police will be conducting the follow up investigation, department personnel will inform victim/witnesses that the County Police department will be in contact with them to continue the investigation. Advise the victim/witness of the County Police district station, and name and phone number of the officer handling their case, if known, in case they want to contact the County Police department.

2. Additional actions and information obtained during follow-up investigations will be submitted in supplement reports.

**D. Post-Arrest Procedures**

1. The Department of Public Safety & Police, when notified by the County Police department of an arrest, will notify the victim/witness of the information received from the police department.

2. If Public Safety & Police officers become aware of danger to a victim/witness, or aware of the offender being released from police custody, the officer will promptly attempt to contact and alert the victim/witness. If the victim/witness is located in an outside jurisdiction, the officer will contact the appropriate agency and inform it of the situation and request that reasonable precautions be taken. If necessary, officers should request to have threatened victims placed in protective custody.

**IV. FUNCTIONAL RESPONSIBILITIES**

A. The Department of Public Safety & Police Crime Prevention Specialist (CPS) is responsible for administering and coordinating the department's victim/witness assistance activities, including:

1. Determine informational and service needs of victims/witnesses, including homicide and suicide survivors, as well as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and drunken drivers. Ensure the department has necessary and updated program information and brochures available. The CPS will determine those needs that are appropriate for the Department of Public Safety & Police to meet.

2. Govern the implementation and delivery of victim/witness assistance programs and services by department personnel.

3. Maintain liaison with the State's Attorney's office, other criminal justice agencies, and other agencies and organizations concerned with victim/witness needs and rights. The CPS will meet periodically with such agencies to continue ongoing channels of communication by which to offer and receive suggestions about how the department can work more effectively to better serve the victim/witness.

4. Determine the extent of and major types of victimization in Anne Arundel County, with special attention to Anne Arundel Community College.

5. Govern department efforts, in conjunction with the College's Public Information Office, to periodically inform the public and the media about the department's victim/witness assistance services and crime prevention programs.
- B. Department Records Management is responsible for ensuring the confidentiality of departmental records and files of victims/witnesses are consistent with applicable law.
- V. **PROPONENT UNIT:** Crime Prevention.
- VI. **CANCELLATION:** This written directive cancels Index Code 1302, Revision Date: 05-01-23.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# TITLE IX & CAMPUS SECURITY AUTHORITY (CSA)

**INDEX CODE:** 1303  
**REVISION DATE:** 04-15-24

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## Contents:

- I. Scope
- II. Title IX Background
- III. Prohibits Discrimination
- IV. Title IX Coordinator
- V. College Reporting Requirements
- VI. Campus Security Authority
- VII. Department of Public Safety & Police Response
- VIII. Department Title IX Training
- IX. Proponent Unit
- X. Cancellation

## **I. SCOPE**

A. Anne Arundel Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from Sexual Misconduct and Retaliation. The College has a comprehensive Title IX policy that encompasses the entire institution, including employees of the College’s Department of Public Safety & Police (DPSP).

This policy can be found at: <https://www.aacc.edu/media/college/documents/Title-IX-Procedures-FINAL.pdf>

B. This written directive provides a summary of the College’s policy to identify possible acts of sexual misconduct and guidance to DPSP personnel as to their role and responsibilities as it pertains to Title IX.

## **II. TITLE IX BACKGROUND**

Title IX, of the Education Amendments of 1972, is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs or activity. All public and private educational institutions receiving Federal funds must comply with Title IX. This law protects students from harassment connected to any of the academic, educational, extracurricular, athletic and other programs or activities of schools, regardless of the location. (On school vehicles, at another school location, elsewhere [field trip], or occurred at off-campus outside school program). It protects both male and female students from the sexual harassment by any school employee, another student, or non-employee third-party.

## **III. PROHIBITS DISCRIMINATION**

Students and employees are entitled to an employment and educational environment that is free of Sexual Harassment and Retaliation.

### **A. Sexual Misconduct**

Sexual Misconduct is the umbrella category including the offenses of gender-based discrimination, sexual harassment, sexual assault, stalking, dating violence and domestic violence, sexual exploitation and other forms of conduct of a sexual nature.

### **B. Retaliation**

It is prohibited for the College or any member of College’s community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law, policy, or procedures or because the individual has made a Report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Procedures. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The Title IX Coordinator may offer supportive measures to individuals who claim retaliation.

## **IV. TITLE IX COORDINATOR**

A. Each institution must have a Title IX Coordinator, who is an employee designated by the College to ensure compliance with Title IX and the College’s Title IX program. References to the Title IX Coordinator may also encompass the Deputy Title IX Coordinator or a designee of the Title IX Coordinator for specific tasks or specific Formal Complaints.

B. Refer to Index Code 1303, Appendix A, for the current AACC Title IX Coordinator.

## **V. COLLEGE REPORTING REQUIREMENTS**

### **A. Reports**

1. Any individual may provide Reports of Sexual Misconduct and/or Retaliation using any of the following options:
  - a. Report allegations in writing or verbally. Such a Report may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office address, listed for the Title IX Coordinator, Deputy Title IX Coordinator or any other Official with Authority listed, or
  - b. Report online, using the form posted at: Online Incident Report Form:  
[https://cm.maxient.com/reportingform.php?AnneArundelCC&layout\\_id=10](https://cm.maxient.com/reportingform.php?AnneArundelCC&layout_id=10)
2. If a Report is submitted, the Title IX Coordinator will contact the Complainant, if known, to discuss whether the Complainant wishes to file a Formal Complaint and to offer supportive measures.
3. Anonymous Reports that do not name the reporter or protect the anonymity of the Complainant are permitted. If the name of the Complainant is not provided, the Title IX Coordinator will attempt to contact the person who made the Report to obtain the name of the Complainant; otherwise, the College's ability to investigate or respond to the Report or provide supportive measures will be limited or impossible, depending on what information is shared.

### **B. Formal Complaints**

1. A Formal Complaint means a document filed by the Complainant(s) or signed by the Title IX Coordinator alleging Sexual Misconduct or Retaliation by a Respondent and requesting that the College investigate the allegation(s). At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in an education program or activity of the College.
2. A Formal Complaint may be filed by the Complainant with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section above.
3. If allegations are submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to assist the Complainant to file a Formal Complaint correctly. A Complainant may file a Formal Complaint without having to file a Report first, although the Complaint is welcome to do so.

### **C. Privacy**

Every effort is made by the College to preserve the privacy of Reports and Formal Complaints. The College will not share the identity of any individual who has made a Report or Formal Complaint of Sexual Misconduct or Retaliation under these Procedures; any Complainant, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act ("FERPA") or as required by law; or to carry out the purposes of conducting of any investigation, hearing, or grievance process arising under the College's Policy and Procedures.

## **VI. CAMPUS SECURITY AUTHORITY**

- A. Campus Security Authorities (CSAs) are College employees who have significant responsibility for campus security or student and campus activities, including, but not limited to Public Safety & Police officers, Student Life staff, academic deans, advisors to student groups, and coaches and other Athletic Department administrators. CSAs have a duty to report information for the federal statistical reporting purposes under the Clery Act. See Index Code 1303, Appendix A for list of positions designated as mandatory reporters for the College.
- B. CSAs are required to report any crimes, including sex discrimination and sexual harassment, to the institution that is reported to them by a student, employee, or other member of the campus community. CSAs must report the crimes to the College's Title IX Coordinator or other Official with Authority of allegations of Sexual Misconduct or Retaliation, which include the College President and Vice Presidents.
- C. CSAs will report allegations to a College official in writing or verbally, by telephone, in writing, by e-mail, or using the online reporting form found at: <https://www.aacc.edu/campus-safety/report-an-incident/>.

## **VII. DEPARTMENT OF PUBLIC SAFETY & POLICE RESPONSE**

- A. All employees of the AACC Department of Public Safety & Police are designated as Campus Security Authorities, per the Clery Act (See Index Code 1301). As CSA's, the primary responsibility is to report allegations made in good faith to the reporting structure established by the College.
- B. **The AACC Department of Public Safety & Police DOES NOT investigate Title IX complaints. The Department investigates criminal violations.** If a victim does not wish to file a criminal complaint or wants only to report the incident, the



investigating officer will complete the report and attempt to obtain a signed statement from the victim. The information submitted will be forwarded to the Title IX Coordinator, either by email or printed copies directly delivered, for the follow-up and investigation by the Title IX Coordinator.

C. Officers responding to any sexual misconduct complaints will thoroughly investigate the initial report. Depending on the severity of the situation, the Anne Arundel County Police criminal investigations division may be required to respond and continue the investigation and collect physical evidence. It is important that all officers realize that some of the sexual misconduct activities will have no evidence of a criminal violation. Whether there is a criminal violation or not, a complete criminal investigation will be conducted and an incident report submitted.

D. The investigating officers will interview the victim, any witnesses, and the suspect (if known) and attempt to obtain written statements from all parties. The officer will gather any items that are relative to the incident, which may include CCTV picture/video and pictures of the suspect, location of the incident, and the victim's injuries (with consent).

E. The Title IX Coordinator *may* begin their investigation into the allegation immediately and will not *have to* wait until the criminal investigation is complete. The Title IX Coordinator will be authorized to review the officer's notes and files on the criminal investigation, as long as it does not interfere or compromise the criminal investigation.

F. The officer will complete a detailed report prior to the end of the shift and a County Police case number is to be obtained. After final review, a copy of the report will be forwarded to the Title IX Coordinator. Any officer receiving a request for information regarding a Title IX incident must notify their supervisor of the request.

#### **VIII. DEPARTMENT TITLE IX TRAINING**

A. Upon employment with the Department of Public Safety & Police, all employees will receive *Sexual Harassment and Title IX regulations training* as part of their initial training and will receive refresher training on an *annual* basis.

B. The initial and refresher training will consist of the following:

1. How to identify sexual harassment.
2. The institution's Title IX reporting and grievance procedures and the current Title IX Coordinator.
3. Any other procedures used by the institution to investigate reports of sexual violence.

**IX. PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

**X. CANCELLATION:** This written directive cancels Index Code 1303, Revision Date: 11-01-23.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

# ARRESTS – ADULTS & JUVENILES



**INDEX CODE: 1401**  
**REVISION DATE: 10-16-23**

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## Contents:

- I. Policy
- II. Definitions
- III. Elements of Arrest
- IV. Arrest Procedures
- V. Citizen's Arrest
- VI. Release Without Charges
- VII. Arrests of Juveniles
- VIII. Reporting Requirements & Criminal History Log
- IX. Mass Arrests
- X. Proponent Unit
- XI. Cancellation

## I. POLICY

It is the department's policy to permit College Police officers and Special Police officers the authority to make arrests on College property pursuant to the laws of the State of Maryland and this Index Code.

College Public Safety officers may make a "citizen's arrest" only in incidents threatening or resulting in serious personal injury or serious property damage. Such arrest authority shall be exercised only in accordance with procedures set forth in this Index Code.

## II. DEFINITIONS

A. **PROBABLE CAUSE** – When facts and circumstances are sufficient to lead a reasonable person to believe that a suspect has committed, is committing, or about to commit a crime. Probable cause is more than suspicion, but less than a certainty.

B. **REASONABLE SUSPICION** – General and reasonable belief based on facts or circumstances the officer knows, or should know, and sufficient to cause a reasonable person to believe that some type of criminal activity is taking place, or is about to take place. Less than probable cause, but more than a hunch. Reasonable suspicion does not include being nervous, being in the known crime area, or having a prior criminal record.

C. **PAT-DOWN/FRISK** – A limited search for weapons, generally of the outer clothing, but also of those areas which may be within the suspect's control and pose a danger to the officer. This is based on the reasonable suspicion that a person is armed and possibly dangerous.

D. **VERBAL DE-ESCALATION** – Verbal de-escalation is defined as using one's words to prevent, or end a potentially volatile situation. It is a way of using words to maintain mental and emotional safety. This kind of "conflict management" involves using posture and body language, tone of voice, and choice of words as a means for calming a potentially explosive situation before it can manifest into physical violence.

## III. ELEMENTS OF ARREST

A. An arrest consists of three (3) elements:

- 1. Restraint of liberty.
- 2. Intent to make an arrest.
- 3. Comprehension by the detainee that they are under arrest and not free to leave.

B. An arrest has been made when one of the following occurs:

- 1. The person is verbally told he or she is under arrest.
- 2. The person is detained for an unreasonable length of time, (it does not matter that the person has not been verbally told, "You are under arrest", if he or she is detained longer than reasonably necessary for identification).
- 3. The person is told that he or she must stay to answer questions regarding a crime and is not free to walk away. If the person detained understands that he or she is free to walk away, but stays to clear up the matter, no arrest has been made.

C. All suspects placed under arrest will be advised of their constitutional rights prior to being asked questions regarding a crime. These rights will be verbally explained to the suspect and suspect will be provided a copy of the department's Advisement of Rights form, DPSP Form PT11. The advisement of rights are:

1. You have the right to remain silent.
2. Anything you say or write may be used against you in court.
3. You are not being promised anything to talk to us and no threats are or will be made against you.
4. You have the right to talk to a lawyer and have him/her present now or anytime during questioning. If you proceed to answer questions without a lawyer, the questioning will stop if you change your mind and request the presence of a lawyer.
5. If you cannot afford a lawyer, one will be furnished without charge, before any questioning, if you so desire.
6. Do you understand each of these rights of which I have advised you?
7. Understanding each of these rights, will you talk to us without the presence of a lawyer?

D. The use of handcuffs on a person does not constitute an arrest by itself. Handcuffs may be placed on a person for safety reasons during questioning, in which an arrest has not been made. The questioning may conclude with an arrest, in which the person is already restrained. If no arrest is made at the conclusion of questioning, the person may be released from the handcuffs and allowed to leave.

E. Without making an arrest, a Public Safety & Police officer may stop any person in a public place on College property who the officer reasonably suspects is committing, has committed, or is about to commit a crime, and may demand of that person their name, address, and an explanation of the person's actions. If the officer has *reasonable* suspicion or suspects personal safety requires it, the officer may pat down/frisk the person for firearms or other dangerous weapons. If the officer finds a firearm or weapon, or a different item, the possession of which may be a crime or evidence of a crime, the officer may take and keep it until the completion of the questioning. When questioning has concluded, the item shall be returned, if lawfully possessed, or the person may be issued a citation or arrested for possession of the item. The individual may be detained for a reasonable length of time while the officer determines whether a crime has been committed.

#### **IV. ARREST PROCEDURES**

A. Public Safety & Police officers are trained and expected to engage in verbal de-escalation techniques to defuse a situation prior to it escalating into an arrest, if possible.

B. Whenever College Police or Special Police officer has occasion to call to the attention of a citizen a violation of the law, he/she will do so in a manner which will not cause resentment and should explain the reason for the action, whether or not prosecution may follow. The officer should bear in mind that frequently, a polite warning to persons guilty of very minor offenses will be sufficient, and that arrests should not be made in such cases unless the violations are willful, flagrant, or serious.

C. *When effecting an arrest with a warrant, the following steps will be taken:*

1. *The College Police officer will confirm the status of the arrest warrant with the Anne Arundel County Police Teletype.*
2. *The subject of the arrest warrant will not be moved or transported until the warrant has been verified.*
3. *Once confirmed as a valid open warrant, the College Police officer will follow arrest procedures below.*
4. *College Police officers will request County Police Teletype to forward a warrant detainer to the County Central Holding and Processing Center (CHPC).*
5. *College Police officers will not perform arrests outside the confines of Anne Arundel Community College property.*
6. *College Police officers may transport the arrestee to the County Central Booking Center or to an outside police agency, or may request the assistance of the Anne Arundel County Police to provide the transport.*

D. *When effecting an arrest without a warrant, the following steps will be taken:*

1. *College Police officers will develop sufficient probable cause to effect the arrest.*
2. *The College Police officer will follow arrest procedures below to perform the arrest.*
3. *College Police officers will not perform arrests outside the confines of Anne Arundel Community College property.*
4. *College Police officers may transport the arrestee to the County Central Holding and Processing Center or to an external criminal justice agency, or may request the assistance of the Anne Arundel County Police to provide the transport.*

E. In a situation in which an arrest is to be made by DPSP personnel, the following cautionary measures will be observed:

1. Always obtain assistance to effect an arrest.
2. Prevent the prisoner from putting his/her hands in their pockets at any time. The prisoner should be warned against doing this immediately upon arrest. A prisoner may use even the most innocent object as an offensive weapon.

3. Guard against carelessness when making an arrest by watching the prisoner's every move. Be alert: treat every case individually. Assume every prisoner is waiting for the opportunity to escape. Never underestimate the person arrested.
4. Keep the prisoner in front of you at all times; never allow the prisoner to stand behind you or at your side.
5. An arrest must never be made because the officer feels that his/her dignity was impaired by derogatory remarks by a citizen. An officer must feel immune to attempts to belittle his/her office. Every arrest will be made on the basis of a valid arrest warrant or on the existence of probable cause, pursuant to the provisions of the law.

F. The arresting officer will inform the arrestee of the reason(s) for the arrest and advise the arrestee of their constitutional rights, in accordance with section III-C of this directive.

G. In effecting an arrest, take command of the situation by giving orders clearly and with authority. Force will be used only when objectively reasonable and necessary to assure the custody of the prisoner or to overcome resistance that may be offered. Officers are not permitted to strike a prisoner who merely holds back, and is not otherwise resisting arrest. Officers must always maintain control of their tempers and never allow themselves to be provoked into using rude or uncivil language.

H. A search of the arrested prisoner will be made at the scene of each arrest. Always consider the possibility of the prisoner being armed. Even after the search, maintain caution and awareness of the prisoner. Prisoner searches will be conducted by an officer of the same gender as the arrested suspect, when feasible. College Police officers are permitted to conduct strip searches if the officer has reasonable suspicion that the prisoner has weapons or contraband hidden in his/her undergarments. Strip searches will only be conducted after consultation with a Shift Commander and in a secure area out of view of the public. G. College Police officers and Public Safety/Special Police officers are not permitted to conduct body cavity searches. The Anne Arundel County Police will be contacted in the event any body cavity searches are needed.

I. Officers will take into custody any property that is found during a search of a prisoner incident to arrest. Officers will check any backpacks, purses, bags, or other property the prisoner has in their possession, searching for weapons or contraband.

J. Officers will document every arrest and/or restraint and include the results of every search in the arrest report.

K. The College Police officer on duty will transport the suspect to the Anne Arundel County Central Holding and Processing Center (CHPC) for processing. The AACC Department of Public Safety & Police does not house or otherwise process arrestees. If an arrest is made at an off-site campus or the main campus when no College Police officer is on duty, the County Police will be contacted and informed that an arrest is about to occur and request that a County Police officer respond to the campus location to transport the suspect. All property that was in the possession of the suspect will be transported with the suspect in the truck or rear storage area of the transport vehicle.

L. It is not unlawful for a citizen to take photographs or video of an officer and the law enforcement action that is occurring in public. However, the citizen may not place themselves in danger or interfere with the law enforcement action being taken.

M. The Patrol Operations Commander will be notified of the incident as soon as practical.

## V. CITIZEN'S ARREST

### A. Legal Authority of Citizen's Arrest

Maryland Common Law, per the United States District Court for the District of Maryland [Horn v. Seat Pleasant 57 F. Supp. 2d 219 (D. Md. 1999)] authorizes a private citizen in Maryland to make a "citizen's arrest" without a warrant based on the nature of the crime, if:

1. A felony is being committed in the citizen's presence.
2. A felony has in fact been committed, whether or not in the citizen's presence and the citizen making the arrest has reasonable grounds (probable cause) to believe the person arrested has committed the felony.
3. A misdemeanor constituting a "breach of the peace" is committed in the citizen's presence. Breach of the peace is defined as "disorderly dangerous conduct disruptive of private peace," such as assault, trespassing, theft under \$1000, or other dangerous conduct.

In this regard, a simple traffic violation does not constitute a breach of the peace. However, traffic offenses egregious enough to threaten disaster or pose a potentially perilous public risk may constitute a breach of the peace. Such offenses could include driving while impaired, if the person's driving is sufficiently dangerous, reckless, or erratic.

### B. Intent of Citizen's Arrest

The intent of the citizen's arrest is to authorize Public Safety officers with no other powers of arrest to detain suspects until a College Police officer or County Police officer can respond to the scene to effect the arrest of the suspect. Handcuffs may be

used to detain a suspect for officer safety reasons. The Public Safety officer is not expected to risk their own safety to conduct a citizen's arrest. If the suspect is combative or flees, the Public Safety officer should transmit a description of the suspect and direction of travel to Communications, to provide to the responding College or County police officers.

### **C. Liability of Citizen's Arrest**

Making citizen's arrest maliciously or without probable cause could lead to civil and/or criminal penalties. Prevent this by:

1. Meeting the criteria for the arrest. Be able to articulate and justify the facts of your probable cause.
2. After the suspect is detained, notify the suspect of why he/she is being detained.
3. Use no more force than is reasonably necessary to detain the suspect. Ideally, the suspect should be compliant.
4. Public Safety officers may conduct an external pat-down/frisk search of the suspect for weapons for officer safety.
5. Public Safety officers will not conduct strip or body cavity searches.
6. Never mete out any punishment.
7. Be willing to face the consequences of your actions.

### **VI. RELEASE WITHOUT CHARGES**

If a person is arrested on probable cause and further investigation reveals that sufficient probable cause no longer exists, a supervisor will be immediately notified. The supervisor will make a determination, based on available information, as to the feasibility of releasing the suspect. When a suspect is released without charges, the arresting officer will return any legally owned property back to the person that was taken into custody during a pat-down/frisk search. The officer will complete a detailed report of the arrest with a focus on the events that comprised the probable cause for the arrest.

### **VII. ARRESTS OF JUVENILES & JUVENILE RECORDS**

A. The laws of arrest that apply to adult offenders also apply to juveniles. If the laws of arrest prevent an officer from arresting an adult, then the laws of arrest also prevent an officer from arresting a juvenile for the same offense.

B. Under Maryland Common Law, the infancy defense is a complete defense to the criminal prosecution of children under seven (7) years, because they are conclusively presumed to be incapable of criminal intent. Therefore, juveniles under the age of seven (7) cannot be charged with a crime.

C. Juveniles may be taken into custody by a law enforcement officer:

1. Pursuant to an order of the court.
2. Pursuant to the law of arrest.
3. If the officer has reasonable grounds to believe that the juvenile is in immediate danger from the juvenile's surroundings and that the juvenile's removal is necessary for the child's protection.
4. If the officer has reasonable grounds to believe that the juvenile has run away from the juvenile's parents, guardian, or legal custodian.

D. Public Safety & Police officers are authorized to temporarily detain juveniles for investigative purposes and to safeguard them. Officers must assess the circumstances of the incident and determine whether the juvenile is alleged to have engaged in criminal or noncriminal misbehavior and determine whether the juvenile is alleged to have been harmed or be in danger of harm. When a juvenile is arrested, or otherwise taken into custody, the following requirements will be adhered to:

1. Juveniles are entitled to all Constitutional rights afforded adults. Officers will respect a juvenile's Constitutional rights.
2. College Police officers who arrest juveniles will issue the appropriate Juvenile citation and notify the parents or guardians of the juvenile of the fact that he or she has been taken into custody as soon as possible. All precautions and procedures relating to arrested persons in section IV of the directive will be followed, including a pat-down/frisk search of the juvenile by a College Police officer or County Police officer and the permitted use of handcuffs to restrain the juvenile.
3. Public Safety and Special Police officers who arrest or detain juveniles will request the County Police respond without delay. If the juvenile is in need of emergency medical treatment, Emergency Medical Services will also be contacted to respond.
4. AACC DPSP does not have a temporary holding facility. Offices 111, 113 and 114 located in the Central Services Building (CSB) at the College's Arnold campus may be used to interview a juvenile who has been detained, as well as confer with the parents.
5. Juveniles will be monitored at all times while in custody of the department. Juveniles may be handcuffed while in custody, including at the DPSP office, dependent on the nature of the crime. At no time will a juvenile be left alone.

6. The officer detaining the juvenile will notify the juvenile's parents, guardian, or legal custodian in the manner described in section D-2. If the juvenile's parent or guardian cannot be reached and a relative or other caretaker will not take custody, the Department of Juvenile Services (DJS) will be notified by the detaining officer immediately. If the parent/guardian of the juvenile has been contacted, but refuses to respond to take custody of juvenile, they are to be advised that they may be charged under Family Law, Title 10, Subtitle 2, Section §10-219, with "Desertion of a Minor Child" because their child is now considered "neglected" (child in need of assistance). If this is the case, the supervisor should contact the DJSs for assistance. The parents/guardian may be charged at a later time.

7. Juveniles will be advised of his/her rights, including the right to counsel. Juveniles have the same constitutional right as adults to have an attorney present during custodial interviews conducted by the department. The juvenile and juvenile's parents will be advised of this right prior to questioning. Officers will have a parent present when a juvenile under fifteen (15) years of age is to be questioned. For juveniles age fifteen (15) and over, investigators will confer with the parent/guardian to explain the interview process prior to the interview. Officers conducting interviews of juveniles will provide a copy of the department's Advisement of Rights form, DPSP Form PT11, prior to questioning, as described in section III-C of this directive.

8. Juvenile interviews will be conducted in the same general manner as adult interviews. The duration will be limited as reasonable and prudent based on the circumstances of the incident being investigated, the juvenile's age, mental state, or other known factors or influences experienced by the juvenile. The interview of a juvenile will not exceed two (2) hours without a break being offered, and not to exceed six (6) hours in total. The number of officers engaged in the interview will not exceed two (2) at any given time.

9. Public Safety & Police officers do not conduct custodial interrogations of adults or juveniles at the DPSP office. All custodial interrogations are conducted at CHPC or a County Police District Station. Juvenile interrogations shall be recorded using audio or video technology and the juvenile will be informed that the interrogation is being recorded. A custodial interrogation of a juvenile may be conducted if the officer reasonably believes that the information sought is necessary to protect against a threat of public safety and the questions posed to the juvenile are limited to obtain information necessary to protect against the threat of public safety.

Prior to any custodial interrogation of a juvenile:

a. The juvenile has the opportunity to consult with an attorney retained by the juvenile's parents, guardian, or legal custodian, or provided by the Office of the Public Defender. This consultation may be conducted in person or by telephone/video conference. The juvenile's consultation with an attorney may not be waived and applies whether or not the juvenile is charged as an adult.

b. The law enforcement officer has made an effort reasonably calculated to give actual notice to the parent, guardian, or legal custodian that the juvenile will be interrogated. The officer is required to maintain a record of the notification(s) that shall include the name(s) of the persons attempted to be notified and the method(s) of attempted notification. The officer will attach a signed statement to the notification record.

c. The law enforcement officer will maintain a record of the name of the attorney contacted for the consultation.

10. If it is necessary to transport the juvenile to a juvenile detention facility, the juvenile will be transported by two (2) College police officers, following the prisoner transport procedures in Index Code 1401.1, or may be transported by the County Police. If the juvenile must be transported to a medical facility by ambulance, a College Police officer will ride with the juvenile in the ambulance. Parents will be notified immediately if a juvenile in custody needs to be transported.

11. Public Safety & College Police officers shall release the child to the child's parents, guardian, or legal custodian with all reasonable speed, after legal requirements have been met.

12. In addition to the requirements for reporting child abuse and neglect under § 5-704 of the Family Law Article, if a law enforcement officer has reason to believe that a child who has been detained is a victim of sex trafficking, as defined in §5-701 of the Family Law Article, the law enforcement officer shall notify any appropriate regional navigator, as defined in §5-704.4 of the Family Law Article, for the jurisdiction where the child was taken into custody or where the child is a resident that the child is a suspected victim of sex trafficking.

E. In accordance with the Annotated Code of Maryland §3-8A-27, a police record (arrest and identification records) concerning a child is confidential and will be maintained separate from those of adults. Its contents may not be divulged, by subpoena or otherwise, except by order of the court upon good cause shown. This does not prohibit access to and confidential use of the record by the Department of Juvenile Services or in the investigation and prosecution of the child by any law enforcement agency. Department reports and records involving juveniles will be maintained separately from other records, adhering to the juvenile records procedures established in Index Code 1001, section V.

**VIII. REPORTING REQUIREMENTS & CRIMINAL HISTORY REPORT**

- A. An incident report is required any time a College Police officer, Special Police officer, or Public Safety officer:
1. Detains a person under a Citizen's Arrest, whether or not handcuffs are used to restrain the person.
  2. Detains a person and conducts a pat-down/frisk search, whether or not handcuffs are used to restrain the person.
  3. Places a person under arrest, whether or not the person is ultimately released without charges.
- B. All incident reports involving an arrest in which the person is not released prior to transport to the Anne Arundel County CHPC will require an Anne Arundel County Police case report number to be included with the report.
- C. Shift Commanders will review incident reports and any supplemental field reports and other related documentation for accuracy and completeness. Shift Commanders will forward completed incident reports to the Patrol Operations Commander for final review and approval.
- D. Shift Commanders will update the department's Criminal History Report when:
1. A suspect is arrested by a College Police officer or a Special Police officer and the suspect is not released prior to transport to the Anne Arundel County Police CHPC.
  2. A College Police officer issues a Criminal or Civil citation to a suspect.
  3. A College Police officer issues Criminal charges and/or summons to a suspect.
  4. A College Police officer, Special Police officer, or Public Safety officer issues a No Trespass Order to a suspect.
- This Criminal History Report is maintained by the Department of Public Safety & Police in a digital format for department reference purposes and is located in the restricted Command Staff folder on the shared Public Safety G: drive on the College computer system. The Anne Arundel County Police Department maintains official arrest records and issues arrestee identification numbers for suspects arrested on College property and transported to the Anne Arundel County Police CHPC.

**IX. MASS ARRESTS**

In cases where the Department of Public Safety & Police anticipates a situation or event that will necessitate mass arrests, the County Police are to be notified as soon as possible prior to the event taking place. If a situation that is unforeseen occurs and subsequently mass arrests are needed, the County Police will be called to respond.

**X. PROPONENT UNIT:** Patrol Operations.

**XI. CANCELLATION:** This written directive cancels Index Code 1401, Revision Date: 12-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# REPORTING REQUIREMENTS

**INDEX CODE: 1801**  
**REVISION DATE: 03-01-24**

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Contents:

- I. Directive
- II. Purpose
- III. Report Requirements
- IV. Case Numbering System
- V. Calls Requiring a Written Report
- VI. Report Review By Supervisors
- VII. Proponent Unit
- VIII. Cancellation

## **I. DIRECTIVE**

It is the department's *directive* to document emergencies, crimes, and other incidents that occur in the department's jurisdiction to provide a written record of the event and sufficient information for follow-up investigations, to lead to successful prosecution. Department personnel are required to complete and submit written reports for all crimes and emergencies, as well as specified non-criminal incidents and events that occur on College property or involves students, employees, or visitors of the College.

## **II. PURPOSE**

The purpose of this policy is to establish a comprehensive reporting system. A record will be made of actions taken by Public Safety & Police personnel, whether in response to a request for service, or for self-initiated actions. If two or more persons report the same incident, only one case number is required. A citizen is defined as any person other than an agency employee.

## **III. REPORT REQUIREMENTS**

### **A. Incidents to be Recorded**

The following categories are required to be recorded, if the incident is alleged to have occurred in the department's service area:

- 1. Citizen reports of crimes.
- 2. Citizen complaints.
- 3. Citizen requests for services when:
  - a. An employee is assigned to investigate and/or take action.
  - b. An employee is assigned to take action at a later time.
- 4. Criminal and non-criminal cases initiated by department officers.
- 5. Incidents involving arrests, citations, or summonses.
- 6. Violations of College policy.
- 7. Assists to outside agencies performing official duties on campus property.

All of these categories are recorded in the Computer Aided Dispatching (CAD) program. Additional offense and incident reports are completed for incidents involving crimes, emergencies, violations of policy, or any other event or matter designated by the Chief of Police/Director of Public Safety.

### **B. Information Required**

The reporting carried out as a result of paragraph A will include the following information:

- 1. Date and military time of the initial reporting.
- 2. Name (if available) of the citizen requesting the service, or victim's or complainant's name.
- 3. Nature and description of the incident.
- 4. Date, time and action taken (if any) by department personnel and other persons involved in the incident.

Communications personnel will ensure that the information required for each incident is recorded in the CAD system. For cases not requiring a formal written public safety report, the CAD record will serve as the full record of a miscellaneous incident.

## **IV. CASE NUMBERING SYSTEM**

A. The CAD system produces a single numbering series (case number) for incidents of law enforcement service, including traffic accident investigations, criminal investigations, and miscellaneous calls for law enforcement service. Some incidents, such as the issuance of traffic citations, need not be recorded as numbered cases. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.



B. The department's case numbering system requirements are:

1. Assignment of a number to every case.
2. Assignment of a different number to each case.
3. The CAD system is also used to track and update the status of reports.
4. All crime reports are submitted to the Anne Arundel County Police Central Records. All department reports involving a crime or attempted crime require a County Police case number in addition to a department case number.

**V. CALLS REQUIRING A WRITTEN REPORT**

A. The following incidents require a formal written report:

1. All felonies.
2. All NIBRS Group A crimes, as defined in Index Code 1803.
3. All NIBRS Group B crimes, as defined in Index Code 1803.
4. Miscellaneous non-criminal incidents and College violations.
5. Motor vehicle traffic accidents involving death, injury, or extensive property damage. (College Police only)
6. Hate/bias incidents.
7. Spousal assaults, as defined in the Annotated Code of Maryland.
8. Any incident resulting in the arrest of a person, or issuance of criminal or No Trespass citation to a person.
9. Medical Emergencies (CAD entry only for informational calls in which no public safety action is requested).
10. Fire Alarm Calls (when County Fire Department responds – CAD entry when Fire Department is cancelled prior to arrival).

Refer to Index Code 1803, Appendix A for a chart of required reports and their associated report forms.

B. When an officer is dispatched to a minor incident, which does not require a written report, the officer may clear the call by advising the dispatcher "no report", but must give the dispatcher a brief explanation as to why no report is being submitted. The dispatcher will record this reason in the CAD system. Examples of no report dispositions include:

1. Unfounded.
2. Gone on arrival/unable to locate crime or complainant.
3. Investigated by another agency.
4. Referred to District Court or commissioner.
5. Civil matter.
6. Not a public safety matter, referred to appropriate agency.
7. Settled.

C. Whenever an officer has any doubt about whether or not to prepare a report, he/she should confer with his/her immediate supervisor. If further doubt remains, **the issue should be resolved in favor of preparing the report.**

**VI. REPORT REVIEW BY SUPERVISORS**

A. Shift Commanders will ensure that reports are accurately and correctly completed, and submitted in a timely manner. All *case* reports taken during an officer's tour of duty will be submitted to a supervisor prior to the conclusion of the officer's tour of duty. Any delay in the submission of a report requires approval of the on-duty supervisor.

B. Supervisors are responsible for the quality of reports prepared by their subordinates. When the reviewing supervisor finds deficiencies in a report, *the supervisor* will counsel the reporting officer and obtain the necessary corrections.

C. When the reviewing supervisor determines the report is satisfactory, he/she will approve the report and forward it to the Patrol Operations Commander. Once the report has been approved by the Patrol Operations Commander, the report will be filed in DPSP records and forwarded to Anne Arundel County Police Central Records (if the report is for a crime or attempted crime). See Index Code 1001, Section IX for additional report distribution policies.

**VII. PROPONENT UNIT:** Patrol Operations.

**VIII. CANCELLATION:** This written directive cancels Index Code 1801, Revision Date: 05-01-23.

  
**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# TRAFFIC FUNCTION

**INDEX CODE: 1901**  
**REVISION DATE: 03-01-23**

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Contents:

- I. Policy
- II. Traffic Function
- III. Administration
- IV. Proponent Unit
- V. Cancellation

## I. POLICY

The department is committed to providing uniform traffic enforcement policies and procedures to the College community. The department's traffic function provides guidelines for uniform traffic enforcement actions in routine situations, and requires department personnel to provide fair, impartial, and consistent treatment of all persons that they interact with during traffic function actions. College Police, Special Police, and Public Safety officers are authorized to use reasonable and objective judgment in deciding what traffic and parking enforcement action is proper, which may include single or multiple violation citations, based on a combination of training, experience, and the totality of the circumstances.

## II. TRAFFIC FUNCTION

A. This directive establishes the department's traffic function which includes:

- 1. Traffic direction and control.
- 2. General traffic and parking enforcement.
- 3. Traffic and vehicle safety education.
- 4. Identification and correction of roadway hazards.
- 5. Provision of emergency and towing services to motorists.
- 6. Removal of abandon vehicles.
- 7. Coordinate the exchange of information at minor accidents in which no injuries or serious damage occurs.
- 8. *Issue and maintain records of College employee and temporary handicap parking permits.*

B. Traffic function activities that only College Police officers are authorized to perform include:

- 1. Traffic stops using an emergency vehicle.
- 2. Traffic accident investigations and violations resulting in traffic collisions. (Accidents that are serious and/or have fatalities require the Anne Arundel County Police Traffic Safety unit to respond.)
- 3. Enforcement of drivers under the influence of alcohol or drugs.
- 4. Suspended driver enforcement.
- 5. Vehicle safety equipment violations.

## III. ADMINISTRATION

A. The Patrol Operations Commander is responsible for the department's traffic function, to include planning, monitoring, and coordinating the department's traffic activities. The Patrol Operations Commander's primary support components in meeting this responsibility are the Shift Commanders.

B. Shift Commanders are responsible for deployment of traffic enforcement personnel to conduct proactive enforcement activities. They are free to conduct their own evaluations of traffic enforcement needs and to deploy personnel accordingly. Shift Commanders bear the operational responsibility for reduction of traffic accidents through effective and efficient use of personnel and material resources.

C. *Communications personnel are responsible for recording traffic function incidents and calls for the service in the Computer Aided Dispatch system and for issuing and maintaining records of College employee and temporary handicap parking permits.*

**IV. PROPONENT UNIT:** Patrol Operations.

**V. CANCELLATION:** This written directive cancels Index Code 1901, Revision Date: 07-20-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# TRAFFIC LAW ENFORCEMENT

**INDEX CODE: 1902**  
**REVISION DATE: 06-01-24**

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Contents:

- I. Directive
- II. Purpose
- III. Enforcement Options
- IV. Enforcement Methods
- V. Enforcement Guidelines
- VI. Traffic Safety Education
- VII. Emergency Escorts
- VIII. Proponent Unit
- IX. Cancellation

## **I. DIRECTIVE**

A. It is the department's *directive* to enforce traffic laws and regulations on College property for the purpose of reducing the number of traffic accidents. Therefore, officers' enforcement actions, and their decisions about the type of enforcement action to take in any given situation, should include careful consideration of the nature and seriousness of the violation, the intent of the driver, and the effect of the violation on other motorists and/or pedestrians. Officers are directed to enforce traffic laws and regulations in a fair, equitable, and consistent manner with the goal of voluntary compliance and enhancing future driving behavior.

B. Officers will initiate enforcement action based on a combination of training, experience, and considering the totality of the circumstances. In the absence of specific direction elsewhere, officers should operate on the premise that deliberate violations of traffic laws and College rules and regulations, and hazardous violations, deserve a more vigorous enforcement effort than do inadvertent violations or non-hazardous violations.

C. Further, the department places greater emphasis on the quality of an officer's traffic enforcement efforts, rather than the quantity. Sworn College Police officers are the primary enforcement component for traffic laws and regulations on College property. Public Safety and Special Police officers share responsibility for traffic safety with College Police officers, but in a limited capacity consistent with their training, focusing on traffic control, motorist assistance, and parking enforcement duties. The department expects all officers to contribute to the traffic safety effort.

## **II. PURPOSE**

The purpose of this directive is to provide all officers of this department with:

- A. Uniform *process* for taking enforcement action incidental to State and local traffic laws and College traffic rules and regulations.
- B. Uniform enforcement policies for administering Maryland State and College traffic and parking violation citations.
- C. Guidelines on safe traffic enforcement practices.
- D. *Process* for handling State and local traffic laws and College traffic rules and regulation violations by certain classes of motorists.

## **III. ENFORCEMENT OPTIONS**

A. Public Safety and Special Police officers are authorized to administer the following enforcement options:

- 1. Verbal warnings.
- 2. Issuing College Traffic/Parking Violation Notices.

B. College Police officers are authorized to administer the following enforcement options:

- 1. Verbal warnings.
- 2. Issuing College Traffic/Parking Violation Notices.
- 3. Maryland State "E-TIX" warnings.
- 4. Maryland State "E-TIX" citations.
- 5. Maryland State Vehicle Safety Equipment Repair Orders.
- 6. Maryland State Uniform Citations.
- 7. Place driver and/or passenger under physical arrest.

#### **IV. ENFORCEMENT METHODS**

##### **A. Traffic Patrol**

Standard traffic enforcement activities involve visible traffic patrol by College Police officers who observe and enforce traffic violations during the performance of their normal duties, or while on a directed patrol traffic enforcement assignment. Enforcement is administered by conducting traffic stops on vehicles that violate traffic law or College traffic regulations using an emergency patrol vehicle.

##### **B. Stationary Enforcement/Flag-over Stops**

When officers monitor traffic safety from a stationary location, typically on foot, and conducting a vehicle “flag-over” traffic stop to enforce a violation. Officer safety must be a priority. This is the only traffic stop authorized to be administered for Public Safety & Special Police officers.

##### **C. Visible Deterrence**

When completing reports or doing other public safety activities that keeps officers out of service for a short while, officers are encouraged to park their patrol vehicles in a conspicuous location, where the presence of the vehicle will serve to remind drivers to comply with traffic rules and regulations.

##### **D. Speed Measuring Devices**

Speed measuring devices are used to measure the speed of a vehicle to enforce speed limits on College property. Handheld speed measuring devices may be operated only by those members of the department who have completed the appropriate training courses applicable to the equipment being used. The department also has speed measuring electronic signs that are placed along College entryway and roadways, which may be used to enforce speed limits using stationary enforcement methods. (See Index Code 1902.4.)

##### **E. Parking Enforcement Patrol**

Standard parking enforcement patrol activities involve visible patrol by uniformed Public Safety and College Police officers who observe and enforce parking violations during the performance of their normal duties, while on a directed parking patrol enforcement assignment, or being dispatched to the scene of a parking violator. Enforcement is administered by issuing parking violation notices on vehicles that violate State parking law or College parking regulations.

#### **V. ENFORCEMENT GUIDELINES**

##### **A. Specific Motorist Classes**

###### **1. Motorists Not Affiliated with Anne Arundel Community College**

State traffic laws and Anne Arundel Community College Traffic and Parking rules and regulations apply to all drivers on College property. Motorists not affiliated with the College, such as contractors or visitors, should not be granted immunity from traffic and parking violations.

###### **2. Juveniles**

In addition to the discretionary factors discussed in Section I, officers must consider the age and inexperience of a juvenile motorist in deciding on the proper enforcement action.

###### **3. Legislators**

Members of the United States Congress, the Maryland General Assembly, the Anne Arundel County Council, the Federal or State judiciary, and the executive branches of government enjoy no immunity from citations. Officers will address them with the respect customarily accorded their office and standing in the community. The officer's decision on the enforcement option must be based on a combination of training, experience, and totality of the circumstance.

###### **4. Foreign Diplomats & Consular Officials**

State traffic laws and Anne Arundel Community College Traffic and Parking rules and regulations apply to all drivers on College property. Foreign diplomats & consular officials may be granted immunity, based on their position and/or country of origin. See Index Code 1413 for instructions to notify and verify immunity status. If the foreign diplomat or consular official does not have immunity, the officer's decision on the enforcement option must be based on a combination of training, experience, and the totality of the circumstances.

###### **5. Military Personnel**

State traffic laws and Anne Arundel Community College Traffic and Parking rules and regulations apply to all drivers on College property. Military personnel should not be granted immunity. The officer's decision on the enforcement option must be based on a combination of training, experience, and the totality of the circumstances.

**B. Specific Enforcement Conditions**

**1. Driving While Under the Influence of Alcohol or Drugs**

If a vehicle driver is suspected of operating a vehicle while under the influence of alcohol or drugs, an on-duty College Police officer will investigate the driver's condition. College Police officers are trained to detect cues that a driver may be under the influence of alcohol or drugs that could impair their ability to drive safely. College Police officers are trained and authorized to conduct field sobriety tests and administer a portable breathalyzer test (PBT) to assess a driver's condition. If no College Police officers are on-duty, request a County Police officer to respond and investigate the driver's condition.

**2. Drivers with Suspended or Revoked Driving Privileges**

If a vehicle driver is found to be operating a vehicle while having a suspended or revoked driving status, an on-duty College Police officer will investigate the driver's status. College Police officers have the ability to check a driver's status in the Motor Vehicle Administration database. If no College Police officers are on-duty, request a County Police officer to respond and investigate the driver's status.

**3. Speeding Enforcement**

Enforcement of speeding violations should be based upon the location of the violation, time of day, traffic volume, proximity of pedestrians, and danger caused to other motorists. As with all other enforcement decisions, the officer's decision on the enforcement option must be based on a combination of training, experience, and the totality of the circumstances.

**4. Hazardous/Non-hazardous Violations**

Enforcement of hazardous and non-hazardous violations of laws within agency jurisdiction where those violations pose threats to persons or property. Enforcement of these violations should be based upon the location of the violation, time of day, traffic volume, proximity of pedestrians, and danger caused to other motorists. The officer's decision on the enforcement option must be based on a combination of training, experience, and the totality of the circumstances.

**5. Equipment Violations**

College Police officers have the authority to issue Maryland State Safety Equipment Repair Orders (SEROs) to the operator of a vehicle that is observed to have defective or non-functioning equipment in accordance with Maryland laws and regulations, including non-functional or broken headlights, tail lights, turn signal lights, side marker lights, dash lights, wipers, horn, speedometer/odometer, or other safety equipment defect. Operators have thirty (30) days to repair the defect and have it reviewed and verified by a certified Police officer.

**6. Public Carrier/Commercial Vehicle Violations**

Moving violations involving commercial vehicles or public carriers should be handled in the same manner as private passenger vehicles. If an incident other than a traffic violation occurs on a public carrier on College Property, such as a public bus, the Maryland Transit Police has primary jurisdiction and must be notified to respond.

**7. Off-Road Vehicle Violations**

Off-road vehicles operating on College property and violating traffic laws and/or College traffic rules and regulations will be enforced based on a combination of training, experience, and the totality of the circumstances. If the off-road vehicle damages College property, including sidewalks, fences, landscaping, or other property, a Destruction of Property incident report will be completed in addition to any citations issued for the violation.

**8. Multiple Violations**

When issuing citations for multiple traffic and parking violations using a written citation, only one violation may be charged on each citation. This does not apply to electronic citations (E-TIX).

**9. Grace Periods for Newly Enacted Laws**

The Chief of Police/Director of Public Safety will announce grace periods for newly enacted Maryland traffic laws and College rules and regulations, during which only verbal warnings may be given. After the expiration of the grace period, officers will enforce the new law based on a combination of training, experience, and the totality of the circumstances.

**10. Violations Resulting in Traffic Collisions**

Violations resulting in a traffic collision require an investigation by the on-duty College Police officer. At the conclusion of the investigation, the College Police officer will complete a written incident report and an ACRS (Automated Crash Reporting System) report, in addition to any citations issued. If no College Police officers are on-duty, request a County Police officer to respond and investigate the collision and complete the report.

**11. Bicyclists and Pedestrians**

Department personnel will monitor bicyclists and pedestrians during their normal patrol duties. If a bicyclist or pedestrian is observed participating in unsafe activity or violations of traffic law or College traffic rules and regulations, personnel will

attempt to engage the person in an effort to advise them of the unsafe activity and to cease with voluntary compliance. If a citation is necessary for the violation, based on a combination of the officer's training, experience, and the totality of the circumstances, College Police officers are authorized to issue Maryland State citations to address the violation.

The Anne Arundel County Police Department will be requested to respond and conduct the investigation for accidents involving bicyclists and pedestrians that occur on College property resulting in serious injuries. Department personnel will assist the County Police investigators with traffic control or other duties, as needed.

**VI. TRAFFIC SAFETY EDUCATION**

The Department of Public Safety & Police provides traffic safety education services and materials to the College community in order to support enforcement efforts, enhance public understanding of traffic safety, and achieve voluntary compliance with traffic laws and regulations. *The department's traffic safety education efforts include:*

**A. Traffic Safety Education Materials**

The traffic safety education materials may be in the form of pamphlets, handouts, bulletin boards, or links to traffic safety videos via email or the department's website and/or social media page. *Topics include seatbelt use, distracted driving, carjacking, and other driver safety awareness.*

**B. Traffic Safety Electronic Signs**

*The department employs two (2) electronic signs that use radar technology to detect an approaching vehicle's speed and provide it on a digital display board to alert a driver of their actual speed. The signs are mounted on roadside poles in selected locations to create driver awareness regarding speeding on campus.*

**VII. EMERGENCY ESCORTS**

It is the *directive* of the Department of Public Safety & Police not to provide vehicular emergency traffic escort services on or off College property.

**VIII. PROPONENT UNIT:** Patrol Operations.

**IX. CANCELLATION:** This written directive cancels Index Code 1902, Revision Date: 10-16-23.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# BIAS BASED PROFILING & TRAFFIC STOP DATA REPORTING



**INDEX CODE:** 1902.2  
**REVISION DATE:** 03-15-24

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## Contents:

- I. Purpose
- II. Directive
- III. Definitions
- IV. Guiding Principles
- V. Responsibilities
- VI. Bias Training
- VII. Proponent Unit
- VIII. Cancellation

## I. PURPOSE

The purpose of this *directive* is to establish departmental guidelines for conducting constitutionally valid investigative contacts and enforcement traffic stops. Additionally, it will explain how officers will collect certain information pertaining to traffic stops and how the collected data will be used and disseminated.

## II. DIRECTIVE

A. It is the department's *directive* that all investigative contacts and enforcement traffic stops will be based upon articulate and constitutionally valid suspicion(s) or reason(s). Officers are prohibited from using an individual's race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, religion, economic status, age, culture group, or any other identifiable grouping or protected class as the sole justification to initiate traffic contacts, investigative field contacts, or any other law enforcement or public safety action.

B. *Maryland law requires* all law enforcement agencies in the State of Maryland, in accordance with the Transportation Article (TR 25- 113), to collect and *submit* traffic stop data for certain traffic stops. The Maryland State Police E-Tix system and the DeltaPlus system are the only acceptable mechanisms to submit the required data. *The required traffic stop data is automatically submitted to the Maryland Statistical Analysis Center (MSAC) by the E-Tix system.*

C. *Certified sworn police officers utilizing the Maryland State Police E-Tix system must classify all qualifying stops within the system in order to properly capture the required data. Certified sworn College police officers must log on to an E-Tix or DeltaPlus terminal and submit the required data for any qualifying traffic stop, regardless of whether the outcome was a written State or College citation, written warning, or verbal warning, before the end of their tour of duty. This requirement does not apply to College Special Police Officers that conduct a flag-over traffic stop.*

D. Certain types of traffic stops are exempt from the legal requirement to collect and report data. The types of stops exempt from collection include investigative contact, and those that occur as part of:

1. A checkpoint or roadblock.
2. A stop of multiple vehicles due to a traffic accident or emergency situation requiring the stop of vehicles for public safety purposes.
3. A stop based on the use of radar, laser, or vascar (Visual Average Speed Computer And Recorder) technology.
4. A stop based on the use of license plate reader technology.
5. *An investigative contact stop (a stop based on reasonable suspicion of criminal activity).*

## III. DEFINITIONS

A. **PROFILING** – The observation of characteristics and indicators learned through the collective experience of law enforcement agents has shown to be relevant in identifying specific criminal actions and are considered accordingly in determining whether or not there are grounds to reasonably believe an investigative stop is appropriate.

B. **BIAS PROFILING** – The selection of individuals for police-initiated action based on a common trait of a group. This includes but is not limited to race, ethnicity, national origin, gender, gender identity, sexual orientation, disability, religion, economic status, age, culture group or any other identifiable groups.

C. **RACIAL PROFILING** – Any police-initiated action that relies exclusively on race, ethnicity, or national origin of an individual.

D. **REASONABLE & ARTICULATE SUSPICION** – Actions taken by officers must be reasonable under the existing circumstances and based on the officer’s knowledge at the time. Officers must be able to point to and describe the specific factors that raised suspicions and led him/her to take action in connection with an investigative or enforcement traffic stop.

E. **INVESTIGATIVE CONTACT** – A stop based on reasonable articulate suspicion or knowledge of criminal activity. Information may originate with another officer or by independent investigation.

F. **ENFORCEMENT STOP** – A stop initiated as a result of an observed violation of the criminal or traffic code.

G. **REPORTABLE TRAFFIC STOP** – Means any instance when a law enforcement officer stops the driver of a motor vehicle and detains the driver for any period of time for a violation of the Maryland vehicle law. This does not include the types of traffic stops listed in Section II-C of this directive.

H. **VISUAL AVERAGE SPEED COMPUTER AND RECORDER (VASCAR)** – A time/distance computer used to time a vehicle between two reference points and calculate the vehicle’s average speed. This device is used by some law enforcement agencies to enforcement speeding traffic laws.

#### IV. GUIDING PRINCIPLES

A. Law enforcement officers have a duty and authority to investigate suspicious activities that may be associated with the violation of criminal and motor vehicle laws. This duty is limited to reasonable articulable factors which would likely lead any knowledgeable, reasonable officer to the same conclusion; i.e., that a violation is occurring or has occurred.

B. Any consideration, to any degree, of a person’s actual or perceived race, ethnicity, gender, sexual orientation, religion, or socio-economic status in law enforcement actions, including traffic stops, is absolutely prohibited. The only exception to this standard would occur if one or more of these characteristics were part of a specific lookout for a specific suspect. This applies to passengers as well as automobile drivers.

C. Police-citizen encounters, when done properly and professionally, have the potential to be positive community relations tools and can be a means of confronting adverse anecdotal information.

D. Officers should realize the advantage in issuing the driver or passenger(s) a receipt (copy of a ticket, warning, etc.) documenting the circumstance leading up to the stop and subsequent actions taken thereafter.

E. Nothing in this *directive* should be construed to alter the authority of a law enforcement officer to make an arrest, conduct a search or seizure, or otherwise fulfill the officer’s law enforcement obligations.

#### V. RESPONSIBILITIES

##### A. Patrol Officers

1. To help ensure accurate and timely information about traffic stops is captured on the computer aided dispatch (CAD) system, officers must be diligent in following traffic stop procedures established in Index Code 1902.1 and relay all required information to Communications.

2. *Certified sworn* police officers who conduct traffic stops which meet the criteria of a reportable traffic stop (Section III-G.), must use the E-Tix *or DeltaPlus* system to report the required data.

3. Officers shall not ask the automobile driver or passenger(s) their race or ethnicity group. Officers should use their personal judgment in assessing race and ethnicity.

##### B. Communications Officers

To ensure that all vital information about traffic stops is accurately collected, Communication officers must enter into the CAD system the traffic stop location, vehicle registration (including state and type), vehicle description, and reason for the stop *or traffic violation, and final disposition of the traffic stop, to include warning, citation, safety equipment repair order, or arrest.*

##### C. Shift Commanders

1. Shift Commanders will promote non-discriminatory and constitutionally valid investigative contacts and traffic stops.

2. Shift Commanders will ensure police officers that conduct traffic stops enter the required data in the E-Tix *or DeltaPlus* system.



**D. Patrol Operations Commander**

1. The Patrol Operations Commander is responsible for deployment of general and selective traffic enforcement and shall analyze the agency practice of traffic stops on a regular basis to ensure the policies and procedures conform to current legal and accepted standards.

2. The Patrol Operations Commander, or designee, shall investigate violations according to the provisions found within Index Code 303. The Patrol Operations Commander is free to conduct supplementary analyses and evaluations for enforcement effectiveness.

**E. Chief of Police/Director of Public Safety**

1. The Chief of Police/Director of Public Safety shall review all investigated complaints received by the department on an annual basis.

2. The Chief/Director will prepare a written review of the complaints, including citizen concerns, *and associated written directives*, identifying any trends, *updates to regulations*, and/or training needs. The review will be distributed to the Patrol Operations Commander and the Shift Commanders.

**VI. BIAS TRAINING**

All *Public Safety & Police* officers receive initial instruction on the prohibition against bias-based profiling and refresher training annually to reinforce previous training and/or to develop new skills to enhance police-citizen contacts.

**IX. PROPONENT UNIT:** Patrol Operations.

**X. CANCELLATION:** This written directive cancels Index Code 1902.2, Revision Date: 12-15-22.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# TRAFFIC & MOTORIST ASSISTANCE

**INDEX CODE: 1903**  
**REVISION DATE: 03-01-23**

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## Contents:

- I. Purpose
- II. General Assistance to Motorists
- III. Jump-start & Lockout Services
- IV. Emergency Assistance
- V. Proponent Unit
- VI. Cancellation

### **I. PURPOSE**

The purpose of this directive is to provide department personnel guidance in aiding motorists on College property with basic automotive assistance tasks.

### **II. GENERAL ASSISTANCE TO MOTORISTS**

A. Department personnel will assist motorists on College property by providing:

- 1. Transport motorist to a safe location or to a gas station to obtain gasoline.
- 2. A telephone for the motorist to call family or friends to respond to assist them.
- 3. A telephone for the motorist to call for a tow truck.
- 4. Vehicle jump-start and lockout services.
- 5. Tire change services, with approval of a supervisor.

B. If help is on the way and the motorist wishes to wait in his/her vehicle, the officer will make periodic checks on the motorist. Officers will ensure that stranded motorists are not unduly exposed to hazardous situations.

C. With approval of a supervisor, and when other options have failed, officers may transport adult stranded motorists to their home or other requested location within *an appropriate distance* of the College *as determined by the supervisor*. Juveniles may not be transported in this manner; a parent or legal guardian must be notified and respond to transport the juvenile. At the time of departure, officers will notify Communications of their starting mileage, destination, and the motorist name and contact number. The officer will notify Communications when arriving at the destination, and arrival back on College property with the ending mileage. Communications will enter this information in the Computer-Aided Dispatching (CAD) program as a record of this service. Whenever possible, at least two (2) officers should transport a stranded motorist off College property, for officer safety. *Motorist transport services off College property are not permitted during periods of minimum staffing, such as that occur during the Midnight shift or College Holidays.*

### **III. JUMP-START & LOCKOUT SERVICES**

#### **A. Jump-start Service**

Department personnel are trained to provide jump-start services for disabled vehicles that are unable to start due to a depleted vehicle battery using a department issue Jump-start Unit. These units can only be used on standard vehicle batteries; they are not to be used on electrical or hybrid vehicles. To employ the Jump-start Unit, follow these procedures:

- 1. Open the hood of the disabled vehicle, if not already open and locate the battery. (Some vehicle batteries may be in other locations, such as in the trunk or under the backseat.)
- 2. Place the Jump-start Unit near the battery on a sturdy area.
- 3. Remove the positive clamp (red wire) and place it on the positive battery terminal (marked "+"), which may have a red plastic covering that will need to be moved.
- 4. Remove the negative clamp (black wire) and place it on the negative battery terminal (marked "-") OR attach to an unpainted piece of metal frame to be an effective ground. Attach the clamps one at a time. Do NOT let the two clamps touch.
- 5. When both clamps are in place, turn the Jump-start Unit power button to the "ON" position. Pause for approximately ten (10) seconds to allow power to flow from the unit to the battery.
- 6. Advise the driver to attempt to start the vehicle, but not letting it "turn over" for more than five (5) seconds at a time.
- 7. After several attempts, if it doesn't start, adjust the clamps, one at a time, to get a better connection. Also check the battery indicator light on the Jump-start Unit to see if the power has depleted some, indicating it was transferred to the battery.
- 8. Advise the driver to attempt to start the vehicle again. If the vehicle doesn't start, advise the driver to stop. The problem may not be the battery.
- 9. If the vehicle starts, advise the driver to keep the vehicle running for 20 minutes so the battery can be recharged.
- 10. To remove the unit, turn the power button to "OFF", remove the negative clamp first, then the positive clamp.

**B. Lockout Service**

Department personnel are trained to provide lockout services for vehicles that are unable to be opened due to the keys being locked in the vehicle. The department issued lockout kit includes a small, inflatable airbag, a plastic wedge, and a lockout rod tool. To employ the lockout kit, follow these procedures:

1. Use the wedge to place in between the door frame and vehicle frame near the top of the vehicle and apply slight pressure to create a small gap in the upper corner of the doorframe.
2. Place the deflated airbag into the gap and use the handpump to pump up the airbag to create a larger gap.
3. Place the end of the lockout rod into the gap and insert it into the vehicle interior. Maneuver the end of the lockout rod around to press on the automatic door unlock button or to grab and pull the interior door handle to open the door.

**C. Tire Change Service**

With approval from a supervisor, department personnel may provide tire change services to motorists with a flat tire, using the motorist's spare tire and tire change equipment. Department personnel are not required to provide this service, but may choose to do so if they are confident the tire can be changed without injury or difficulty. If the tire cannot be changed, department personnel can attempt other options, such as *allowing the motorist to contact a tow truck*.

**D. Vehicle Service Consent Form**

Department personnel that provide motorist assistance services, including jump-start, lockout, or other services, are required to have the motorist complete the Vehicle Service Consent form, DPSP Form PT02, prior to initiating the service. The Vehicle Service Consent form protects the officer and the department from accidental vehicle damage liability that may occur during routine motorist assistance services. The motorist receives the yellow copy at the conclusion of the service, whether the service was successful or not. The white copy is submitted to the Shift Commander prior to the end of the officer's tour of duty.

**IV. EMERGENCY ASSISTANCE**

**A. Medical Emergency in a Vehicle**

Upon discovery of a medical emergency involving a motorist, officers will request that emergency medical assistance be dispatched to the scene. After giving information such as the type and location of the emergency, condition of the patient(s), and all other pertinent information to Communications, officers will render medical assistance consistent with their level of training. If a driver is having a medical emergency while the vehicle is running, attempt to turn off the vehicle, if possible.

**B. Vehicle Fires**

Upon discovery of a vehicle fire on College property, officers will immediately advise Communications, providing the type of vehicle, license plate number, location, cargo (if applicable), and any injuries. Communications will make an immediate notification to the Fire Department. Communications will attempt to identify and notify the vehicle owner using the license plate number with the Motor Vehicle Database. After notifying Communications of the incident, officers will move all persons a safe distance away from the vehicle. The officer may attempt to suppress the fire, if the fire is minimal and if safe to do so, consistent with their level of training and available equipment.

**C. Hazardous Materials/Fluid Leaks**

Upon discovery of a vehicle on College property leaking fluids on other possible hazardous materials, officers will immediately advise Communications, providing the type of vehicle, license plate number, location, cargo/placards (if applicable), and any injuries. Communications will make an immediate notification to the Fire Department. Communications will attempt to identify and notify the vehicle owner using the license plate number with the Motor Vehicle Database. After notifying Communications of the incident, officers will move all persons a safe distance away from the vehicle. The officer will render medical assistance to injured persons consistent with their level of training.

**V. PROPONENT UNIT:** Patrol Operations.

**VI. CANCELLATION:** This written directive cancels Index Code 1903, Revision Date: 07-20-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# TRAFFIC DIRECTION & CONTROL

**INDEX CODE: 1904**  
**REVISION DATE: 07-20-22**

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## Contents:

- I. Purpose
- II. Traffic Direction & Control
- III. Traffic Control Equipment
- IV. Special Events
- V. Manual Traffic Direction Procedures
- VI. Proponent Unit
- VII. Cancellation

### **I. PURPOSE**

The purpose of this directive is to provide guidance in directing and controlling traffic on College property to ensure the safe and efficient movement of vehicles and pedestrians, or on public highways and roads in the immediate vicinity, in order to facilitate the orderly movement of traffic to and from the College.

### **II. TRAFFIC DIRECTION & CONTROL**

A. The following College personnel are authorized to provide manual traffic direction and control when necessary:

- 1. Uniformed College Police, Special Police, and Public Safety officers.
- 2. Lot Patrol personnel, upon request of a supervisory officer, and after they have received appropriate training.
- 3. Facilities staff, upon request of a supervisory officer, after they have received appropriate training.

B. All personnel having responsibility for traffic direction and control will receive appropriate training prior to performing those duties.

C. Uniformed officers will provide manual traffic direction at roadway intersections, pedestrian crosswalks, or other designated locations:

- 1. To ensure the safe passage of pedestrians, during the peak class changing hours of college operations or heavy flows of vehicular traffic.
- 2. To maintain orderly flow of traffic at scenes of an accident, road closures, special events, college closures, or other emergency situations.
- 3. As assigned by supervisory personnel.

D. Officers detailed to performing manual traffic control duties will do so until they are relieved or dismissed by supervisory personnel.

### **III. TRAFFIC CONTROL EQUIPMENT**

#### **A. Personnel Equipment**

- 1. **REFLECTIVE OUTERWEAR** - Personnel will wear the issued reflective traffic vest or raincoat with reflective striping (during adverse weather conditions) at all times while directing traffic.
- 2. **FLASHLIGHTS** - Flashlights must be used to direct traffic during the hours of darkness or diminished visibility. The department may issue flashlights with attachable illuminated wands for nighttime traffic control duties.
- 3. **WHISTLES** - A whistle may be used in conjunction with arm and hand signals to gain the attention of drivers and pedestrians during traffic control duties.

#### **B. Temporary Traffic Control Equipment**

- 1. **TRAFFIC CONES** – Traffic cones may be used to detour traffic or designate areas for drivers or pedestrians to avoid.
- 2. **CONES RAILS** – Extendable poles that attach to cones to create temporary vehicular or pedestrian barricades.
- 3. **BARRICADES** – Large barriers set up to block vehicular or pedestrian movement into unsafe or hazardous areas.

#### **IV. SPECIAL EVENTS**

A. The Patrol Operations Commander is responsible for the coordination of traffic control and safety measures associated with special events on College property, such as sporting events, concerts, races, or other events that affect the flow of traffic on the campus and an increased safety concern for the College. The Patrol Operations Commander, or designee, will coordinate with internal and external event planners to prepare a written estimate of traffic routes, crowd control concerns, and potential crime problems expected and arrange for the presence of department personnel at such events.

B. Contingency plans for such events shall include provisions for ingress and egress of vehicles and pedestrians, provisions for parking, spectator control, public transportation, assigned point control duties, provisions for news media, alternate routes for through traffic, temporary traffic controls, use of special operation personnel, if any, coordination inside and outside the agency, parking prohibitions, emergency vehicle access, provisions for adverse weather conditions, relief of officers and any related logistical requirements.

C. If it becomes necessary to manually operate traffic control devices, such as the traffic lights at the entrances to the College, the Anne Arundel County Police or Public Works personnel will be requested to respond and operate the devices. Department personnel are not authorized or trained to manually operate traffic lights.

#### **V. MANUAL TRAFFIC DIRECTION**

##### **A. Procedures**

##### **1. In General**

Personnel will keep in mind their own safety when manually directing traffic. All personnel that direct traffic will use uniform signals and gestures to enhance driver and pedestrian recognition of, and response to, the directions. The signaling aids, hand motions, or gestures displayed by personnel should elicit a reasonable and immediate response from drivers and pedestrians.

##### **2. Positioning**

- a. Select a position in the roadway that maximizes visibility. Center position is usually best.
- b. Select a position that maximizes personal safety.
- c. Be alert and flexible.

##### **3. To Stop Traffic**

- a. The officer should first extend his/her arm and index finger toward, and look directly at, the driver to be stopped until it can be reasonably assumed that the driver is aware of the officer's gesture.
- b. The pointing hand is raised at the wrist so that the palm is toward the person to be stopped. The palm is then held in this position until the vehicle has stopped. To stop traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction, while continuing to maintain the raised arm and palm toward the traffic previously stopped. The same procedure applies to stopping vehicles from intersecting roadways.

##### **4. To Start Traffic**

- a. The officer should first stand with shoulder and side toward the traffic to be started, extending the arm and index finger toward, while looking directly at the driver until it can be reasonably assumed that driver is aware of the officer's gesture.
- b. With palm toward the officer, the pointing arm is swung from the elbow through a vertical semi-circle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction. The same procedure applies to starting vehicles from intersecting roadways.

##### **5. Turns**

- a. To direct a driver that is approaching to turn, extend the arm in the direction of the turn with the index finger or all fingers out in that direction.
- b. Use the other arm to point at the approaching driver, extending two fingers, and look directly at the driver.
- c. Swing the extended arm that is toward the driver into a sweeping motion in the direction of the designated turn. Repeat sweeping the arm in the direction of the turn as necessary.

##### **6. Whistles**

A whistle may be used with arm and hand signals to gain the attention of drivers and pedestrians in the following manner:

- a. One long blast coupled with the hand signal for STOP.
- b. Two short blasts coupled with the hand signal for GO.
- c. Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

**B. Traffic Direction Concerns**

**1. Traffic Flow**

Unless circumstances prohibit, an officer will allow traffic from one direction to flow for a reasonable length of time before allowing pedestrians to cross. However, officers will disregard the time allotment when gaps or lulls in traffic appear.

**2. Driver Confusion**

When a driver or pedestrian misunderstands or misinterprets an officer's directions, the officer will move reasonably close to the person and politely and briefly explain the officer's directions. The officer will allow the driver to proceed when it is safe to do so. In the event of a deliberate and flagrant failure to heed an officer's directions, the officer should invoke the necessary enforcement action.

**VI. PROPONENT UNIT:** Patrol Operations.

**VII. CANCELLATION:** This written directive cancels Index Code 1904, Revision Date: 08-21-18.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# TOW AUTHORIZATION & PROCESS

## ABANDONED & DISABLED VEHICLES



**INDEX CODE:** 1906  
**REVISION DATE:** 04-15-24

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### Contents:

- I. Tow Authorization
- II. Abandon Vehicles
- III. Towing Disabled or Improperly Parked Vehicles
- IV. Towing Vehicles Involved in an Accident
- V. Notification of Owner
- VI. Vehicle Tow Incident Report & Tow Log
- VII. Proponent Unit
- VIII. Cancellation

### I. TOW AUTHORIZATION

The Department of Public Safety & Police is authorized by the College to tow vehicles on College property for legitimate purposes that include:

- A. A motor vehicle that has been damaged and rendered inoperative as a result of a motor vehicle traffic accident and the owner or operator is unable to obtain towing services in a timely manner and it is a traffic hazard.
- B. An abandoned motor vehicle that obstructs the free flow of traffic or as otherwise defined in the County Code or the Maryland Vehicle Law.
- C. Vehicles that are illegally stopped, standing, or parked in a roadway.
- D. Vehicles illegally parked in violation of the College Traffic and Parking regulations.
- E. Vehicles abandoned on College property for more than forty-eight (48) hours without notification from the owner.
- F. Vehicles requiring mechanical repair.

### II. ABANDON VEHICLES

A. Maryland Transportation Article § 25-201 states a motor vehicle is abandoned when it has remained on private property for more than forty-eight (48) hours without the consent of the owner (The College).

B. All vehicles are expected to be removed from College property by the end of the business day each day by students, employees, and visitors. The Department of Public Safety & Police must be notified by owner/operators of vehicles that become disabled or for overnight parking requests. If a vehicle is left on College property without notification from the owner/operator, it will be considered abandon after forty-eight (48) hours.

#### C. Abandon Vehicle Investigation and Owner Notification Attempt

1. If a vehicle is found unattended on College property after College business hours without notification from the owner/operator, the Midnight Shift officers will check the vehicle to ensure it is secure and will document it with a Vehicle Safety Reminder form, DPSP Form PT03. *At any time, if a vehicle has indicators that it may be stolen (broken window, ignition tampering or other suspicious elements) contact the Anne Arundel County Police and request an officer respond to determine if the vehicle is stolen or wanted in connection with an official investigation.*

2. If the vehicle is still present on College property a second night, the vehicle's registration tag number will be used to attempt to identify an owner with the Maryland Motor Vehicle database. The investigating Midnight Shift officer will advise the oncoming Dayshift supervisor of the vehicle and provide any known owner information. The Dayshift supervisor will direct the Communications officer to attempt to contact the vehicle owner. *Another option is to request the County Police or other law enforcement jurisdiction to attempt in-person contact with the owner at the owner's residence.*

If the vehicle has registration tags from another state, this step may not be accomplished by Public Safety and Special Police officers. College Police officers can access out-of-state vehicle owner information using the Delta-Plus program or County Police Teletype.

3. If the vehicle is still present a third consecutive night without notification from the owner, the vehicle has now been on College property for more than forty-eight (48) hours, meeting the criteria for an abandon vehicle. The Midnight Shift will complete and attach an Abandon Vehicle Tag, DPSP Form PT06, to the driver door handle or windshield wiper. The tag is a warning to the owner/operator that the vehicle has been classified as abandoned and will be removed from College property after an additional forty-eight (48) hours have elapsed. The Midnight Shift will notify the Patrol Operations Commander.

4. The Patrol Operations Commander will determine when to tow the vehicle, with the goal of removing the vehicle from College property in two to five (2-5) business days from when the warning tag was placed on the vehicle. Abandoned vehicles should be towed during regular business hours (8:00 a.m. to 4:00 p.m.), unless they are a traffic hazard.

5. When the vehicle is towed from College property, an on-duty patrol officer will oversee the tow, take photographs of the vehicle, and complete the incident report. Department personnel do not enter or inventory abandon or disabled vehicles that are towed from College property.

#### **D. Towing Abandoned Vehicles**

When a tow truck is requested *to remove* an abandoned vehicle *from* College property, the following process will be followed:

1. Officers will advise Communications of the vehicle's location, type of vehicle(s) to be towed, the registration tag number and State of issue OR Vehicle Identification Number (VIN) if the license plate is not present, observable condition of the vehicle, and reason for the tow. Communications will contact Anne Arundel County Police (AACoPD) Communications and request a County Police officer to respond to the location of the abandoned vehicle. The County Police officer will contact the tow company and request a tow truck to respond. The County Police officer will complete the necessary inventory report, if required.

2. The DPSP officer on the scene will complete an incident report describing the vehicle condition, location, reason for the tow and attempts to identify and notify the vehicle owner. Photographs will be taken of the vehicle and will be attached to the vehicle tow report. Photographs shall include the vehicle license plate, if present, any observable damage to the vehicle, and the vehicle location. *The DPSP officer will obtain the County Police report number from the County Police officer to be included in the incident report.*

### **III. TOWING DISABLED OR IMPROPERLY PARKED VEHICLES**

A. When a tow truck is requested for a vehicle on College property for a parking violation, impeding traffic, disabled, or a reason other than outlined in sections II, the following process will be followed:

1. Officers will advise Communications of the vehicle's location, type of vehicle(s) to be towed, the registration tag number and State of issue OR Vehicle Identification Number (VIN) if the license plate is not present, observable condition of the vehicle, and reason for the tow. Communications will contact *Anne Arundel County Police (AACoPD) Communications and request a County Police officer to respond to the location. The County Police officer will contact the tow company and request a tow truck to respond. The County Police officer will complete the necessary inventory report, if required.*

2. If the vehicle owner/operator is not present with the vehicle, Communications will also use the vehicle information to make reasonable attempts to identify and contact the owner/operator prior to requesting a tow truck if the vehicle is not impeding traffic.

3. Department personnel do not enter or inventory abandon or disabled vehicles that are towed from College property.

B. The owners/operators of disabled vehicles are permitted to request specific tow companies. Officers will honor these requests, provided that the requested tow company is able to respond to the officer's location within a reasonable amount of time and/or the vehicle is not impeding traffic. Owner/operators are responsible for contacting their own tow company, either by cell phone or may be taken to the nearest location where a college telephone may be used. The *County Police* approved tow company may be suggested to the vehicle owner/operator as an option, however the owner/operator is responsible for all costs and fees for the tow.

C. Any time a vehicle is towed on College Property at the request of department personnel, photographs will be taken of the vehicle and will be attached to the vehicle tow report. Photographs shall include the vehicle license plate, if present, any observable damage to the vehicle, and the vehicle location, if relevant to the reason for the tow. *The DPSP officer will obtain the County Police report number from the County Police officer to be included in the incident report.*

D. It is the officer's responsibility to inform their Shift Commander of any problems with the tow company, to include excessive response times, inadequate tow equipment, poor driver attitude, poor quality of tow service, *or other relevant issue.* This information can be made directly on the towed vehicle *incident* report, via e-mail, or in person to the Shift Commander. Shift Commanders are responsible for forwarding this information to the Patrol Operations Commander.

E. The tow company *may* bill the department for tow cancellations. Officers should make every attempt to carefully evaluate the need for a tow truck before making such a request. In any case where the tow must be cancelled, the affected officer will submit an *incident* report detailing the circumstances of the cancelled *tow situation.*



**V. TOWING VEHICLES INVOLVED IN AN ACCIDENT**

When a tow truck is required to tow a vehicle from College property that is inoperable as the result of a motor vehicle crash or an incident where the driver is either arrested or charged with criminal or transportation article related offenses and the vehicle must be towed, DPSP Communications will contact Anne Arundel County Police (AACoPD) Communications and request that a County Police officer respond and tow the vehicle, per the Memorandum of Understanding between AACoPD and DPSP. The responding County Police officer will complete the necessary tow/inventory report as required, while the DPSP officer will complete the necessary department incident report *with the same County Police case number*.

**VI. NOTIFICATION TO OWNER**

A. In all towed vehicle cases, if the owner/operator is not already on the scene of the tow, it is the responsibility of the towing officer to notify Communications that the owner/operator is not present and any information that may lead to the identification of the owner, including the vehicle registration tag number. Communications will make reasonable attempts to identify the owner/operator using the Maryland Motor Vehicle database and the College's student and employee database and make notification prior to requesting the tow truck, when feasible. Notification is considered made when the owner/operator is contacted in person, directly by telephone, or an Abandon Vehicle Notification letter is sent via U.S. mail.

B. If Communications locates a contact phone number for the owner/operator, Communications will call the owner/operator and advise their vehicle is being towed, the reason, and the name, the location and telephone number of the company towing the vehicle. If the owner/operator does not answer the phone call, Communications will leave a message with the same information.

C. If Communications is not able to locate a contact phone number for the owner/operator, an Abandon Vehicle Notification Letter, DPSP Form PT07, will be completed and sent to the owner's address. A copy of the notification letter will be submitted with the officer's report. If an owner/operator email address is located, a courtesy email notification may be sent in addition to the mailed notification letter.

D. If Communications is able to locate the owner/operator already on College property, utilizing the College's student database that contains class schedules, another officer may be dispatched to that location to notify the owner/operator.

E. The reporting officer will include known owner/operator information and attempts to make notification in the report.

**VII. VEHICLE TOW INCIDENT REPORT & TOW LOG**

A. For DPSP requested vehicle tow incidents, officers will complete an incident report. Photographs of the towed vehicle, copy of the notification letter, and invoices from the tow company, if applicable, will be submitted with the report.

B. For County Police assisted tows, the officer should document the tow in their incident report and ACRS report, if applicable, that the vehicle was towed by the County Police and the County officer who responded. The County Police case number obtained by the County Police officer for the incident, if applicable, will be included with the DPSP officer's report.

C. *If a College Police officer has already initiated an ACRS report prior to the County Police officer arrival, the County Police case number for the ACRS report will be shared with the County Police officer.*

D. DPSP incident reports involving towed vehicles will be reviewed by a Shift Commander and the Patrol Operations Commander. Tow reports are filed in the Records section.

E. Communications is responsible for maintaining a log of vehicles towed from College Property in the Communications Center, using DPSP Form CM12, to include the vehicle information, location towed from, observable condition of the vehicle *and justification for the tow*. This log will not include any vehicles towed by the County Police as a result of an accident.

F. The Patrol Operations Commander will monitor the departmental tow *activities*, ensuring that the department complies with all provisions of the law.

**VIII. PROPONENT UNIT:** Patrol Operations.

**IX. CANCELLATION:** This written directive cancels Index Code 1906, Revision Date: 02-01-24.

*Sean Kapfhammer*

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**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# EMERGENCY RESPONSE & EVACUATION



**INDEX CODE: 2001**  
**REVISION DATE: 10-16-23**

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## Contents:

- I. Purpose
- II. Definitions
- III. Activation of the Emergency Alert System
- IV. Emergency Response System Testing
- V. Proponent Unit
- VI. Cancellation

## I. PURPOSE

This directive defines the role of the Department of Public Safety & Police in the initiation of an emergency response and evacuation for a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees.

## II. DEFINITIONS

A. **EMERGENCY ALERT SYSTEM** – The Anne Arundel Community College Emergency Alert System includes an external audible siren/public address system, an internal audible and voice alarm system in most campus buildings, a mass text notification system, an email and phone notification system, and computer screen crawler message system.

B. **TEST** – is defined as regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

C. **DRILL** – is defined as an activity that tests a single procedural operation.

D. **EXERCISE** – is defined as a test involving coordination of efforts.

## III. ACTIVATION OF THE EMERGENCY ALERT SYSTEM

### A. Implementation

1. In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff exist on campus, the Department of Public Safety & Police, after confirmation of the emergency by the Public Safety & Police officer on the scene, a college official, medical personnel, fire official or county police will immediately activate all or part of the AACC Emergency Alert System to notify the community. *Confirmation of an emergency may be established by on scene DPSP personnel or notification from a known/verified caller, or two or more calls regarding the same emergency type in the same vicinity.*

2. Some emergencies may be specific to one campus. When practical, the emergency notification will be made to the affected campus location, however, in most cases all campuses will be notified of the emergency with the affected campus or campuses listed in the message.

3. The types of incidents that may cause an immediate threat to the campus community could include but are not limited to emergencies such as:

- a. Active shooter/Hostile intruder/Armed person
- b. Homicide/Suspicious death
- c. Hostage/Barricade situation
- d. Riot
- e. Suspicious package/Bomb threat
- f. Severe weather including tornado, high winds, flood, ice/snow
- g. Fire/Explosion
- h. Structural damage to a college owned or controlled property
- i. Biological threat (i.e., anthrax)
- j. Gas leak/Hazardous Materials leak

4. Delays in issuing the emergency message notification for a confirmed emergency or dangerous situation may occur only if doing so would compromise efforts to assist a victim or contain, respond to, or mitigate the emergency.

5. During an emergency, update messages with adequate follow-up information may come from one or all of the alert systems, depending on the situation. When the emergency is resolved and conditions are safe, an “all clear” notification shall be broadcast.

**B. Authority To Activate The Emergency Alert System**

The highest-ranking officer on the scene is authorized to implement the alert system in response to a college emergency. If feasible, the Vice-President of Learning Resources Management will be consulted prior to activating the Emergency Alert System.

**C. Content Of Notification**

The nature of the emergency will be used to determine the content of the message. Messages may serve as warnings of an incident in progress, provide instructions to shelter in place, or to evacuate a building or campus.

Preprogrammed messages for emergency incidents are stored in the Emergency Alert System and are available for immediate broadcast. New custom messages can be created and immediately broadcast when needed. Procedures for system activation is found in Index Code 1101, section V-D.

**IV. EMERGENCY RESPONSE SYSTEM TESTING**

A. The Anne Arundel Community College Emergency Alert System will be tested annually. The Chief of Police/Director of Public Safety, in coordination with the Emergency Manager, will plan and implement the annual test.

B. The annual test conducted will be documented to include the description of each test (exercise and drill), date, time and whether the test was announced or unannounced.

C. Prior notice of the testing may be given to the campus community via email and the media resources utilized by the college’s Strategic Communications Department.

*D. The department will send out notification to the college community information on the College’s emergency response and evacuation procedures as well as information on where this information can be found across campus.*

V. **PROPONENT UNIT:** Office of Emergency Management.

VII. **CANCELLATION:** This directive cancels Index Code 2001, revision date 12-10-22

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**

# SEVERE WEATHER SHELTER AREAS



**INDEX CODE:** 2002  
**EFFECTIVE DATE:** 02-25-22

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Contents:

- I. Description
- II. Locations
- III. Proponent Unit
- IV. Cancellation

## I. DESCRIPTION

The Anne Arundel Community College Office of Risk Management has designated specific areas in college buildings as Severe Weather Shelter Areas. These areas are for students, staff, and visitors to take refuge in during severe weather situations in which it may be unsafe to leave the building or remain on higher floors of a building. These areas are considered the safest locations in the building by the Office of Risk Management, based on their lowest, central locations in a building, away from doors, windows and outside walls that may be more susceptible to structural or glass damage and debris.

## II. LOCATIONS

Severe Weather Shelter Areas are marked in each building by a standard sign using words and a tornado symbol (see example below). The Office of Risk Management placed severe weather medical kits at these locations in case of injury during a severe weather event. The list of Severe Weather Shelter Area locations is available on the Office of Risk Management website on the AACC Intranet. The most recent list is included as Appendix A of this directive.



(Severe Weather Shelter Area Signage)

- III. **PROONENT UNIT:** Office of Emergency Management.
- IV. **CANCELLATION:** N/A.

*Sean Kapfhammer*

**Sean Kapfhammer**  
Chief of Police, Director of Public Safety

# PUBLIC INFORMATION REQUESTS & MEDIA ACCESS



**INDEX CODE:** 2101  
**REVISION DATE:** 11-15-22

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## Contents:

- I. Policy
- II. Public Information Function
- III. Authority to Release Information
- IV. Media Access to Information
- V. Minor Incidents
- VI. Major Crime Scenes
- VII. Feature Article & Programs
- VIII. Contacting Local News Media for College Closures
- IX. Press Releases
- X. Public Service Announcements
- XI. Silent Witness
- XII. Maryland Public Information Act Requests (MPIA)
- XIII. Incident Reports
- XIV. Proponent Unit
- XV. Cancellation

## I. POLICY

The department is committed to informing the college community and the news media of events within the public domain that are handled by or involve the agency. To operate effectively, public safety agencies must obtain the support of the public they serve. By providing the college community and the news media with information on agency administration and operations, the department hopes to foster a relationship of mutual trust, cooperation, and respect.

## II. PUBLIC INFORMATION FUNCTION

A. This directive establishes the department's public information function, to include:

- 1. Assisting news personnel in covering routine news stories involving department personnel and at the scenes of incidents.
- 2. Being available for on-call responses to the news media.
- 3. Preparing and distributing agency news releases, bulletins, and crime alert notices.
- 4. Coordinating and authorizing the release of information about victims, witnesses, and suspects.
- 5. Coordinating and authorizing the release of information concerning confidential agency investigations and operations.

B. The release of department information to the public and news media is a cooperative effort between the College's Department of Public Safety & Police, the Strategic Communications department, and the Office of Institutional Compliance, Equity, and Diversity.

## III. AUTHORITY TO RELEASE DEPARTMENT INFORMATION

A. The Chief of Police/Director of Public Safety, the Director of Strategic Communications, and the Chief Compliance Officer are responsible for the public information function. The Chief/Director authorizes the release of department information, the Director of Strategic Communications is the College's designated Public Information Officer (PIO), and the Chief Compliance Officer is responsible for administering Maryland Public Information Act (MPIA) requests.

B. Confidential intelligence, investigative, or personnel information will not be disclosed except by the permission of the Chief of Police/Director of Public Safety. When information is released on Internal investigations, it will conform to all laws concerning the privacy of personnel matters.

C. In addition to the Chief of Police/Director of Public Safety, the following individuals or positions are authorized to release information of the types or categories indicated:

### 1. From Department Files

- a. Patrol Operations Commander
- b. Director of Strategic Communications

**2. At the Scene of an Incident**

- a. Patrol Operations Commander
- b. Shift Commander
- c. Director of Strategic Communications
- d. *External agency incident commanders, including the Maryland State Police, Anne Arundel County Police, Anne Arundel County Fire Department, Office of the Attorney General IID public relations representative, or other federal, state, or local agency in command of the incident scene.*

**3. Ongoing Criminal Investigation**

- a. Patrol Operations Commander
- b. Director of Strategic Communications
- c. *External agency representative that are investigating the incident, including the Maryland State Police, Anne Arundel County Police, Anne Arundel County Fire Department, Office of the Attorney General IID public relations representative, or other federal, state, or local agency in command of the incident investigation.*

**IV. MEDIA ACCESS TO INFORMATION**

A News media representatives will have access to members of the department. Members will cooperate with and assist media personnel in an objective, impartial and courteous manner without jeopardizing investigations or infringing upon the privacy rights of the citizens. While it is department policy to fulfill public and media requests, it is not always possible to do so. The determination to release information or participate in interviews will be made according to the facts of the case. Routine requests will be coordinated through and approved by the Chief of Police/Director of Public Safety.

B. All inquiries from the news media pertaining to management responsibilities, such as adequate staffing levels, equipment needs, budget requests, and policy decisions will be referred to the Chief of Police/Director of Public Safety.

C. Media representatives may photograph and report anything they observe when legally present at an incident scene. Where publication of such coverage would interfere with an official investigation or place a victim, suspect, or others in jeopardy, the withholding of publication is dependent upon a cooperative media, not upon department censorship. Under such circumstances, officers should advise the media representatives or their supervisor of the possible consequences of publication; however, officers may not interfere with the media's activities as long as such activities remain lawful.

D. Department personnel may not release information to the public or news media regarding incidents and ongoing criminal investigations without the approval of the Chief of Police/Director of Public Safety.

E. Any problems with denying information to a media agency will be referred to the Incident Commander, the Shift Commander, the Patrol Operations Commander, or the Chief of Police/Director of Public Safety.

**V. MINOR INCIDENTS**

A. Department members will extend every courtesy to news media representatives and photographers who are actively covering an incident at the scene. These courtesies will permit closer access (generally providing an opportunity to view the scene) than that granted the general public, and will provide for vehicles and equipment to be located closer, so long as such courtesy does not interfere with the public safety mission at hand, or with general traffic flow. Also, where there is danger of personal injury, access will be restricted until the officer in charge determines the area is safe.

B. Direct access by media personnel and photographers will be allowed only after all known evidence has been processed and the on-site investigation has been completed. This restriction is necessary to preserve and protect the integrity of the scene and takes priority over news media coverage. However, once such integrity is ensured, media mobility will not be restricted. Media personnel will be referred to the officer in charge if the Chief of Police/Director of Public Safety is not present.

**VI. MAJOR CRIME SCENES**

A. In the event of a major crime scene, media access to an established inner-perimeter will not be allowed. Media personnel will be allowed to confer with the Incident Commander or Patrol Operations Commander at a Command Post location or other predetermined safe, unobtrusive location. The Incident Commander or Patrol Operations Commander will provide media personnel with general information about the time and date of occurrence, linkage to similar crimes, known or unknown suspects and vehicles, investigative status and the anticipated closure date, if applicable.

B. In the event of a major fire, a natural disaster, or other catastrophic event, department personnel will direct media personnel to the Incident Commander if the Chief of Police/Director of Public Safety is not available. The Incident Commander or College's Director of Strategic Communications will determine whether or not access to the scene will be granted. If an affirmative decision is made, news media personnel will be promptly informed.

- C. The decision to allow access will be based on the following factors:
1. The potential or real danger to life of the person making the request.
  2. The potential or real danger to life of victims, witnesses, department personnel and other parties-in-interest at the event.
  3. The emotional impact to the person making the request.
  4. The emotional impact to victims, witnesses, public safety personnel and other parties-in-interest.
- D. In the event of a hostage or barricade situation, the Incident Commander will designate a preliminary press area upon arrival at the scene, and establish the area closer to the scene as it is safe to do so.
- E. *In the event of a police-involved incident that results in the death of a civilian or injuries likely to result in death of a civilian, the Office of the Attorney General's Independent Investigations Division (IID) and the Maryland State Police (MSP) will lead the primary criminal investigation. The department will provide a public information officer to assist the IID public information officer with gathering information.*

**1. Initial Media Response**

*For incidents in which the IID and MSP are primary investigators, the DPSP Chief of Police/Director of Public Safety and Patrol Operations Commander may defer all public response to the IID public information officer or elect to make a public statement in the immediate aftermath of an incident. If a public statement is made by the Chief/Director or Patrol Operations Commanders, the following may be included in the public statement:*

- a. *The date, time, and location of the incident.*
- b. *The type of call for service that led officers to the scene.*
- c. *Information concerning injuries sustained by any surviving civilians and/or officers, and whether any individuals were transported to the hospital.*
- d. *How many officers discharged their firearms.*
- e. *Whether a weapon was recovered or located on-scene.*
- f. *Basic information regarding age, race, duty assignment, tenure, and current administrative status of the officer(s).*
- g. *Each police department will include in their remarks a statement confirming that the investigation into the officers' conduct will be conducted by the Maryland Attorney General's Office Independent Investigative Division, with assistance provided by his/her department as requested.*

*Notification of the release of this information should be provided to the IID investigative supervisor or media contact preferably prior to, or at least simultaneously, with the public release.*

**2. Subsequent Media Response**

*Upon completion of the initial public/media notifications, the Chief/Director and Patrol Operations Commander may continue to provide periodic updates involving an ongoing community threat, such as a continuing search for a suspect, or any road or business closures. If a written statement is to be released detailing the facts already released in the initial media response, the IID representative should consult with before doing so.*

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

- a. *Body camera footage*
- b. *In-car camera footage*
- c. *Surveillance footage*
- d. *Commercial or residential security camera footage*
- e. *Crime-scene or other photographs, other than photos related to a continuing search for a suspect*
- f. *Photographs or video footage taken by witnesses*
- g. *Detailed statements provided by officers/deputies involved*
- h. *Detailed statements provided by witnesses or suspects*
- i. *Test results of any kind*
- j. *Investigative reports*
- k. *Autopsy information, including cause/manner of death*
- l. *Legal conclusions about an officer's conduct*
- m. *Any information that could be considered investigative or evidentiary*

*If the Chief/Director and Patrol Operations Commander believes that the release of such information is necessary, they will consult with and obtain the approval of the IID, to avoid impacting the outcome of the investigation.*

### **3. Release of Names and Camera Footage**

*The IID will generally release the name of the involved officers within 48 hours of the incident, though that period may be extended if an officer is injured, or if there is a specific reason to believe that an officer's safety is at risk. The IID will generally release body camera footage within 14 days of the incident. There may be situations where more than 14 days is necessary, including if investigators need more time to complete witness interviews, if there are technical delays caused by the need to redact the identities of civilian witnesses, or to allow family members to view the video before it is released to the public.*

### **4. Completion of the IID Investigation**

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

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

## **VII. FEATURE ARTICLES & PROGRAMS**

Requests for department participation in feature articles and programs will be individually considered by the Chief of Police/Director of Public Safety and the College's Strategic Communications Office. If approved, permission for interviewing department personnel and photographing Public Safety & Police facilities will be limited to the scope of approval. Department members participating in the preparation of such articles or programs should ascertain the scope of approval and should be careful not to exceed those limits. In any event, department members will exercise care and discretion to avoid making statements or conveying information, which if later quoted, may create a misunderstanding or compromise the effectiveness of the Department.

## **VIII. CONTACTING LOCAL NEWS MEDIA FOR COLLEGE CLOSURES**

A. It is the department's policy to contact the local news media in the event of a College emergency closure or delay in the effort to notify the college community. This is one element of the emergency closing/delay process, which may also include a mass text message notification and the information being provided on the College's website and social media webpages.

B. The communications officer, or other department member, will contact the designated media agencies using the instructions provided on the Emergency Closing Checklist, DPSP Form CM06. The media agencies may be contacted by telephone or through their secure websites, if available, to provide the closing and/or delay information. Media agencies may broadcast the closing/delay information on the air (radio or television) and may also provide the information on their website. The media agencies broadcast the information at their own discretion, and the College has no control over how or when it is broadcast. If errors are discovered in a broadcast or media website, a department member should contact the media agency to attempt to correct the error as soon as practical. (See Index Code 2001.2 for additional information on College closures.)

## **IX. PRESS RELEASES**

A. Press releases are not routinely issued on a daily or weekly basis, but will be disseminated whenever special events occur of interest to the college community and/or the media. Examples include incidents involving fatalities, major crimes, critical missing persons, arrest of notorious or long-sought suspects, planned public safety operations having an impact on traffic or the college community, and major traffic accidents. The department may solicit assistance from the media in publicizing department-related information.

B. Press releases will be disseminated without partiality and in a manner that is equally available to all news media. Information will not be withheld, delayed or selectively released to favor any particular news media. The College's Director of Strategic Communications will implement this policy. Specific inquiries made independently by the news media may be honored. Whenever possible, Department press releases will be sent to the Director of Strategic Communications for dissemination.

C. When other public service agencies are involved in a mutual effort, the agency having primary jurisdiction should be responsible for releasing or coordinating the release of information.

## **X. PUBLIC SERVICE ANNOUNCEMENTS**

The Chief of Police/Director of Public Safety, working with the College's Director of Strategic Communications, may solicit media personnel to make a public service announcement (PSA) regarding a "public request for assistance" on behalf of the department.



The solicitation for assistance will contain at a minimum:

- A. The character or nature of the assistance or information being sought.
- B. Person or specific departmental component (e.g., Crime Prevention) to be contacted.
- C. Departmental telephone number(s) or other numbers to be contacted.
- D. The granting of anonymity, upon request, to the person providing the assistance or information.
- E. The provision of monetary rewards (if applicable) for persons providing pertinent information or assistance that results in case closure of the offense specified in the announcement.

**XI. SILENT WITNESS**

The Department of Public Safety & Police utilizes a website form to receive crime tips and public safety related information from the campus community. The web-form “Silent Witness”, available on the DPSP website, allows citizens of the community to provide information related to crimes, suspects, or other information of interest to the department. The citizen reporting the information may provide their contact information, but it is optional. However, depending on the significance or severity of the information provided, the Chief of Police/Director of Public Safety may authorize the College’s Information Technology department to attempt to identify the citizen to obtain additional information for a critical investigation.

**XII. MARYLAND PUBLIC INFORMATION ACT REQUESTS (MPIA)**

The College’s Office of Institutional Compliance, Equity, and Diversity processes Maryland Public Information Act (MPIA) requests. MPIA requests received by the department will be forwarded to the Chief Compliance Officer. See Appendix A of this directive for the current AACC Chief Compliance Officer.

**XIII. INCIDENT REPORTS**

- A. Incident reports that have been assigned a County Police case number and Automobile Crash Reports must be obtained from the Anne Arundel County Police Central Records Unit at the County Police Headquarters located at:

8495 Veteran’s Highway  
Millersville Maryland, 21108  
(410) 222-8750

- B. Persons requesting department reports that have only a DPSP case number will complete the DPSP Information Request form, DPSP Form CC07, and submit the form to the department walk-up service window at the Communications Center. The report will be provided free of charge. Prior to releasing any report, the request must be approved by the Chief of Police/Director of Public Safety, who will review the report to determine if any confidential or sensitive information needs to be redacted.

**XIV. PROPONENT UNIT:** The Office of the Chief of Police/Director of Public Safety.

**XV. CANCELLATION:** This written directive cancels Index Code 1403, Revision Date: 06-15-22.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SOCIAL MEDIA

**INDEX CODE: 2102**  
**REVISION DATE: 09-20-22**

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## Contents:

- I. Purpose
- II. Directive
- III. Definitions
- IV. Department Social Media Accounts
- V. Permitted Job-Related Uses
- VI. Personal Use
- VII. Reporting Violations
- VIII. Proponent Unit
- IX. Cancellation

### I. PURPOSE

Social media refers to digital communication platforms that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo and video sharing sites, wikis, blogs, and news sites. Department employees are expected to follow the college's Social Media Standards, Guidelines and Best Practices prepared by the AACC Strategic Communications Department, which are found on the AACC Intranet. In addition, Department employees are required to abide by the following *directive* in the performance of their duties and/or concerning department-related information sharing for personal use.

### II. DIRECTIVE

The department's *directive* is to utilize social media to share information and enhance community engagement in a responsible manner that does not violate confidentially, impede investigations, or harms the image and reputation of the department. Social media provides a potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This *directive* identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative personnel. The department also recognizes the role that these tools play in the personal lives of department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this *directive* provides information of a precautionary nature, as well as prohibitions on, the use of social media by department personnel.

### III. DEFINITIONS

- A. **SOCIAL MEDIA** – A category of Internet-based websites and resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, LinkedIn, Pinterest), micro-blogging sites (Twitter), photo and video sharing sites (Instagram, Snapchat, YouTube, Tik-Tok), wikis (Wikipedia), and blogs (Reddit, Blogger, Tumblr).
  - B. **SOCIAL NETWORK** – Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
  - C. **POST** – Online content an individual shares or publishes on a social media site that can be viewed by others.
  - D. **WIKI** – Webpages that share information, in which the information can be added and edited by users.
  - E. **BLOG** – A self-published online diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log".
  - F. **MICRO-BLOG** – A self-published social media site in which a user makes short, frequent posts.
  - G. **PROFILE** – Personal information that a user provides on a social media site that can be viewed by others.
- ### IV. DEPARTMENT SOCIAL MEDIA ACCOUNTS
- A. All department social media accounts must be approved by the Chief of Police/Director of Public of Safety.
  - B. The department's Crime Prevention Specialist is responsible for maintaining and updating the department's social media accounts. Other members of the department may provide the CPS with information and photos/videos to share, but the accounts will be updated by the CPS.

- C. Comments and responses to department social media posts will be monitored by the CPS.
- D. Any information related to a suspect or arrestee, investigations, or other confidential matters must be approved by the Chief/Director before being shared on social media.

**V. PERMITTED JOB-RELATED USES**

**A. Department Sanctioned Use**

- 1. Department personnel representing the department while using social media outlets shall do the following:
  - a. Conduct themselves at all times as representatives of the department, adhering to all department standards of conduct, and following conventionally accepted protocols and proper decorum.
  - b. Identify themselves as a member of the department.
  - c. Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information or agency materials, including photographs, images, videos or other recordings, department training, activities, or work-related assignments without express written permission from the Chief of Police/Director of Public Safety.
  - d. Not conduct political activities or private business.
- 2. The use of department computers by department personnel to access social media is prohibited without authorization. The College has software with the capability of tracking the Internet activity of individual users, including social media sites.
- 3. Department personnel use of personally owned devices to manage the department's social media activities or in the course of official duties is prohibited without authorization.
- 4. Employees shall abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

**B. Potential Department-Related Uses**

- 1. Social media is a valuable investigative tool when seeking evidence or information about:
  - a. Wanted persons.
  - b. Locate missing persons.
  - c. Gang participation.
  - d. Crime perpetrated online (i.e. cyber-bullying, cyberstalking)
  - e. Acquiring photos or videos of a crime or suspect that is posted by a participant or observer.
- 2. Social media can be used for community outreach and engagement by:
  - a. Providing crime prevention tips.
  - b. Offering online reporting opportunities.
  - c. Sharing crime maps and related information.
  - d. Soliciting tips about unsolved crimes or incidents.
- 3. Social media can be used to make time-sensitive notifications related to:
  - a. College emergencies and incidents.
  - b. Weather emergencies and road closures.
  - c. Missing or endangered persons.
  - d. Special events.
- 4. Social media can be used as a valuable recruitment mechanism to:
  - a. Assist potential employment candidates in researching the department.
  - b. Assist potential employment candidates in discovering department job opportunities.
  - c. Assist the department hiring authority to conduct background investigations that include social media content. Every effort must be made to validate the accuracy of social media content during the background investigation.

**VI. PERSONAL USE**

**A. Barring state law to the contrary, department personnel shall abide by the following when using social media:**

- 1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their posts do not impair working relationships of the department, of which loyalty and confidentiality are important, impede their performance of duties, impair harmony among coworkers, or negatively affect the public perception of the department.

2. Department personnel shall not post, transmit, or otherwise disseminate any privileged information to which they have access as a result of their employment, or agency materials, including photographs, images, videos or other recordings, without written permission from the Chief of Police/Director of Public Safety.

3. As college employees, department personnel are cautioned that posts or comments published on social media sites on or off-duty, made pursuant to their official duties - that is, that owes its existence to the employee's professional duties and responsibilities - is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and the department.

4. For personal safety and security reasons, department personnel are cautioned not to disclose or post information about their employment with the department. Additionally, personnel shall not post information pertaining to any other member of the department without their permission.

B. Department personnel posting on social media sites must adhere to the department's code of conduct. (See Index Code 102.) Violations of the code of conduct involving social media posts and comments may provide grounds for undermining or impeaching an employee's testimony in criminal proceedings. Therefore, personnel that violate the department code of conduct in the use of social media may be subject to disciplinary action, up to and including termination. Posts and comments (including photos and videos) prohibited by the department code of conduct include those:

1. Containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, harass, mock, or otherwise express bias or disrespect against any race, religion, gender, or any protected class of individuals.

2. Involving themselves or other department personnel reflecting behavior, or suggesting such behavior, that would reasonably be considered reckless, unlawful, harmful, or irresponsible.

3. That divulge information gained by reason of their authority; or make any statements, appearances, endorsements, or publish materials that could reasonably be considered to represent the views or positions of the department. Department personnel are responsible for ensuring that their personal views, beliefs, or opinions are not misrepresented as those of the department.

C. Department personnel should be aware that they may be subject to civil litigation for:

1. Posting false information that harms the reputation of another person, group, or organization (defamation).

2. Posting private facts and personal information about someone without their permission that has not been previously revealed to the public is not of legitimate public concern, and would be offensive to a reasonable person.

3. Using someone else's name, likeness, photo, or other personal attributes involving social media without that person's permission.

4. Publishing or posting the creative work of another, trademarks, or certain confidential business information without permission of the owner.

D. Department personnel should be aware that privacy settings on social media sites are constantly in flux and private sites and posts could become accessible to the public. They should never assume that personal information posted on such sites is protected and secure.

E. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

## VII. REPORTING VIOLATIONS

Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this *directive* shall notify his or her supervisor immediately. Supervisors are responsible for investigating department related complaints or violations involving social media.

XIV. **PROPONENT UNIT:** Office of the Chief of Police/Director of Public Safety.

XV. **CANCELLATION:** This written directive cancels Index Code 2102, Revision Date: 09-20-22.

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**Sean Kapfhammer**  
Chief of Police, Director of Public Safety



# SERVICE ANIMALS

**INDEX CODE: 2105**  
**REVISION DATE: 06-15-22**

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Contents:

- I. Purpose
- II. Definitions
- III. Policy
- IV. Service Animals
- V. Public Safety & Police Response
- VI. Proponent Unit
- VII. Cancellation

## I. PURPOSE

The purpose of this policy is to address the permissibility of certain animals to enter campus buildings, as permitted by the Americans with Disabilities Act (ADA) and Maryland Code Title 7, Subtitle 7, Section 7-705. This policy applies to all employees, students, visitors, and guests of Anne Arundel Community College.

## II. DEFINITIONS

A. **SERVICE ANIMAL** – As defined by the Americans with Disabilities Act (ADA), a service animal is any dog and/or miniature horses that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service Animals are working animals; not pets.

B. **HANDLER** – Person accompanying an animal or responsible for bringing it to campus.

C. **EMOTIONAL SUPPORT ANIMAL** – Animals that provide an individual with emotional support, calming, stability, sense of safety and/or companionship, or other kind of support. Emotional support animals do not perform work or tasks that qualify them as “Service Animals” under the ADA.

## III. POLICY

A. It is the policy of Anne Arundel Community College to support and provide reasonable accommodations to all qualified individuals with disabilities, in accordance with the Americans with Disabilities Act (ADA). The College’s Disability Support Services oversees ADA requests for accommodations.

B. It is the policy of Anne Arundel Community College that animals are not permitted in College buildings, unless they meet the requirements of a Service Animal under the ADA. Animals that are not Service Animals may be brought onto College grounds as long as they are on a leash, in a vehicle, contained in a kennel or other means to be kept under the control and in the possession of the handler at all times. Handlers are responsible for maintaining control of the animal at all times, cleaning up after the animal, and for any damage or injury caused by the animal while on College grounds.

C. It is the policy of Anne Arundel Community College and the Department of Public Safety & Police that Service Animals satisfying the requirements of ADA are permitted into College buildings while under the control and in the possession of the handler. If the Service Animal demonstrates threatening or aggressive behavior toward members of the College Community or the handler does not appear to be in control of the Service Animal, the handler may be directed to remove the animal from the College building and/or College property.

## IV. SERVICE ANIMALS

### A. Types of Service Animal Tasks

Tasks that Service Animals are trained to perform include:

1. **HEARING ANIMALS** – alert their handlers to important sounds, such as alarms, doorbells, and other signals.
2. **GUIDE ANIMALS** – helps those who are blind or visually impaired navigate safely.
3. **PSYCHIATRIC SERVICE ANIMALS** - help their handlers manage mental and emotional disabilities by, for example, interrupting self-harming behaviors, reminding handlers to take medication, checking spaces for intruders, or providing calming pressure during anxiety or panic attacks.
4. **SEIZURE ALERT ANIMALS** – let their handlers know of impending seizures/guard their handlers during seizures.
5. **ALLERGEN ALERT ANIMALS** – let their handlers know of foods or other substances that could be dangerous.
6. **MOBILITY ASSISTANCE ANIMALS** – provide physical assistance to their handlers by picking up dropped items, carrying items, opening/closing doors, turning lights on/off, and pulling wheelchairs.

**B. Where Service Animals Can Go**

The ADA and Maryland's disability rights law gives people the right to bring their Service Animals on all modes of public transportation, into all places where the public is invited, and into all places of public accommodation. These include:

1. Public transportation, such as buses, trains, ferries, etc.
2. Public transportation terminals, depots, and stations.
3. Hotels and other lodging establishments.
4. Restaurants and other places that serve food and drink.
5. Sales or rental establishments.
6. Service establishments.
7. Any place of public gathering, such as an auditorium or convention center.
8. Places of entertainment and exhibit, such as theaters, zoos or sports stadiums.
9. Places of recreation, such as bowling alleys, gyms, and parks.
10. Places where items are collected or displayed publicly, such as libraries and museums.
11. Social Service centers.
12. Educational institutions, including schools, colleges, and universities.

**C. Service Animal Rules**

1. The ADA and Maryland law prohibit public accommodations from charging a special admission fee or requiring a handler to pay any other extra cost to allow the Service Animal to enter. However, the handler may have to pay for any damage the Service Animal causes.
2. The ADA allows a public accommodation to exclude or direct the removal of a Service Animal if:
  - a. It poses a direct threat to health and safety (i.e., the animal is aggressively barking, growling, or snapping at others).
  - b. If the animal is not housebroken.
  - c. If the animal is out of control and the handler is unable or unwilling to effectively control it.
3. Service Animals are not required to wear a vest, patch, harness, or ID tag.
4. Under the ADA, a public accommodation may not ask the handler any questions about their disability or demand to see certification, identification, or other proof of a Service Animal's training or status. If an animal does not readily appear to be recognized as a Service Animal, the establishment may only legally ask:
  - a. Is the animal a Service Animal?
  - b. What tasks the service animal is trained to perform?

**V. PUBLIC SAFETY & POLICE RESPONSIBILITIES**

- A. Treat all members of the College Community with dignity, courtesy, and respect. This includes individuals with a disability, and those that have a Service Animal.
- B. Respond to calls for service involving animals on College property and/or inside College buildings. Verify any animal inside a College building or not leashed on College property to be a Service Animal, by asking the legal verification questions in Section IV-C-4 of this directive.
- C. Ensure safety and security measures are taken to accommodate Service Animals and non-service animals at the College.
- D. Direct the removal of any Service Animal or non-service animal, as outlined in Section IV-C-2, if:
  1. The handler fails to keep the animal under control.
  2. The animal's behavior or condition reasonably demonstrates a threat to the College Community.
  3. Removal from a College building if the Service Animal is not housebroken.

**IV. PROPONENT UNIT:** The Office of the Chief of Police/Director of Public Safety.

**V. CANCELLATION:** N/A.

  
**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**



# SPECIAL EVENTS

**INDEX CODE: 2108**  
**EFFECTIVE DATE: 03-15-23**

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Contents:

- I. Purpose
- II. Special Event Planning
- III. Special Event Operations
- IV. Proponent Unit
- V. Cancellation

## **I. PURPOSE**

A. The purpose of this directive is to establish a uniform procedure for the planning of special events and other public gatherings on College property. Examples of these events are races, concerts, sporting events, fairs, parades, charity fundraising events, and other organized gatherings of people.

B. A special event is defined as a non-routine activity on College property that brings together a group of people. Emphasis is not placed on the total number of people attending, but rather the impact the event has on the College's ability to maintain normal operations due to the activity taking place. The impact may involve accessing the College for normal business, parking facilities, or other disruption to the normal operations of the College.

C. Special events may be sponsored by the College or by external organizations that request to use College facilities for their event.

## **II. SPECIAL EVENT PLANNING**

A. All events held on College property are requested and coordinated through the College's Event Services department. Internal and external groups must receive approval from Event Services to hold their event on College property. Event Services shall notify the Department of Public Safety & Police (DPSP) when events are scheduled that may provide an impact to normal College operations.

B. The Patrol Operations Commander is the designated DPSP staff member that coordinates special events with Event Services. The Patrol Operations Commander, or designee, will meet with Event Services staff and representatives from the requesting group to plan the event in a coordinated effort. The Patrol Operations Commander will determine the need and extent of the necessary public safety presence at the event. Other considerations may include ingress and egress of vehicles and pedestrians, parking, spectator control, public transportation, relief of officers assigned point control duties, media presence, alternate traffic routes, temporary traffic controls, parking prohibitions, and emergency vehicle access.

C. The Patrol Operations Commander, or designee, will determine if event directional signs will be needed for the event. The sponsor will be directed to the College's Document Services department to request signs to be constructed for their event. The Patrol Operations Commander may elect to assist the event sponsor with obtaining the necessary event signs and suggest placement options. DPSP personnel shall place the signs prior to the start of the event. (See Index Code 1601, Section III.)

## **III. SPECIAL EVENT OPERATIONS**

A. The Patrol Operations Commander, or designee, will be assigned as Officer-In-Charge (OIC) to manage the department response to the special event. The OIC shall be responsible for:

1. Preparing necessary event planning documentation for department needs, including an operational plan and maps.
2. Ensuring requested event signs and temporary traffic control devices are in place prior to the start of the event.
3. Briefing all department members participating in the event response with information about the event, their expected role, and duty location.
4. Ensuring that all department members participating in the event response are fully equipped with reflective vests, flashlights, or other specified equipment, and assigned a department vehicle, if necessary.
5. Coordinating with the County Police, Fire Department, and/or Emergency Services, or other agency, if their presence is needed for the event.
6. Coordinating department personnel with County emergency response units for an effective response, in the event of an emergency that occurs during the special event.
7. Ensuring that all event related signs and temporary traffic control devices are retrieved and returned to storage after the event concludes.

B. The Patrol Operations Commander will maintain planning/operational files for special events that occur at the College.

INDEX CODE: 2108  
EFFECTIVE DATE: 03-15-23

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IV. **PROPONENT UNIT:** Patrol Operations.

V. **CANCELLATION:** N/A.

*Sean Kapfhammer*

**Sean Kapfhammer**  
**Chief of Police, Director of Public Safety**