



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



## Chapter 43 Programs and Services

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# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 01 Code Enforcement Program

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GO 17-003, 01/05/2017  
New Policy

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## **A. Policy**

1. The Department has a duty to investigate and enforce most elements of the Code and Ordinances of the City of Aberdeen.
2. The Code Enforcement Program responsibilities include but are not limited to:
  - a. Code and Ordinance violations;
  - b. Parking violations; and (61.1.12)
  - c. False Alarm violations.

## **B. General Procedures and Duties**

1. Department Police Officers and the Code Enforcement Officer shall:
  - a. Locate and identify possible Code violations; and
  - b. Receive Code violations complaints from the public;
  - c. Investigate the alleged violations;
  - d. Record the investigation;
  - e. Determine whether a code violation exists; and
  - f. Initiate corrective action.
2. The Code Enforcement Officer shall maintain all the case records including but not limited to:
  - a. Photos;
  - b. Affidavits;
  - c. Additional supporting evidence and documentation; and
  - d. Contact records for each case.
3. Officers and Employees shall notify the Code Enforcement Officer whenever they discover a possible Code violation.

## **C. Locating and Identifying Code Violations**

1. The Code Enforcement Officer shall patrol the City on a daily basis, and search for possible Code violations.
2. Upon locating a possible Code violation, the Code Enforcement Officer shall stop, begin an investigation, and attempt to have the violation corrected.

## **D. Receiving Complaints of Code Violations**

1. An employee shall courteously and promptly accept any complaint of a Code violation reported by a citizen.
2. The person receiving the complaint shall record in CAD or in a report the following information:
  - a. Name, address, and contact information of the Complainant;
  - b. Description of the possible violation;
  - c. Location of the possible violation; and



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Chapter 43 Programs and Services  
Section 01 Code Enforcement Program

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GO 17-003, 01/05/2017  
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- d. Violator's name, address, and contact information.
3. The receiver shall immediately submit the information to the Code Enforcement Officer.
4. Complaint received after working hours
  - a. The complaint shall be received and processed as a Call for Service
  - b. An officer shall:
    - 1) Respond to interview the complainant;
    - 2) Investigate the possible violation; and
    - 3) Submit all findings to the Code Enforcement Officer.

## **E. Investigating Code Violations**

1. The investigator shall go to the site, photograph the scene, and determine whether a Code Violation exists.
2. If a violation does *not* exist, the investigator shall notify the complainant of the results and close the case.
3. If a violation does exist, the investigator shall perform a number of investigative steps, including but not limited to the following:
  - a. Identify the Code or Codes in violation;
  - b. Contact and interview the complainant;
  - c. Determine ownership of the property;
  - d. Contact and interview the property owner;
  - e. Attempt to gain cooperation from the violator.
4. Code Enforcement Officer shall ensure all cases have, at a minimum but not limited to, the following information:
  - a. Photos;
  - b. Notes;
  - c. Affidavits;
  - d. Additional supporting evidence; and
  - e. Interview notes and contact information.

## **F. Corrective Action**

1. The Code Enforcement Officer shall personally contact the violator, if possible, and verbally educate the violator about Code requirements and allowances.
2. The Code Enforcement Officer shall issue the appropriate Citation and/or perform other appropriate corrective action. (61.1.12)

## **G. Follow-Up**

1. The Code Enforcement Officer shall follow-up on all violations to determine if the cases can be closed.



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Chapter 43 Programs and Services  
Section 01 Code Enforcement Program

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GO 17-003, 01/05/2017  
New Policy

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## **H. Monthly Activity Reports**

1. The Code Enforcement Officer shall submit to the supervisor a report of activities every month.



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Chapter 43 Programs and Services  
Section 02 Special Events and Dignitary Protection

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GO 18-069, 08/06/2018  
Supersedes GO 16-004

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## A. Policy

1. This Department will plan, organize, or assist with any special event such as a parade, athletic contest, public demonstration, including dignitary protection that results in the need for control of traffic, crowds or crime.

## B. Dignitary Protection (46.2.6)

1. This Department will coordinate with the U.S. Secret Service or other lead agency that is coordinating or handling dignitary protection for U.S. or other officials.

## C. Administration (46.2.7)

1. The Administrative Division Commander is responsible for assigning an Event Coordinator to plan the Department's response to a special event, including coordinating with event organizers and other affected agencies or City departments, and when necessary, instructing organizers on how to obtain permits.
2. To the extent possible, the Chief of Police will anticipate and plan for annual special events (e.g. July Fourth, youth baseball parades, etc.) during the budget process in order to ensure adequate overtime appropriations.
3. When the Department is notified of a planned special event, the Event Coordinator will contact organizers of the event to determine: (46.2.6)
  - a. The person responsible for organizing the event;
  - b. The nature of the event;
  - c. The date, time and expected duration of the event;
  - d. The location, including any specific routes of travel;
  - e. The probable number of participants; and,
  - f. Anticipated problems.
4. Using information provided by event organizers, the Event Coordinator will determine: (46.2.6)
  - a. The number of personnel needed to handle the event, whether personnel are on overtime status or reassigned from scheduled working shifts;
  - b. Traffic control needs, including the use of barricades to block streets, sidewalks, etc. for safety reasons;
  - c. Alternate routes for pedestrians and vehicular traffic to avoid the area;
  - d. Any need for specialized equipment;
  - e. The need to notify other affected agencies, including:
    - 1) Fire Department;
    - 2) Harford County Sheriff's Office,
    - 3) Maryland State Police;
    - 4) Public Works Department; and/or
    - 5) State Highway Administration.



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Chapter	43	Programs and Services	GO 18-069, 08/06/2018
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- f. The need for additional radio channels and communications equipment;
- g. The need to gather intelligence information from available sources on groups planning activities which may involve acts of violence or civil disturbance.

### **D. The Plan** (46.2.6) (46.2.7)

1. The Event Coordinator in conjunction with the Administrative Commander shall prepare a written plan for the event, including:
  - a. Designation of the officer in charge;
  - b. A statement of manpower needs, scheduling and assignments;
  - c. Crowd control requirements;
  - d. Traffic control;
  - e. Fixed or roaming patrol post assignments, and
  - f. Other appropriate information.
2. A copy of the operational plan will be forwarded to the Chief of Police for approval and distribution to affected personnel.
3. The officer in charge of the event will be responsible for ensuring coordination with other City departments and assisting agencies.

### **E. Permits and Public Information** (46.2.7)

1. At the time of initial contact, the Event Coordinator will advise the event organizer to apply for the appropriate City permits, if required.
2. If the event includes the closing or use of any State Highway, event organizers must make application to the State Highway Administration for the necessary permit. Note that this application should be made at least two months prior to the date of the event.
3. The organizer of a special event that may impact adversely on nonparticipants shall be urged to make notifications via public announcements, mailings or other means, to lessen inconvenience to others.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 03 Photographing Demonstrations

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GO 16-004, 05/02/2016  
Supersedes Original Policy

## **A. Policy**

1. Department photographing of participants in a demonstration is permissible only if the on-scene supervisor determines that the pictures are justified by reasonable suspicion unlawful activity is imminent.

## **B. Retention**

1. The photographs, film, digital recordings, or tape will be retained by the Department until they have no further law enforcement value and may only be disseminated to law enforcement personnel or to others as provided by law.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 04 Maryland Safe Haven Program

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GO 16-004, 05/02/2016  
Original Policy

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## A. Purpose

1. The purpose of the Maryland Safe Haven Program is to provide for the safe abandonment of unharmed newborns under certain circumstances. In accordance with Courts and Judicial Proceedings, Article 5-641, Annotated Code of Maryland, and the Code of Maryland Regulations (COMAR) 07.02.27.01 et seq., certain persons who leave unharmed newborns with responsible adults are immune from civil and criminal prosecution for the act.
2. Immunity shall apply if the child is an unharmed newborn, and the newborn is left with a responsible adult. If the person leaving the newborn is not the mother, the person shall have the approval of the mother to leave the newborn. Immunity shall also apply to those responsible adults or designated facilities, and their employees, who accept a newborn under the program, for good faith actions related to acceptance of the newborn, unless injury to the newborn is caused by gross negligence or willful and wanton misconduct.

## B. Policy

1. The Aberdeen Police Department will comply with the Safe Haven Program.

## C. Definitions

1. Designated Facility - a hospital, State police barracks or local police department.
2. Newborn - a child from birth through three (3) days old or through 72 hours old, whichever is greater.
3. Reasonable degree of medical certainty - the necessity and sufficiency of evidence needed to establish the age of the abandoned child.
4. Responsible adult - an individual 18 years old or older who may reasonably be expected to provide proper care to a newborn left in an individual's care.
5. Unharmed - there is no evidence of physical injury or failure to give proper care and attention to a newborn.

## D. Procedures

1. When a newborn is brought to a station or installation for the purpose of safe abandonment, the newborn should be taken to a hospital for medical evaluations as soon as reasonably possible. In those instances when an ambulance is unavailable, then the transporting of a newborn to the newest hospital may be made by officers using an infant car seat after receiving approval from a duty officer.
2. The hospital should be requested to determine whether the child is a newborn, with a reasonable degree of medical certainty.
3. The officer processing the incident will:
  - a. Determine whether the person leaving the child is the mother, and if so, whether the mother plans to return for the newborn. If the person leaving the newborn is not the mother:
    - 1) Whether the person has the approval of the mother to leave the newborn, and
    - 2) Whether the person intends to return for the newborn.





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Chapter 43 Programs and Services  
Section 04 Maryland Safe Haven Program

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GO 16-004, 05/02/2016  
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4. An IR will be completed. Following is information that should be included:
  - a. Names, unit number and installation, along with times of contact and response of the emergency services personnel that transported the newborn to a hospital.
  - b. Name of hospital newborn is taken to, name/title of person at hospital accepting newborn, name(s) of doctor(s) performing any examinations, and papers/id the hospital provides
  - c. Time of contact with the LDSS, along with the office and the employee's name
  - d. Results of any METERS checks.
  - e. Photograph(s) of newborn
5. All personnel will be aware that, if the person leaving the child appears to meet the criteria for immunity listed in A.2. of this section, and there is an absence of reasonable suspicion that a crime has occurred, the responsible adult surrendering the newborn will be detained.
6. If the mother, or the person leaving the newborn, is willing to provide information on a voluntary basis, additional information for the report may include:
  - a. Details on person leaving newborn such as name, address, phone number, relationship to newborn if any, copies of any id's provided, photographs if possible, vehicle information, etc.
  - b. Any available information on the parent(s) of the newborn.
  - c. Any other information concerning the newborn, such as medical history, hospital of birth, as provided by the responsible adult.
7. If it is later determined that a CIR is needed, the report designation will be changed in the CAD System, and standing Aberdeen City Police procedures for criminal investigations will apply.
8. In the even sworn personnel are approached away from a station or installation by a person wishing to abandon a newborn under the Save Haven Program, an officer will escort the person and newborn to the nearest designated facility. Information should be gathered before the escort if possible. If the person refuses to go to a designated facility, the officer will take possession of the newborn.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 05 Retirement Badge and ID Card

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GO 16-025, 11/22/2016  
New

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## A. Policy

1. Sworn police officers will be eligible to receive an Aberdeen Police Department retirement identification card and badge upon separation from the Department if they meet the following criteria:
  - a. Retired from the Department in good standing after twenty-five years of service and a participant in the APD Defined Benefit Pension Plan; or
  - b. Retired from the Department in good standing after twenty years of continuous service and reached the age of 50, and is a participant in the ICMA-RC Defined Contribution Retirement Plan; or
  - c. Retired from the Department in good standing as a result of a career ending line-of-duty injury.

## B. Definitions

1. **Badge** - The top line of the badge will contain the rank of the individual at the time of retirement plus the word "Retired." The remainder of the badge will be of regulation design. The individual's name, the year he entered the department, and the year he was retired will be printed on the reverse of the badge.
2. **ID Card** - A regulation ID card with the word "Retired" will appear on the face of the card.
3. **Not in Good Standing** - An employee is not in good standing if any of the following conditions exist:
  - a. A sworn employee retires or separates prior to the adjudication of any administrative charges
  - b. A sworn employee fails to return issued equipment, as required by policy
  - c. A sworn employee's service with the Department is terminated.

## C. Procedure

1. **Badge** - On submission of a requisition approved by the Chief of Police, and Quartermaster will issue a badge and identification (ID) case to the retiring police employee.
2. **ID Card** - On submission of a requisition approved by the Chief of Police, a regulation identification card will be issued to the retired police employee to identify and substantiate the issuance of the badge.
3. **Approval** - The Chief of Police will review the request, endorsements, and circumstances of the retirement. The final decision on whether to issue the retirement badge and ID card rests with the Chief of Police.
4. **Denial** - Requests for retirement credentials will be denied if an employee does not retire in good standing.

## D. General Requirements

1. The employee is responsible for ensuring all administrative charges and/or issues are adjudicated or resolved prior to separation from the department.
2. Under HR 218, the Law Enforcement Officer Safety Act of 2004 applies to retired sworn employees who meet the law's definition of "qualified retired law enforcement officer".



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Chapter 43 Programs and Services  
Section 05 Retirement Badge and ID Card

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GO 16-025, 11/22/2016  
New

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- E.** The final decision on whether to deny the retirement badge and identification card rests with the Chief of Police.



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Chapter 43 Programs and Services  
Section 06 Ride-Along Program

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GO 18-049, 07/03/2018  
Supersedes GO 16-025

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## A. Policy

1. The Department Ride-Along Program strives to encourage community involvement in the Aberdeen Police Department and to educate the public by opening up lines of communication within the community.

## B. Eligible Participants

1. All persons wishing to participate in the Ride-Along Program
  - a. Must be at least 18 years of age, unless approved by the Chief of Police or designee; and
  - b. Have no warrants outstanding for their arrest (except parking warrants).
2. Persons participating in the Department Internship Program.
  - a. See *Policies & Procedures Manual Chapter 43 Programs, Services, and Special Events 09 Internship Program* for Intern Ride-Along Application Procedure and Requirements.

## C. Application Procedure

1. Interested persons shall complete a Form 32 - Ride-Along Program Consent and Release and bring it into the Aberdeen Police Department at least two weeks in advance the person's requested date.
2. The Sergeant will:
  - a. Notify the applicant after the Consent and Release form is fully approved;
  - b. Notify the Administrative Supervisor to set up a mandatory training session with the applicant;
  - c. Receive verification from the Administrative Supervisor that the applicant completed the required training; and
  - d. Coordinate the Ride-Along with a Police Officer.

## D. Program Rules and Guidelines

1. Submitting a request will not guarantee ride-along approval.
2. Applicants shall be required to complete mandatory training prior to their being participating in a Ride-Along.
3. Persons who have never participated in the Ride-Along Program shall be given preference over those who have.
4. The date and shift requested by the applicant shall be accommodated when possible within preference guidelines.
5. Participants must have a valid photo id or driver's license with them when reporting for their scheduled ride-along.
6. Participants must wear neat, clean, appropriate clothing.
  - a. Shorts, sweat suits or jogging suits, tank tops, halter tops, or clothing which is torn, soiled or displays offensive language or symbols shall not be allowed.



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Chapter 43 Programs and Services  
Section 06 Ride-Along Program

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GO 18-049, 07/03/2018  
Supersedes GO 16-025

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7. Participants shall be observers only, and shall be under the direct supervision of the assigned officer during the ride-along.
8. Participants shall conduct themselves in a civil and courteous manner at all times.
9. Participants must wear their seat belts at all times while in the patrol car.
10. Participants must remain in the patrol car unless instructed to leave by an officer.
11. In the case of a potentially dangerous or hazardous call, participants may be dropped off at a safe location.
  - a. If this occurs, the officer will give the participant specific instructions and arrange for transportation from another officer.
12. Participants must not become involved in any incident the officer is handling.
  - a. This includes discussions of an incident with victims, witnesses, or suspects.
13. Tape recordings, cameras, or similar devices are prohibited unless approved by the Chief of Police or designee.
14. For security and safety reasons, participants are not allowed to handle or use any of the officer's equipment or the equipment in the patrol vehicle.
15. All participants in the Ride-Along Program must read, agree, and abide by all rules and guidelines and complete the Ride-Along Application prior to the ride-along.
16. Failure to comply with any of these rules and guidelines will result in the immediate termination of the ride-along.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 07 Prescription Drug Take Back Program

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GO 17-030, 11/09/2017  
Supersedes GO 17-010

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## A. Policy

1. Citizens can safely dispose of unwanted, unused or expired prescription medication that can present a substantial risk to our community by either falling into the wrong hands, or by damaging our environment through improper disposal.
2. This Department will collect and appropriately destroy citizens' unwanted prescription drugs.

## B. Med-Return Drug Disposal Kiosk

1. Unwanted or expired prescription medication brought in by the public will be deposited into the Disposal Kiosk located outside the front door of the Police Department lobby.
2. The Disposal Kiosk is a metal container with a one-way deposit bin and a securely locked door.
  - a. It is securely attached to the concrete sidewalk.
  - b. It is marked with the Department logo and displays the list of acceptable and unacceptable items.

## C. Acceptable and Unacceptable Items

1. Acceptable items include:
  - a. Prescriptions,
  - b. Prescription patches,
  - c. Prescription Medications
  - d. Prescription Ointments,
  - e. Over-the-counter medications,
  - f. Vitamins,
  - g. Medication samples, and
  - h. Medications for pets.
2. Unacceptable items include, but are not limited to:
  - a. Hydrogen peroxide;
  - b. Thermometers;
  - c. Inhalers;
  - d. Needles (sharps),
  - e. Medications from businesses or clinics;
  - f. Ointments, lotions, or liquids; and
  - g. Aerosol cans.



## The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 07 Prescription Drug Take Back Program

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GO 17-030, 11/09/2017  
Supersedes GO 17-010

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### **D. Police Department Responsibilities (81.1.1h)**

1. Once a week, the CDS Property Officer will empty the kiosk of all materials, and at least one member of Command Staff will be present to observe the process.
2. Procedure
  - a. The CDS Property Officer shall:
    - 1) Remove the contents of the kiosk;
    - 2) Weigh the contents;
    - 3) Examine the contents;
      - a) Remove any illegal CDS and process according to Department Policy;
    - 4) Package and seal the contents for destruction; and
    - 5) Place the package in the CDS Evidence Room.
  - b. The CDS Property Officer and the member of Command Staff shall initial the sealed package.
  - c. The CDS Property Officer shall record in a Drug Take-Back Log:
    - 1) Date and time of the process;
    - 2) Weight of the contents;
    - 3) Comments, if any; and
    - 4) Name of Command Staff who observed the CDS Property Officer process the contents.
3. Disposal of Contents
  - a. The Evidence Officer will have the contents destroyed according to *Department Policies and Procedures Chapter 30.05 Releasing or Disposing of Property*.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services

GO 17-031, 11/09/2017

Section 08 E-Commerce Safe Exchange Zone Program

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Supersedes GO 17-013

## **A. Policy**

1. The Department lobby shall be designated as an E-Commerce Safe Exchange Zone.
2. Citizens are invited to meet in the Department lobby, complete legal internet transactions (e-transactions), and leave.

## **B. The Program**

1. The Police Department offers only the use of the lobby to conduct their private internet transactions (e-transactions).
2. The lobby is offered because transactions can be monitored by camera surveillance,
3. Police Officers and Employees are not allowed to assist with any citizens' e-transactions that take place in the lobby.
4. Persons who use the lobby for e-transactions shall not be permitted to store any items at the Police Department or at the City of Aberdeen ("City Hall") building.
5. Prohibited Transactions include but are not limited to the sale of weapons, contraband, drugs, stolen items, any property that is considered illegal in the State of Maryland, and any property that could present a danger to Police Department personnel or to the public.

## **C. Department Personnel Responsibilities**

1. Police Officers will intervene only in emergency situations or disruptions in the lobby area.
2. Police Communications Officers will
  - a. Receive notification from transacting parties in the lobby that they are going to conduct an e-transaction.
  - b. Identify the item(s) included in the transaction.
  - c. Record the event in CAD as an E-Commerce Safety Zone transaction.
3. Sr. Administrative Specialist will record the number of transactions in a report to the Chief of Police.

## **D. Prohibited Activity**

1. Department personnel shall not participate in any part of the transactions, including but not limited to:
  - a. Acting as witness
  - b. Acting as broker
  - c. Giving legal advice
  - d. Settling civil disputes that may be related to the transaction.

## **E. Notifying the Public about the Program**

1. Brochures will be produced and maintained in the lobby and distributed to the community.
2. Department website and social media will advertise the program.





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Chapter 43 Programs and Services  
Section 09 Internship Program

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GO 18-048, 07/03/08  
Supersedes GO 18-041

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## **A. Policy**

1. The Aberdeen Police Department will actively participate in an Internship Program for college students.
2. The Chief of Police will authorize Internships on a case-by-case basis, to limit the impact on the Department's operations.

## **B. Student Interns**

1. Interns will receive no monetary payment for participation.
2. Interns are not sworn officers and shall perform only duties and activities that do not require sworn status.
3. Interns are responsible for coordinating with the college regarding college credits.

## **C. Program Content**

1. Interns will observe and participate in designated activities within the Department.
2. Interns will become familiar with the Law Enforcement Code of Ethics and essential Policies & Procedures.
3. Interns will participate in Ride-Alongs as part of the Internship.

## **D. Program Responsibility and Coordination**

1. The Administrative Lieutenant is responsible for designing the student Intern's schedule and overseeing the Intern's progress through the Intern's stay with the Department.
2. Scheduling
  - a. A schedule of activities will be developed, for each Intern.
    - 1) The schedule will identify the dates, times, locations, and number of hours the Intern will work on/in each shift, unit or division within the agency.
  - b. Each shift, unit, or division commander involved will be consulted to ensure there is no conflict with the scheduling of a student Intern.
  - c. A copy of the schedule will be sent to the following:
    - 1) The student Intern; and
    - 2) Each shift, unit, or division commander listed on the schedule
  - d. The schedule may change during the Internship, depending upon officer availability and the Intern's class schedule.

## **E. Internship Ride-Along Responsibilities and Guidelines**

1. Administrative Lieutenant/Program Coordinators' Responsibilities
  - a. The Coordinator shall have the Intern sign Form 32 - Ride-Along Program Consent and Release before the Intern can participate in any Ride-Along.
  - b. The Coordinator shall issue the Intern a protective vest before the Intern can participate in any Ride-Along, unless the Intern chooses to remain in the vehicle throughout the duration of the Ride-Along.



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Chapter 43 Programs and Services  
Section 09 Internship Program

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GO 18-048, 07/03/08  
Supersedes GO 18-041

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## 2. Supervisors' Responsibilities

- a. Supervisors may cancel the Ride-Along before it begins or at any time during the Ride-Along if, in their opinion:
  - 1) Police activity may be impeded;
  - 2) The Intern is inappropriately dressed;
  - 3) Staffing levels are not adequate; or
  - 4) Other reason(s) as deemed appropriate by the supervisor, including inappropriate behavior of the Intern that would make a Ride-Along inappropriate
- b. If the supervisor deems that it is appropriate for a Ride-Along to be canceled, the supervisor shall notify his or her chain of command of the reason(s) for the cancellation.

## 3. Officers' Responsibilities

- a. Officers are responsible for the safety of the Intern, and should not intentionally involve the Intern in a dangerous situation.
- b. Officers shall use their best judgment in determining when they will permit an Intern to exit the vehicle on a call.
- c. Officers shall ensure that the Intern is wearing a protective vest throughout the duration of the Ride-Along, if the Intern will be exiting the vehicle during any stops.
- d. Officers shall ensure that the Intern is wearing visible identification that indicates the participant is an Intern.
- e. Officers shall ensure that the Intern is wearing a seatbelt when the vehicle is moving, throughout the duration of the ride- along.
- f. Officers are prohibited from engaging in a pursuit while a Ride-Along participant is in the vehicle.
- g. Officers may permit an Intern to enter private residences only when the officer obtains express permission of the owner or occupant.
- h. When the officer receives an emergency assignment, the officer may respond with or without the Intern.
  - 1) If the call is dangerous (robbery, pursuit, etc.), the officer may have the Intern exit the vehicle at a safe location prior to responding to the scene.
  - 2) The officer may take the Intern to a safe location (e.g. fire station, restaurant, etc.) until the emergency assignment or determining event is completed.
  - 3) The officer shall notify Communications and relay the Intern's location.
  - 4) The officer will pick up the Intern when the officer clears the call, or another officer will pick up the Intern as soon as possible.
- i. Officers may terminate a Ride-Along at any time and shall document the reasons the Ride-Along had to be terminated.



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Chapter 43 Programs, Services, and Special Events  
Section 09 Internship Program

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GO 18-048, 07/03/08  
Supersedes GO 18-041

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4. Interns' Responsibilities
  - a. Interns shall follow all guidelines stated in this policy.
  - b. Interns shall be in good physical and mental health, to ensure the officer's safety.
  - c. Interns shall present themselves in a clean, neat, and respectful manner.
    - 1) Failure to do so may result in the cancellation of the Ride-Along.
  - d. Interns shall wear a ballistic vest when with a sworn officer.
  - e. Interns shall at all times comply with all directions given by the officer while the Intern is riding with and/or observing the officer while the officer is performing police duties.
  - f. Interns shall not engage in conversation with victims, suspects, witnesses, or any other persons encountered during the Ride-Along.
  - g. Interns are observers only and shall not become involved physically with anyone or in law enforcement activities unless:
    - 1) An officer's safety is an issue; or
    - 2) The Intern is directed by an officer to do so.
  - h. Interns should remain in or return to the police vehicle during dangerous and sensitive situations (e.g. homicides, sex crimes, deaths, etc.), during an emergency call for service, and any time the officer directs the Intern to remain in or return to the vehicle.
  - i. Interns shall keep all information learned during their Ride-Along confidential.
  - j. Interns may be subpoenaed to testify in court as a witness.
  - k. Prohibitions
    - 1) Interns are prohibited from using the communications system radio, except in extreme emergency situations.
    - 2) Interns are prohibited from accompanying the officer during the execution of a search warrant.
    - 3) Interns are prohibited from using any personal mobile communication devices at any time to take photos or to make a video and/or audio recording. Devices include but are not limited to
      - a) Cellular telephones;
      - b) PDAs;
      - c) Laptops or tablets (e.g. iPad); or
      - d) Cameras.
    - 4) Interns are prohibited from sending texts, tweets, and/or post to social media during the Ride-Along, unless the officer allows the communication.

## **F. Removal from the Program**

1. An Intern may be removed from the program at any time, if circumstances require such action for the benefit of the Department.



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Chapter 43 Programs and Services  
Section 09 Internship Program

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GO 18-048, 07/03/08  
Supersedes GO 18-041

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- a. Recommendations for removal shall be written and submitted to the Administrative Lieutenant.
2. The Chief of Police will make the final determination to remove the Intern from the program.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 10 Investigative Task Forces

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GO 20-019, 08/19/2020  
Supersedes GO 18-067

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## **A. Policy**

1. The Department participates in law enforcement multi-agency investigative task forces in adjoining jurisdictions.

## **B. Participation in a Task Force**

1. The Chief of Police will determine the Department's level of commitment to any multi-agency investigative task force.

## **C. Obligations and Responsibilities**

1. The Chief of Police shall enter into a written agreement which shall determine the Department's obligations and responsibilities to a multi-agency task force.

## **D. Task Force Requirements**

1. The purpose of the task force; (42.2.4a)
  - a. The type of activity to be investigated;
2. The jurisdictional boundaries;
3. The scope of authority;
4. Supervision of the task force; (42.2.4b)
5. Identification of resources available for use in task force operations including: (42.2.4d)
  - a. Staffing;
  - b. Equipment;
  - c. Facilities; and
  - d. Funding;
6. Officer safety information; and (42.2.4e)
7. Identification procedures for task force participants. (42.2.4f)

## **E. Evaluating Results and Need for Continued Participation (42.2.4c)**

1. The Chief of Police will receive and review periodic and annual reports from the investigative task force(s) and will evaluate the need for continued participation.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 11 Accreditation Program

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GO 21-027, 12/28/2021  
Supersedes GO 19-026

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## A. Policy

1. It is the policy of the Department to maintain internationally accredited status by meeting and exceeding the CALEA (Commission on Accreditation for Law Enforcement Accreditation) accreditation standards.
2. Maintenance of accreditation is a shared responsibility of everyone in the Department.

## B. Definitions

1. Accreditation—A certification process in which an agency or institution meets a body of professional standards.
2. CALEA—Commission on Accreditation for Law Enforcement Agencies, Inc., the international law enforcement accrediting body.
3. CRLEAA—Chesapeake Region Law Enforcement Accreditation Alliance, a regional group of law enforcement professionals from Maryland, District of Columbia, Northern Virginia and Delaware.
4. Mock Assessment—A stringent, but voluntary, quality control review of an agency by knowledgeable practitioners (Assessors from outside agencies, and accreditation managers of CRLEAA) who act in the role of assessors.
5. Procedure—Directions about how the employee will carry out a requirement or assignment.
6. Proofs of Compliance—Verification by documentation that the agency fully complies with the letter and spirit of an accreditation standard through its policies, procedures, and actions.
7. Site-Based Assessment—The official on-site review of an agency by a team of trained and certified assessors appointed by the CALEA.

## C. Accreditation Time Periods

1. The accreditation assessment cycle is four years.
2. Each assessment year begins May 1<sup>st</sup> and ends April 30<sup>th</sup> of the following year.

## D. The Process of Proving Compliance with CALEA Standards

1. Each CALEA standard requires a procedure.
  - a. The procedure is in the *Policies & Procedures Manual*, or is demonstrated through regular practice.
2. Records and documentation resulting from following and carrying out procedures are proofs of compliance.

## E. Process of Submitting Proofs of Compliance

1. At the beginning of each assessment year, the Accreditation Manager shall distribute a comprehensive list of periodic reports, reviews, and documented activities to the personnel most responsible for those activities.
  - a. The Accreditation Manager shall send regular reminders to affected personnel, to submit required activities, reports, and proofs of compliance.
2. The persons or designees who receive the lists shall, during the assessment year and before the end of each assessment year, submit to the Accreditation Manager every item on the list; or shall allow the Accreditation Manager to obtain the item directly.



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Chapter 43 Programs and Services  
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GO 21-027, 12/28/2021  
Supersedes GO 19-026

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### **F. Responsibilities of Department Personnel**

1. All employees shall cooperate with the Accreditation Manager.
2. All personnel shall participate in the accreditation process directly or indirectly by:
  - a. Following procedures in *The Aberdeen Policies & Procedures Manual*;
  - b. Completing the forms and administrative reports required in the policies & procedures; and
  - c. Ensuring that all related documentation is forwarded to the Accreditation Manager.
3. Requests from the Accreditation Manager for reports, documentation, and other proofs of compliance shall be considered a priority and shall be submitted in a timely manner.
  - a. Employees shall submit as requested, on a specified date or otherwise in a timely manner before the end of each assessment year, all necessary annual, semi-annual, quarterly, monthly, weekly, and daily reports, documentation, or other proofs of compliance as required by policy and Accreditation standards.
  - b. Employees encountering difficulties with meeting scheduled due dates for submitting proofs of compliance shall notify the Accreditation Manager and explain the difficulties.
4. Division Commanders are responsible for ensuring the continued compliance with all policies, procedures, and applicable standards by employees under their command.

### **G. Accreditation Manager**

1. The Accreditation Manager has the ultimate responsibility for facilitating and coordinating the Department's compliance with CALEA standards.
2. By authority of the Chief of Police, the Accreditation Manager shall be permitted to operate outside the normal chain of command to discharge the responsibility of ensuring the success of the accreditation process and the continued compliance with all standards.
3. The Accreditation Manager shall have direct access to all employees whose expertise or assistance is required for the successful operation of the accreditation process.
4. The Accreditation Manager shall ensure the Chief of Police is regularly updated and briefed on accreditation related activities and dynamics.

### **H. Accreditation Training**

1. The Accreditation Manager is responsible for overseeing all accreditation training in the Department. (33.5.4)
2. New Employee Training
  - a. All newly hired personnel and volunteers shall receive information about the accreditation process as part of the New Employee Orientation. (33.5.3a)
3. Accreditation Manager Training
  - a. The Accreditation Manager shall receive specialized accreditation manager training through CALEA, CRLEAA, and other CALEA-recognized entities. (53.6.1b)
  - b. The Accreditation Manager shall attend a CALEA Training Conference at least once a year and CRLEAA meetings every quarter for continuing education and updating of needed knowledge and skills. (33.5.3a)



## The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 12 Awards and Recognition Program

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GO 18-097, 12/20/2018  
Supersedes GO 14-085

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### A. Policy (26.1.2)

1. This Department recognizes the value of encouraging and recognizing superior performance in job duties as well as meritorious and heroic acts performed by employees and citizens.
2. This Department shall:
  - a. Award appropriate commendation to employees and citizens who perform commendable acts of valor and meritorious service; and
  - b. Recognize employees and citizens who demonstrate excellence in duty and service.

### B. List of Awards and Recognition

1. Emailed Recognition
2. Employee of the Month
3. Community Service Certificate of Appreciation (**New in 2019**)
4. Chief's Letter of Recognition
5. Certificate of Recognition (**New in 2019**)
6. Certification of Appreciation (**New in 2019**)
7. Certification of Commendation (**New in 2019**)
8. Chief's Citation
9. Unit Citation
10. Meritorious Service Award
11. Medal of Valor
12. Lifesaving Award
13. Purple Heart

### C. Recognitions

1. Emailed Recognition
  - a. Supervisors and employees are encouraged to recognize and thank fellow employees for their exemplary service by praising employees in an email sent to all Department personnel (*allpdusers*).
2. Employee of the Month
  - a. Awarded to a Department employee who exceeded expectations, demonstrated expert proficiency, and/or exhibited consistently the highest possible level of performance during the previous month.
  - b. Nominated by an employee or supervisor by detailing the performance on a Form 37 and submitting the form through the chain of command to the Chief of Police.
  - c. Certificate is presented to employee at the following monthly staff meeting.

### D. General Nomination Procedures for Awards

1. Anyone who has personal knowledge of an incident, for which an award to an employee or a citizen is appropriate, is encouraged to nominate the employee or citizen for an award.





## The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
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Supersedes GO 14-085

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2. Supervisors are encouraged to nominate all employees who meet the criteria for awards.
3. Supervisors shall remind employees to submit nominations for awards to their supervisors.
4. Supervisors shall promptly assist employees with their nominations.
5. Supervisors shall submit all nomination packages to the Chair of the Awards Committee, by a date to be determined by the Chief of Police.
6. Exception to these Procedures
  - a. A Certificate of Appreciation and the Community Service Certificate of Appreciation may be presented to anyone approved by the Chief of Police:
    - 1) Employees may bring a recommendation, at any time, to the Chief of Police through the chain of command in writing or verbally; or
    - 2) The Chief of Police may directly recommend the award; and
    - 3) The Certificate may be presented by the Chief of Police, Deputy Chief of Police, or a Division Commander at any appropriate meeting or event outside of an official awards presentation ceremony.

### **E. Nomination Package**

1. Form 166 - Award Nomination form, to prove the nominee is deserving of the designated award. Describe fully the events, actions, and activities on each line of the form:
  - a. Write a detailed description of the incident;
  - b. Describe the specific action of the nominee, and whether the duty was self-initiated or assigned;
  - c. State the duty status of the member at time of the incident or action;
  - d. Describe in detail whether the action was routine or beyond recognized limits of duty;
  - e. Add any other comments or information; and
  - f. List all accompanying documentation.
2. Accompanying documentation, to further prove the nominee is deserving of the designated award, should include but would not be limited to:
  - a. Statements and/or observations from witnesses or interested parties;
  - b. Incident reports;
  - c. Letters;
  - d. Memoranda; and
  - e. Award text for a specific award.
  - f. Select the recommended award by placing a mark in the box on the left side of the page next to the name of the award.

### **F. Awards Committee**

1. A Chair and Members of the Awards Committee shall be sworn officers and non-sworn employees appointed by the Chief of Police.
2. Duties of the Awards Committee:



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- a. Meet periodically to review Awards Nominations submitted;
- b. Review the recommended levels of awards;
- c. Agree upon an appropriate award recommendation that may or may not be the same as the award requested; and
- d. Submit all recommendations, with a suggested text of the award, to the Chief of Police.

### **G. Duties of Command Staff and Chief of Police**

1. Receive and review Awards Committee recommendations.
2. Select Awards recipients.

### **H. Awards Presentations Procedures**

1. The Chief of Police shall recognize and officially award recipients at a formal ceremony held at least every two years.
2. The Chief of Police shall:
  - a. Have the awards prepared; and
  - b. Set a date, place, and time for the Awards Presentation Ceremony.
3. The Sr. Administrative Specialist or designee shall write an Operation Plan and assign responsibilities for the following tasks:
  - a. Arranging for the venue;
  - b. Arranging for food and beverages, if the event will include a meal or refreshments;
  - c. Producing the Certificates and Letters;
  - d. Notifying awards recipients;
  - e. Notifying the PIO to advertise the event;
  - f. Arranging for a photographer;
  - g. Sending invitations;
  - h. Producing a written Program;
  - i. Reviewing with the Chief of Police and Command Staff the formality of the ceremony, readers, choreography, and order of the Program;
  - j. Arranging for the awards documents to be delivered, placed, and ready for presentation on the day of the ceremony; and
  - k. Directing and coordinating the activities on the day of the Ceremony.



# The Aberdeen Police Department Policies & Procedures Manual



## I. Awards and Criteria (26.1.2)

1. These awards are usually presented at the Awards Presentation Ceremony:

	Name of Award	Criteria	Awardee Receives
1	Community Service Certificate of Appreciation (NEW)	<p>Awarded to an Aberdeen service area Business or a School or School Classroom or School individuals (students or employees) for:</p> <ul style="list-style-type: none"> <li>• Providing the community with commendable law enforcement assistance;</li> <li>• Providing the community with valuable safety communications;</li> <li>• A commendable law enforcement-related action;</li> <li>• Providing commendable assistance to the Department regarding an investigation;</li> <li>• Providing extraordinary assistance or contributions to Department-sponsored community service project; or</li> <li>• For other commendable and honorable law enforcement service-related activities that members of the Department felt a need to announce to the Community.</li> </ul>	Certificate
2	Chief's Letter of Recognition	Awarded to an employee who performed a commendable act during his/her normal duties, which resulted in a favorable image for the employee and the Department, but which did not meet the criteria for an award in another category.	Letter
3	Certificate of Recognition (NEW)	<p>Awarded to</p> <ol style="list-style-type: none"> <li>1. An employee or a unit whose performance is identified as exemplary for a period of one year or more; but without any one outstanding incident; or</li> <li>2. An outside law enforcement agency employee who provided highly knowledgeable and valuable assistance to the Aberdeen Police Department or its sworn officers.</li> </ol>	Certificate
4	Certificate of Appreciation (NEW)	<p>Awarded to</p> <ol style="list-style-type: none"> <li>1. An employee who voluntarily performed a praiseworthy act during his/her normal duties, which resulted in a favorable image for the Department, but which did not meet the criteria for an award in another category, and the Department desired to recognize this employee; or</li> <li>2. A citizen or outside agency or outside agency employee who has performed a commendable act and the members of the Department desired to show appreciation for his/her assistance.</li> </ol>	Certificate
5	Certificate of Commendation (NEW)	Awarded to an employee who performed an act while on- or off-duty that required going beyond the employee's normal scope of actions and duty, reflecting favorably upon the employee and the Department.	Certificate



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GO 18-097, 12/20/2018  
Supersedes GO 14-085

	<b>Name of Award</b>	<b>Criteria</b>	<b>Awardee Receives</b>
6	Chief's Citation	Awarded to 1. An employee who executed highly commendable police work that brought credit to the officer and to the Department. The employee performed activities that were more than those required by his/her assignment; or 2. A non-sworn employee or a citizen who rendered valuable assistance to an officer or the Department, which has resulted in a criminal apprehension, the saving of a life, or the performance of other exemplary service to the Department.	Certificate (and Ribbon for Sworn)
7	Unit Citation	Awarded to a unit for exemplary performance accomplishment that was the result of a combined effort by members of the unit and resulted in a favorable image for the Department.	Certificate and Ribbon
8	Meritorious Service Award	Awarded to an employee who performed an act of highly experienced and knowledgeable police service demonstrating special awareness that materially and positively affected the Department.	Certificate and Ribbon
9	Medal of Valor	Awarded to an employee whose performance of duty resulted in the life-sustaining actions or saving of another person's life, while the employee is in contact with an armed subject or in a life-threatening situation. The employee demonstrated bravery beyond the call of duty, reflecting most favorably upon the employee and the Department.	Certificate and Ribbon
10	Lifesaving Award	Awarded to an employee who demonstrated an exemplary act of courage purposefully to save the life of another.	Certificate and Ribbon
11	Purple Heart	Awarded to an employee who sustained temporary or permanent bodily injury while actively and courageously engaged in police activity.	Certificate and Ribbon



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 43 Programs and Services  
Section 13 Crossing Guard Program

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GO 18-089, 12/06/2018  
Supersedes GO 18-038

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## A. Policy

1. It is the policy of this Department to employ part-time adult Crossing Guards to provide safe movement of children walking to and from school, when children are crossing public roadways and intersections.

## B. Duties and Responsibilities of Crossing Guards

1. Crossing Guards are given authority by the Aberdeen Police Department, to perform the following duties: (61.3.4a)
  - a. Direct or escort pedestrians across streets, by observing gaps in traffic, stopping traffic as necessary by holding a “Stop” sign that is visible to approaching vehicles;
  - b. Serve as a good example to children by showing them how to cross the street safely;
  - c. Communicate traffic and crossing rules and other information to students and adults; and
  - d. Perform required reporting of motorist violations as necessary.
2. Crossing Guards shall wear Department-issued winter or summer uniforms. (61.3.4c)
  - a. Uniforms worn by Crossing Guards shall be distinctly different from those worn by sworn officers.

## C. Locations of Crossing Guard Activity

1. Criteria for locations requiring crossing guards may include but may not be limited to: (61.3.4d)
  - a. Areas of traffic volume/speed;
  - b. Existence or absence of traffic control devices; and
  - c. The number and age of children utilizing the crossing.
2. Annual Review of Locations (61.3.4e)
  - a. The Special Operations Corporal or designee shall:
    - 1) Conduct an annual documented review of the Crossing Guard locations where school children walk to and from school; and
    - 2) Submit the documented review, with the list of recommended Crossing Guard locations, to the Chief of Police through the chain of command.
  - b. The Chief of Police shall approve the Annual Review and recommended Crossing Guard locations.

## D. Selection Criteria for the Crossing Guard Position (61.3.4b)

1. Qualifications for the position include:
  - a. Ability to rapidly analyze various situations and to think and act quickly and reasonably in emergency situations;
  - b. Must be reliable and committed to attending the crossing daily;
    - 1) Prefer some experience working with children;
  - c. Possesses the basic physical requirements (good sight, hearing and mobility);



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GO 18-089, 12/06/2018  
Supersedes GO 18-038

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- d. Maintains a neat and orderly appearance;
- e. Displays all safety measures, i.e., appropriate equipment and clothing;
- f. Completes all required training;
- g. Responds quickly and calmly in an emergency; and
- h. Works and communicates effectively with children.

2. Requirements for the position include:

- a. Has a high school diploma or GED equivalent;
- b. Ability to deal tactfully, but firmly, with the public, and effectively enforce traffic laws and established rules and policies for crossing guard operations;
- c. Knowledge of basic traffic laws, school zone signs and pavement markings;
  - 1) Understands the distance of traffic approaching in relation to crossing;
  - 2) Understands when there are lulls or gaps in traffic;
  - 3) Understands when it is safe to permit student(s) crossing;
- d. Ability to read, write, and speak English fluently;
- e. Ability to follow oral and written instructions;
- f. Be responsible, dependable, and punctual;
- g. Ability to perform the physical duties of the job;
  - 1) Function for long periods of time standing outdoors and performing traffic control signals in all types of weather conditions;
- h. Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal misdemeanor or felony offense; and
- i. Must not have been, at any time, convicted of a felony offense or any family violence offense.

**E. The Selection Process (61.3.4b)**

- 1. A job announcement may or may not be posted.
- 2. Elements of the Selection Process include:
  - a. A formal or informal interview;
  - b. A thorough background investigation;
  - c. A physical examination at the Department's expense; and
  - d. A drug test at the Department's expense.