



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 06 Building and Facilities (Click on Section)

Section 01 Building and Facilities

Section 02 Property and Equipment Control

Section 03 Firing Range

Section 04 Alarm Policy



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 01 Building and Facilities

GO 20-008, 02/13/2020
Supersedes GO 14-010

A. Policy

1. This Department strives to create pleasant surroundings and working conditions to dispel any public attitudes that only criminals have business at a police station.

B. Administrative Searches

1. Employees may be assigned Department owned vehicles, desks, lockers, cabinets, cases, etc. for the mutual convenience of the Department and Department personnel.
2. All personnel are admonished that the retention of personal items in such containers or facilities is at the risk of the employee, and the Department will not be responsible for any losses.
3. Such Department owned equipment is subject to entry and inspection without notice, even if the employee has placed a personally owned lock on the Department property.
4. A clear distinction is made between work-related, administrative inspections or searches permitted by this subsection, and searches of a criminal investigation nature which may require a search warrant.

C. Security

1. The responsibility for security rests with the Chief of Police, and in his absence, the on-duty patrol supervisor.
2. Adequate security must be provided to provide property and personnel protection.
3. These measures are to be maintained at all times and especially during the night and during hours of limited operation.
4. Offices used by Department personnel will be secured when not occupied and authorized employees will be issued keys.
 - a. Communications terminals as well as files and messages, shall be located in a prescribed area not frequented by the public.
 - b. Only authorized persons shall be permitted in the Communications Room.
5. Duplicate keys for the Department are maintained in the first floor equipment room lock box, and Office of the Administrative Lieutenant.
 - a. All keys shall be properly tagged and stored.
 - b. Duplicate keys for each Department vehicle will be properly identified and maintained in the patrol supervisor's office.

D. Temporary Detention Area (Booking)

1. The Department's temporary detention rooms are located in the headquarters building, and are used exclusively for detainee processing and temporary detention. (71.1.1)
2. The purpose of the detention area is to ensure the safety of the arresting officer, as well as the safety of the arrestees and provide security during the booking procedure.
3. At no time will the processing area be used to detain a person for any reason other than the processing.
4. Each cell is equipped with (71.4.1)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 01 Building and Facilities

GO 20-008, 02/13/2020
Supersedes GO 14-010

- a. Toilet
- b. Sink with faucet
- c. Bench

5. Maintenance of Temporary Detention Cells

- a. Temporary Detention cells will be cleaned and sanitized at least weekly.
- b. Maintenance work on a Temporary Detention cell will not be conducted while occupied by a prisoner.
- c. Procedures for control of vermin and pests will be performed as needed.
- d. All fire-related equipment and alarms and the maintenance and inspection will be coordinated and/or conducted by the City Department of Public Works.

E. Department Property Control

1. Department property shall be stored in a location which is secured and not accessible to the public.

F. Fire Prevention

1. Fire extinguishers shall be located so as to be readily accessible.
2. The Department of Public Works (DPW) shall be responsible for inspections of the extinguishers.
3. The date of inspection shall be recorded on a tag firmly attached to each extinguisher.
4. Every employee shall be familiar with their location and use and all nozzles shall be free of obstruction.

G. Emergency Generator

1. The Department of Public Works (DPW), through private contractors, will be responsible for testing and maintaining the emergency generator.
2. DPW will be notified of all malfunctions in the emergency generator



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 02 Property and Equipment Inventory and Control

GO 18-087, 11/28/2018
Supersedes Original

A. Policy

1. The Administrative Division is the central authority for Department property (furniture, vehicles, etc.) and equipment inventory. (17.5.1a)
 - a. Department property and equipment is to be accurately inventoried, secured and maintained from the time of acquisition until final disposition.
2. Every Department employee has the responsibility to use, secure, maintain, and control the property and equipment assigned to him/her.
 - a. Employees are responsible to maintain lists/records of Department property and equipment assigned to them.

B. Receiving New Property and Equipment

1. The Administrative Lieutenant shall be informed when property or equipment is delivered to the Department.
2. The receiving person shall submit to the Administrative Lieutenant any accompanying documentation including the invoice and packing slip.

C. Documenting and Labeling Property and Equipment

1. The Administrative Lieutenant or designee shall maintain inventory records, documenting the following:
 - a. Property and equipment:
 - 1) Type;
 - 2) Make;
 - 3) Model;
 - 4) Serial Number; if any
 - 5) Location, or the Assigned Person's ID number;
 - b. Furniture:
 - 1) Item;
 - 2) Color;
 - 3) Description; and
 - 4) Location or Room Number.
2. The Administrative Lieutenant shall see that property and equipment are labeled appropriately.
3. The Administrative Lieutenant shall maintain all records associated with the inventory of property and equipment, including:
 - a. donation records; and
 - b. forfeited property and equipment records.

D. Issuing Uniforms, Property, and Equipment (17.5.1b)

1. The Administrative Lieutenant shall issue uniforms, property, weapons, and equipment to authorized personnel and record the issued items on the Quartermaster Equipment sheet.



The Aberdeen Police Department Policies & Procedures Manual



Chapter	06	Building and Facilities	GO 18-087, 11/28/2018
Section	02	Property and Equipment Inventory and Control	Supersedes Original

- a. The personnel shall each sign an Equipment sheet showing the items issued to them.
- b. The sheets shall be maintained by the Administrative Lieutenant.

2. The Special Operations Corporal shall maintain the RADAR and LIDAR inventories.

E. Operational Readiness of Stored Equipment (17.5.3)

1. Department property shall be stored in a state of operational readiness.
2. All employees are responsible for maintaining their Department-issued equipment in a manner that protects the equipment and renders it available for emergency service.
3. Supervisors are responsible for ensuring that agency equipment is properly cared for and accounted for through regular inspections conducted by officers and supervisors.
4. All Department employees and volunteers shall request that equipment that becomes expired or unusable be replaced.

F. Inventorying Property and Equipment

1. The Administrative Lieutenant shall administer an inventory audit of all property and equipment at least every 4 years.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 03 Firing Range

GO 19-013, 04/16/2019
Supersedes 13-044

A. Policy

1. It is the policy of this Department to maintain a firing range for Department personnel and outside public safety agencies to use for firearms training, qualifications, and practices, for handgun, rifle, and shotgun use. (4.3.5a)

B. Certified Firearms Instructor

1. A MPCTC-certified firearms instructor shall be on the range with all users the entire time of occupancy. (4.3.5c)
2. Firearms Instructors shall be trained in emergency medical response. (4.3.5f)
3. The Range Master shall brief all Firearms Instructors prior to their using the range. (4.3.5b)
 - a. The briefing shall include this Policy, Firing Range Rules (*see Appendix A*) and an orientation tour of the range.
 - b. The Range Master shall have this policy and Range Rules posted at the range as a ready reference.
4. The Firearms Instructor shall be responsible for the safety of all personnel at the range while the range is in use. (4.3.5c)
 - a. The Firearms Instructor shall have authority over all personnel at the range, regardless of personnel rank.
5. The user agency shall be responsible to provide the certified firearms instructor.
6. The user agency shall submit the instructor certifications to the Range Master prior to using the range.

C. Approved Weapons and Equipment for Use at the Range (4.3.5d)

1. Approved weapons include handguns, rifles, and shotguns.
2. Approved ammunition shall be lead free.
3. Targets are provided by this Department and are approved by the Range Master.

D. Required Protective Equipment for Use at the Range (4.3.5e)

1. All users shall wear protective gear, inner or outer hearing protection and eyewear, on the firing line.
2. All users shall wear protective vests—approved by the users' agencies—on the firing line.

E. Storage of Weapons and Ammunition (4.3.5g)

1. All personnel are prohibited from storing weapons and ammunition at the range.

F. Persons Who May Use the Firing Range

1. APD Officers
 - a. An APD officer is authorized to have a maximum of 2 *sworn* guests (family members or friends) on the range with the officer.
2. Retired Officers according to LEOSA—see *Policies & Procedures Ch 43* for complete instructions.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 03 Firing Range

GO 19-013, 04/16/2019
Supersedes 13-044

3. Outside Agencies as approved by the Chief of Police.

G. Scheduling Use of the Firing Range

1. Application for Use of the APD Firing Range
 - a. APD Employees shall complete and submit the Application for Use to the Range Master no less than 72 hours prior to intended use.
 - b. Outside agencies shall complete and submit the Application for Use and Waiver of Liability to the Range Master at the beginning of a training year.
 - 1) The Range Master shall schedule the agencies' uses of the Firing Range after scheduling the Department' uses of the Range.
 - c. Retirees subject to LEOSA must complete the application no less than 5 days prior to use of the Range.
2. Application Approval Process
 - a. The Range Master shall review each application and submit the application with recommendation to the Range Commander/Division Lieutenant.
 - b. The Range Commander shall review the application and Range Master's recommendation, approve or deny the application, and forward the application to the Chief of Police through the Deputy Chief.
3. Notification to Applicant
 - a. Upon final approval, the Range Master shall notify the applicant and reserve the Range for dates agreed upon.
 - b. Upon denial, the Range Master shall notify the applicant that the Range use is not approved with the reasons for denial.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 03 Firing Range

GO 19-013, 04/16/2019
Supersedes 13-044

APPENDIX A

Firing Range Rules

Persons who do not abide by these rules will be instructed to leave the Firing Range and may be denied future use of the Range.

1. A certified firearms instructor shall be on the range with all users the entire time of occupancy.
2. Users shall not shoot unless a certified instructor is present.
3. All users shall sign in, identifying their law enforcement agencies, and sign out with the APD Communications Section.
4. All users shall sign in with the Range Master or designee upon arrival to use the Range.
5. An APD officer is authorized to have a maximum of 2 *sworn* guests (family members or friends) on the range with the officer.
6. Users shall be in possession of a police radio and/or a cellular telephone capable of contacting the APD Communications Section in case of an emergency.
7. All users shall wear protective gear, inner or outer hearing protection and eyewear, on the firing line. (4.3.5e)
8. All users shall wear protective vests—approved by the users’ agencies—on the firing line.
9. Only expressly-approved weapons and ammunition are allowed at the Range.
10. Only approved targets, mounted on stands, can be used at the range.
11. All weapons and ammunition are subject to inspection by the Range Master at any time.
12. Any firearm carried to the Range, not on the firing line, shall be unloaded with the action, bolt or cylinder open, appropriate to the specific firearm.
13. All cell phones, radios, pagers, or other communications devices shall be turned off or placed on silent mode; except those carried by the Range Master or Firearms Instructor, who must have outside communications availability at all times.
14. All users shall pick up all spent rounds, paper targets, and any trash; and will leave the Range in ready condition for the next users.
15. Persons believed, by the Range Master or designee, to be ill or mentally distracted to the point of being a safety concern or a disruption to on-going training shall be instructed to leave the Range.
16. Any person instructed to leave shall exit the Range immediately.
17. **Prohibitions**
 - a. Smoking, chewing tobacco, use of snuff or any other similar products are not allowed at the range facility.
 - b. Pets or animals, except police canines, are not allowed at the range facility.
 - c. Drugs or alcohol are not allowed at the range facility.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 04 Alarm Policy

A. Definitions

1. **Alarm Signal or Signals** - means the activation of an alarm system that requests a response by a law enforcement agency.
2. **Alarm System** - An assembly of equipment and devices, including, but not limited to, automatic dialing devices, automatic hold-up alarm systems, burglar alarm systems, and hold-up alarm systems, as those terms are defined in this ordinance, arranged to signal the presence of a hazard requiring urgent attention and to which police are expected to respond. This definition does not include alarms on motor vehicles or fire alarm systems. If, however, an alarm system on a motor vehicle is connected with an alarm system on premises, the system is an alarm system as defined in this ordinance. This definition also does not include alarm systems that are used only to alert or signal persons located within the premises in which the alarm system is located of an attempted unauthorized intrusion or hold up attempt. If such a system, however, employs an audible signal or a flashing light or beacon designed to signal persons outside the premises, such a system shall be subject to the provision of this ordinance.
3. **Alarm User** - Any person owning, occupying or controlling any building or premise, in the City of Aberdeen, in, on, or at which an alarm system is maintained. For purpose of this ordinance, any tenant, lessee, license or invitee who or which causes an alarm system to be maintained with the City of Aberdeen shall be deemed to be an alarm user subject to this ordinance.
4. **Automatic Dialing Service** - An alarm system that automatically sends over regular telephone lines, by direct connection or otherwise, a pre-recorded voice message or coded signal indicating the existence of an emergency situation that the alarm system is designated to detect.
5. **Automatic Dialing Service** - An alarm system that automatically sends over regular telephone lines, by direct connection or otherwise, a pre-recorded voice message or coded signal indicating the existence of an emergency situation that the alarm system is designated to detect.
6. **Automatic Intrusion Alarm System** - An alarm system in which the signal transmission is initiated by the action of the intruder.
7. **Burglar Alarm System** - An alarm system signaling an entry or attempted entry into the area protected by the system.
8. **City** - City of Aberdeen, Maryland
9. **Direct Connect** - An alarm system, which has the capability of transmitting system signals directly to the Aberdeen Police Department.
10. **False Alarm** - The activation of an alarm system, to include an automatic dialing device, through mechanical failure, malfunction, improper installation, or the negligence of the owner or lessee of an alarm system or of his employees or agents that results in a response by the Aberdeen Police Department. Such terminology does not include, for example, alarms caused by hurricanes, tornadoes, earthquakes, electrical storms or other violent conditions or



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 04 Alarm Policy

an alarm signal activated during the first thirty (30) calendar days after an alarm system is installed.

11. False alarm includes:
 - a. negligently or accidentally activated signals.
 - b. signals that are the result of faulty, malfunctioning, or improperly installed or maintained equipment.
 - c. signals that are purposely activated to summon the law enforcement agencies in non-emergency situations.
 - d. An alarm system that is activated a second time within a twelve hour period when the premises are unoccupied shall be deemed one false alarm if:
 - 1) access to the building is provided to the alarm system contractor; and
 - 2) an alarm system contractor or an employee of an alarm system contractor responds.
 - e. Failure to comply with item 1-5b shall result in each subsequent alarm being counted as a false alarm.
12. False Alarm does not include:
 - 1) signals activated by unusually severe weather conditions.
 - 2) signals activated by causes beyond the control of the alarm user or alarm system contractor (e.g., neighbor's child broke window with baseball).
 - 3) signals activated during the initial 60-day period following new installation.
13. **Defective Alarm System** - means a system where more than three false alarms occur within a thirty day period; or eight or more within a twelve month period.
14. **Holdup Alarm System** - An alarm system signaling a robbery or attempted robbery.
15. **Independent Monitoring Service** - means a person or company that provides continuous alarm monitoring service.
16. **Law Enforcement Agency** - The Aberdeen Police Department
17. **Law Enforcement Executive** - The Chief of Police or his designated representatives
18. **Person** - Any person, firm, partnership, association, corporation, company or organization of any kind.

B. Alarm Response Reporting

1. The responding officer will report the apparent cause of the alarm signal to the PCO, who will record the reason given in the APD CAD System.
2. The PCO will check the CAD System for prior violations and advise the responding officer.
3. Reference, monthly and/or yearly criteria as outlined in the ordinance Section C, paragraph 4
4. Causes for alarm signals include:



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 04 Alarm Policy

- a. negligence or accident (e.g., user error)
 - b. equipment faulty, malfunction, improperly installed or maintained (e.g., building found all secure; no apparent external cause)
 - c. intentionally activated for non-emergency situation
 - d. unusually severe weather conditions
 - e. beyond user control (e.g., tree branch broke window).
5. Any person who intentionally activates an alarm signal for a non-emergency situation may be subject to the issuance of a civil citation for the violation.

C. False Alarm Ordinance No 655-04

1. Purpose

The purpose of this Article is to establish standards and regulate the various types of intrusion, hold-up and other emergency users that require police response or investigation.

2. Direct Connections to Law Enforcement Agencies

No direct connections shall be permitted in Aberdeen unless authorized by the Chief of Police.

3. Equipment Maintenance

- a. Each alarm user, at his expense, is required to maintain all components of his alarm system in good working order at all times to insure that the sensory mechanism used in connection with such device is adjusted to suppress false indications of emergencies. The device shall not be activated by impulses due to short flashes of light, wind noises, vehicular noise or other forces unrelated to genuine alarms.
- b. No alarm system designed to transmit emergency message shall be tested or demonstrated without first notifying the Aberdeen Police Department.
- c. New installations shall be provided with a 30 day grace period before the provisions of section apply.

4. Excessive False Alarm Signals

No person shall allow, permit, cause or fail to prevent the emission, for any reason, by any alarm used by him, or any alarm serving a premises or a building occupied and controlled by such person, or more than three (3) false alarms within any calendar month or more than eight (8) false alarms within any calendar year. The emission by any alarm system of either more than three false alarms in any calendar month or more than eight (8) false alarms in any calendar year is deemed to be excessive and constitutes a serious public nuisance, and is subject to service charges set out in the section following.

5. Violations, Penalties and Collections

- a. A violation of this chapter shall be deemed a municipal infraction. Any person violating any provision of this chapter shall be subject to a civil penalty in the amount of fifty dollars (\$50.00) for the first offense; and one hundred dollars (\$100.00) for



The Aberdeen Police Department Policies & Procedures Manual



Chapter 06 Building and Facilities
Section 04 Alarm Policy

second offense, and three hundred dollars (\$300.00) for third offense. Trials, violation procedures and failure to pay fines shall be in accordance with Chapter 16 (Municipal Infractions) of the Aberdeen City code.

- b. This ordinance shall be effective (20) twenty days after passage and shall apply to all pending preliminary plans, and those submitted after the effective date of this Ordinance.