



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 04 Administration

(Click on Section)

Section 01 Recruitment

Section 02 Selection Process

Section 03 Hiring Procedures

Section 04 Probation

Section 05 Promotions

Section 06 Transfers

Section 07 Termination of Employment

Section 08 Performance Evaluations

Section 09 Supervision and Career Development

Section 10 Outside Employment

Section 11 Military Deployment and Reintegration

Section 12 Personnel Information

Section 13 Reporting Work-Related Injuries and Illnesses

Section 14 Employee Assistance Program (EAP)

Section 15 Fitness and Wellness Program

Section 16 Mutual Aid Agreements

Section 17 Remote Office Work

Section 18 Drug and Alcohol Testing Program



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

GO 18-031, 04/12/2018
Supersedes GO 18-020

A. Policy

1. The Aberdeen Police Department will maintain a Recruitment Plan that includes:
 - a. Objectives, (31.2.1a)
 - b. Recruitment activities designed to achieve the Plan's objectives, (31.2.1b) and
 - c. Demographics of Sworn Employees. (31.2.2c)
2. Equal Employment Opportunity (EEO) (31.2.3)
 - a. It is the policy of the Aberdeen Police Department that all its positions are available to persons without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, or physical or mental disability, unless such a position has been demonstrated to require a specific group of people or exclude a specific group of people because of a *bona fide* occupational requirement.
3. Americans with Disabilities Act (ADA)
 - a. Aberdeen Police Department will not discriminate against a qualified individual with a disability in regard to the job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

B. Recruitment Plan Administration

1. The Administrative Lieutenant is responsible for the administration of the Police Department Recruitment Plan. (31.2.1c)
 - a. The Administrative Lieutenant may appoint a Recruitment Plan Administrator who is knowledgeable in personnel matters, especially equal employment opportunity.
2. The Recruitment Plan Administrator will
 - a. Document the recruitment activities, (31.1.1)
 - b. Monitor the progress toward Plan objectives, (31.2.2a)
 - c. Maintain demographic data of sworn employees and job applicants, and (31.2.2c)
 - d. Revise or amend the Recruitment Plan as needed.

C. Job Announcements

1. When a position becomes open in the Department, the Administrative Lieutenant or designee will submit a written request to the Human Resources Department for a written job announcement.
2. Job announcements will include
 - a. A description of the duties and responsibilities, required skills and physical abilities, educational level, and other minimum qualifications or requirements; (31.3.1a)
 - b. Application filing deadlines; and (31.3.1d)
 - c. A statement that the Department is an Equal Opportunity Employer. (31.3.1c)
3. Job Announcement Locations



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

GO 18-031, 04/12/2018
Supersedes GO 18-020

- a. The Administrative Lieutenant will request that the Human Resources Department officially announce the position through electronic media, print media, or other sources (31.3.2)
 - 1) Announcements placed in media, print media, or other sources will comply with CALEA Standard (Commission for Accreditation for Law Enforcement Agencies) 31.3.1b. (31.3.1b)
- b. The Administrative Lieutenant will request that Human Resources Department send Job Announcements to community organizations, civic groups, and faith based organizations. (31.3.2)
 - 1) Announcements placed with community organizations, civic groups, and faith based organizations will comply with CALEA Standard 31.3.2.
 - 2) The Police Department Recruitment Plan Administrator may assist the Human Resources Department with identifying community organizations, civic groups, and faith based organizations that may receive Police Department Job Announcements.
- c. The Police Department Webmaster will post Job Announcements on the Police Department's official social media.

D. Application for Employment

1. The Application for Employment shall include the following forms with the application:
 - a. Release of Information form
 - b. Invitation to Self-Identify form

E. Receiving and Processing Applications for Employment

1. The Human Resources Department is assigned by the City Manager to receive and process all completed Applications for Employment.
2. The Administrative Lieutenant shall request that, upon receiving the application, the Human Resources Department will
 - a. Notify the applicant that the application was received; and document the notification. (31.3.3)
 - (1) This notification documentation will comply with CALEA Standard 31.3.3
 - b. Remove the Invitation to Self-Identify form and submit the form to the Recruitment Plan Administrator. (31.2.2c)
 - (1) This form will facilitate compliance with CALEA Standard 31.2.2c.

F. Annual Analysis

1. The Recruitment Plan Administrator shall
 - a. Conduct an annual analysis of the Recruitment Plan, (31.2.2)
 - b. Amend or revise the Recruitment Plan according to recommendations in the analysis,



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

GO 18-031, 04/12/2018
Supersedes GO 18-020

- c. Submit the annual analysis with the updated Recruitment Plan to the Chief of Police through the chain of command.
2. The Annual Analysis of the Recruitment Plan shall include
- a. Progress toward stated objectives; (31.2.2a)
 - b. Revisions to the plan, if needed; and (31.2.2b)
 - c. Demographic data of sworn personnel. (31.2.2c)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 02 Selection Process

GO 15-087, 12/17/2015
Supersedes GO 15-071

A. Policy

1. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner within the classification. (31.4.3)
2. The Administrative Lieutenant shall administer the Selection Process.

B. Processing Applications

1. The Administrative Lieutenant or designee will receive and review job applications.
2. The Administrative Lieutenant will
 - a. Select the applicants based on the minimum requirements.
 - b. Invite all the applicants that meet the minimum requirements to participate in the Selection Process.
3. The Administrative Lieutenant or designee will
 - a. Schedule and notify the candidates about their participation in each element in the process. (31.3.3)
 - b. Eliminate unsuccessful candidates at the time they do not successfully pass an element in the process. (31.3.4)

C. Minimum Requirements of Sworn and Non-Sworn Positions

1. Police Officer Recruit Candidates
 - a. U.S. Citizen;
 - b. 21 Years of Age at the end of the Academy;
 - c. High school diploma or GED equivalent;
 - d. Possess a valid Maryland State driver's license, or ability to obtain Maryland State driver's license;
 - e. Excellent oral and written communication skills; and
 - f. Must be a credible witness in court.
2. Police Officer Lateral Candidates
 - a. U.S. Citizen;
 - b. 21 Years of Age at the end of the Academy;
 - c. High school diploma or GED equivalent;
 - d. Possess a valid Maryland State driver's license, or ability to obtain Maryland State driver's license;
 - e. Excellent oral and written communication skills;



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 02 Selection Process

GO 15-087, 12/17/2015
Supersedes GO 15-071

- f. Certified by MPTSC (Maryland Police Training and Standards Commission) as a Police Officer in good standing;
- g. Must be a credible witness in court.

3. Non-Sworn Candidates

- a. Ability to provide documentation verifying eligibility to work legally in the United States.
- b. Other requirements, depending upon the position, shall be listed on the Job Announcement.

D. Elements of Selection Process for Police Officers (31.4.1)

1. Physical Agility Test

- a. The Administrative Lieutenant will appoint Department employees to observe the applicant’s physical agility test. (31.4.3)
- b. One observer will record the number of each exercise performed by each applicant and whether the applicant passed or failed. (31.4.3)
- c. Physical Agility Requirements:
 - (1) Push-Ups18 push-ups in one minute
 - (2) Sit-Ups (bent leg) 27 in one minute
 - (3) 1.5 Mile RunCompleted in 15:20 minutes or less
 - (4) Handgun Trigger Pull 10 times in each hand

2. Written Examination

- a. The Administrative Lieutenant will appoint Department employees to score the written exam. (31.4.3)

3. Oral Interview

- a. Oral Interview Board (31.4.3)
 - 1) The oral interview board will use pre-selected questions to evaluate the candidates’ communication skills, and ability to organize higher thoughts, poise, bearing, alertness, education and training; and will record their evaluations.
 - 2) The Administrative Lieutenant or designee will be the directing Board member and
 - a) Will appoint at least two other Department employees as Oral Interview Board members; and
 - b) May appoint community members as Oral Interview Board members.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 02 Selection Process

GO 15-087, 12/17/2015
Supersedes GO 15-071

E. Elements of the Selection Process for Non-Sworn (31.4.1)

1. Non-Sworn elements, depending upon the position, may include but may not be limited to
 - a. Written examination;
 - b. Typing/keyboarding test;
 - c. Radio Test (Police Communications Officer); and/or
 - d. Formal Interview.

F. Selection of Candidate for Conditional Offer of Employment

1. The Administrative Lieutenant or designee will submit to the Chief of Police the applications and all completed selection materials of the candidates who successfully completed the first elements of the selection process up to this point.
2. The Chief of Police will review all scores and recommendations and shall select the candidate who will be given a Conditional Offer of Employment.
3. The conditional offer of employment is based on the candidate's successfully passing the background investigation and completing the final elements of the selection process.

G. Final Elements of the Selection Process

1. Background Investigation
 - a. The Administrative Lieutenant will assign qualified officers to conduct the background investigation.
 - b. Investigators will use the information supplied by the candidate on the Personal History Statement and the employment application to verify qualifying credentials review any criminal record, verify at least three personal references and research any other information supplied by the candidate.
 - c. Investigators will write an objective Background Investigation Summary, for each candidate investigated, that states the findings of the background investigation. (31.4.3)
 - d. Investigators will submit their findings to the Administrative Lieutenant.
2. Psychological Examination (32.2.8)
 - a. The Administrative Lieutenant or designee will schedule each candidate for this examination with the same credentialed/licensed psychologist, and will notify the candidate. (31.4.3)
 - b. The Chief of Police will receive results.
3. Medical Examination (32.2.7)
 - a. The Administrative Lieutenant or designee will schedule the each candidate for this examination with the same licensed physician, and will notify the candidate. (31.4.3) (22.2.1)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 02 Selection Process

GO 15-087, 12/17/2015
Supersedes GO 15-071

b. The Chief of Police will receive the results.

4. Drug Screen

a. The medical examination will include a mandatory drug screen, which is required by the Maryland Police Correctional Training Commission.

b. The Administrative Lieutenant or designee will schedule each candidate for this examination and screening with the same licensed physician, and will notify the candidate. (31.4.3)

c. The Chief of Police will receive the results.

5. Polygraph Examination

a. The Administrative Lieutenant or designee will direct the certified Polygrapher to notify the candidate and schedule the examination.

b. The Polygrapher will conduct the examination using pre-selected questions, will evaluate the results, and will have another examiner review and verify the results. (31.4.3)

c. The Chief of Police will receive the final results.

d. The Chief of Police is prohibited from using the results of the polygraph examination as a single determinant of employment status. (31.5.5)

H. Administrative Review and Recommendation for Employment

1. The Chief of Police will review each candidate's complete selection packet, including test scores and results of examinations; and will select appropriate candidate(s) for employment.

I. Police Office Recruit Training Agreement

1. Candidates hired for entrance level police training shall be required to execute a training agreement.

2. The provisions of the agreement shall provide that, in the event an officer voluntarily terminates his employment with the Department, the officer shall reimburse the City of Aberdeen on a *pro rata* basis for expenses incurred by the City, including, but not limited to, administrative costs, salary, tuition and other fees associated with the training.

J. Candidates Not Hired

1. Candidates who are rejected prior to or after an offer of conditional employment, shall be notified in writing within thirty days after any eligibility list has been established.

2. Candidates will be informed of the basis for their disqualification (e.g., background investigation, medical examination).

3. Candidates who have been rejected for cause (i.e., background investigation) will not be allowed to reapply.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 02 Selection Process

GO 15-087, 12/17/2015
Supersedes GO 15-071

K. Disposition of Selection Materials

1. The Administrative Lieutenant will ensure that all selection materials of candidates not hired are securely retained and then are destroyed according to the Department Retention Schedule. (31.4.6a)
2. Applicant Background Investigations (31.4.6c)
 - a. Background investigations of candidates not hired are securely maintained and then are destroyed according to the Department Retention Schedule.
 - b. Background investigations of candidates who were hired are securely maintained in the employees' personnel files.
3. Results of all examinations and selection materials are securely maintained in the employee's personnel file. (31.4.6b) (31.4.6d)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 03 Hiring Procedures

GO 18-090, 09/06/2018
New Policy

A. Policy

1. The Department follows uniform hiring procedures
2. After the selection process, a decision is made to hire a candidate to fill an open job.
3. The Department will follow these hiring procedures.

B. Notification to Police and Human Resources Departments

1. Academy Attendee (Recruit)
 - a. Fifteen (15) days prior to the recruit's first day at a training academy, the Administrative Commander shall:
 - 1) Obtain approval of the Chief of Police and the City Manager;
 - 2) Email the following information to the Human Resources Department, who will generate the Offer Letter and a New Hire Form:
 - a) Name of Recruit;
 - b) Job Title;
 - c) Start Date at the Academy; and
 - d) Forward the new hire information to the Sr. Administrative Specialist and the Police Information Technology Specialist.
2. Non-Academy New Hire
 - a. Fifteen (15) days prior to the hire date, the hiring supervisor shall notify the Administrative Commander by emailing information about the selected candidate (new hire):
 - 1) Name of New Hire;
 - 2) Job Title; and
 - 3) Start Date.
 - b. The Administrative Commander shall:
 - 1) Obtain approval of the Chief of Police and verify the pay and grade of the new hire;
 - 2) Verify with the receiving supervisor the new hire's first date.
 - 3) Forward the new hire information to the Sr. Administrative Specialist and the Police Information Technology Specialist; and
 - 4) Forward the approved information to the Human Resources Department, who will generate the Offer Letter and a New Hire Form;
3. The Sr. Administrative Specialist shall set up the new employee's Personnel and Training folders; and
4. The Police Information Technology Specialist shall set up the new employee's System Account.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 03 Hiring Procedures

GO 18-090, 09/06/2018
New Policy

C. Human Resources (HR) Procedures

1. New hires shall report to the Human Resources Department to:
 - a. Present their original documents to prove they can work legally in the United States;
 - b. Complete their payroll paperwork; and
 - c. Receive information about employee benefits.
2. A Police Officer Recruit shall be notified to report to HR prior to the first day at the Police Academy.
3. All New Hires other than Police Officer Recruits, shall report to HR on the first day of work.

D. Police Department Procedures

1. After the Recruit has completed the process in the Human Resources Department, the Recruit shall immediately report to the Administrative Division Commander or designee to:
 - a. Sign the Police Officer Recruit Job Description; and
 - b. Receive system account access information.
2. All other Full Time New Hires shall receive their Job Description and Account Access information during their first week at work.

E. Work Permit for Persons Under 18 Years of Age

1. On or before the first day at work for a new hire under 18 years of age, the supervisor or designee shall sign the work permit and submit it to the Sr. Administrative Specialist.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 04 Probation

GO 14-079, 09/15/2014
Supersedes GO

A. Policy

1. All new employees and newly-promoted employees will undergo a probationary period while they assume the duties and responsibilities of their new positions.

B. Probationary Period

1. Police Officer Recruits will be on probation for two years from the date of hire. (34.1.6))
2. Police Officers (lateral) will be on probation for one year from date of hire. (34.1.6)
3. Officers appointed to Detective will be on probation for one year from the date of appointment. (34.1.6)
4. Officers promoted to Corporal, Sergeant, or Lieutenant will be on probation for one year from the date of promotion. (34.1.6)

C. Probationary Reports for Sworn Officers

1. At least thirty days prior to the expiration of an officer's probationary period, the officer's supervisor will forward the probationary officer's performance evaluation report, through the chain-of-command, to the Chief of Police.
2. If a probationary officer demonstrates unsatisfactory performance and/or conduct to the extent that additional counseling would serve no constructive purpose, the supervisor will forward a report to the Chief of Police, through the chain of command, outlining the details of the unsatisfactory performance/ conduct and a recommendation for dismissal.
3. The Chief of Police will designate the Deputy Chief to examine the facts submitted and prepare an independent recommendation for disposition.

D. Termination of a Police Officer's Employment

1. The Chief of Police may terminate the employment of any probationary police officer for any cause which the Chief, in his discretion, deems sufficient.

E. Civilian Employees

1. Civilian employees will be on probation for one year from date of hire according to the *City of Aberdeen Personnel Policy Manual*.
2. The Chief of Police may terminate the employment of any probationary civilian employee for any cause, according to the *City of Aberdeen Personnel Policy Manual*.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

A. Policy

1. It is the policy of this Department to provide equal opportunities for all employees to be considered for promotion.
2. It should be the goal of every supervisor to have qualified persons who display the potential for assuming greater responsibility and possess the job skills, knowledge, and abilities necessary to perform at the designated promotional level.

B. Department's Role in the Promotion Process (34.1.1)

1. The Deputy Chief, under the direction of the Chief of Police, has the authority and responsibility for administering the promotion process. (34.1.1)
2. Standards for eligibility for promotion will be determined by the Chief of Police.
3. The Chief of Police has final approval for promotions.

C. Eligibility

1. Officers are eligible for promotion after completing the minimum years of service required for each rank. (34.1.2a)
2. Non-Sworn employees who wish to apply for an open higher-level, non-sworn position shall participate in the Department's recruitment and selection process. (34.1.1)

D. Disqualifiers

1. An Officer shall be prohibited from participating in a promotional process if, within one year of the start of the promotional process, the Officer had a sustained administrative charge where that Officer received an administrative penalty that exceeded a written reprimand or received a probation before judgment or criminal conviction for any incarcerable criminal charge.
 - a. The one-year period shall begin on the date that administrative penalty, criminal conviction or probation before judgment becomes final after all appeals and/or is accepted by the Officer, whichever comes first.
2. An Officer that is under suspension or investigation for administrative violations, either at the onset of a promotional process or arising during a promotional process, shall be allowed to continue in the process subject to the following:
 - a. If there is a sustained finding for an administrative charge in which the penalty is greater than a written reprimand, the candidate shall immediately be removed from the promotional process; or
 - b. If the promotional process has been completed, and the officer has been promoted or has been placed on an eligibility list, and within one year of the date of the Officer's promotion or placement on an eligibility list, there is a sustained finding against the Officer for an administrative charge that began prior to the onset or during the promotional process, the Officer shall immediately forfeit the newly attained rank and be restored to the Officer's prior rank, or be stricken from all related eligibility lists.
3. An Officer that is under investigation or charged with an incarcerable criminal offense either at the onset of a promotional process or arising during a promotional process shall



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

not participate or continue participation in a promotional process.

- a. Recognizing that in rare occasions criminal charges are sometimes levied against Officers without prior review by the State's Attorney or other appropriate judicial body, the Chief reserves, in such instances, the authority and discretion to review or seek review of the charges and in such appropriate instances grant exceptions allowing Officers to participate in a promotional process.
4. All Officers that are selected for and accept promotion shall serve in their newly obtained rank in a probationary status for one year.
- a. As a condition of a new promotion an Officer shall acknowledge in writing in a form provided by the Department that the Officer must comply with the one-year probationary status.

E. Promotional Process for the Rank of Police Officer First Class (34.1.2a)

1. Qualifications for promotion to the rank of Police Officer First Class are:
 - a. Satisfactory completion of two years of service as a Police Officer Recruit; or (34.1.5c)
 - b. Satisfactory completion of one year of service as a Police Officer (Lateral); (34.1.2g) (34.1.5c)
 - c. Satisfactory job performance; and
 - d. Recommendation of the employee's supervisor.
2. Procedure (34.1.2a)
 - a. The supervisor will forward his or her recommendation to the Patrol Lieutenant, at least thirty days prior to the date the employee will have completed the required years of service.
 - b. The Patrol Lieutenant will submit, with his or her endorsement, the recommendation to the Deputy Chief.
 - e. The Deputy Chief will submit, with his or her endorsement, the recommendation to the Chief of Police.
3. The Chief of Police will make the final decision to promote the officer to Police Officer First Class.

F. Promotional Process for the Rank of Corporal (34.1.2a)

1. The minimum qualification for promotion to the rank of Corporal is satisfactory completion of one year of service at the rank of Officer First Class. (34.1.5c)
2. The promotional process for the rank of Corporal includes:
 - a. a supervisory recommendation based upon the employee's performance evaluation;
 - b. a written examination (34.1.2b);
 - c. an oral interview board (34.1.2d); and
 - d. a command staff review and interview (34.1.2d).



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

3. The total promotional potential score for each candidate will be based on the following: (34.1.5a)
 - a. Written examination – 50%;
 - b. Oral Interview Board – 25%; and
 - c. Command Staff review and interview – 25%.

G. Promotional Process for the Rank of Sergeant (34.1.2a)

1. The minimum qualification for promotion to the rank of Sergeant is satisfactory completion of one year of service at the rank of Corporal. (34.1.5c)
2. The promotional process for the rank of Sergeant includes:
 - a. A written examination;
 - b. An oral interview board; and (34.1.2d)
 - c. A command staff review and interview. (34.1.2d)
3. The total promotional potential score for each candidate will be based on the following: (34.1.5a)
 - a. Written examination – 50%;
 - b. Oral Interview Board – 25%; and
 - c. Command Staff review and interview – 25%.

H. Promotional Process for the Rank of Lieutenant (34.1.2a)

1. This Division Commander position is exempt from overtime.
2. The minimum qualification for promotion to the rank of Lieutenant is satisfactory completion of one year of service with the Department at the rank of Sergeant. (34.1.5c)
3. The promotional process for the rank of Lieutenant includes:
 - a. A structured resume;
 - b. An oral interview board; and (34.1.2d)
 - c. a command staff review and interview. (34.1.2d)
4. The total promotional potential score for each candidate will be based on the following: (34.1.5a)
 - a. Structured resume – 33-1/3%;
 - b. Oral interview board – 33-1/3%; and
 - c. Command Staff review and interview – 33-1/3%.

I. Written Examination for Ranks of Corporal and Sergeant (34.1.2b)

1. The Deputy Chief will post a notice of the location, date, and time of the written examination.
2. The notice will list study material(s) so candidates can prepare for the examination.
3. The examination will be administered by the Deputy Chief or other designee.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

4. There are no make-up dates for the written examination.
 - a. Candidates unable to take the examination on the test date will be excluded from the promotional process for the duration of the promotional eligibility list resulting from the examination.
 - b. All candidates must report to the test site on time and sign in with the test administrator to document their arrival.
5. If a candidate arrives late, the test administrator will not allow the candidate to take the examination.
6. The results of the written examination will be provided to each candidate participating in the testing process.
7. Written Exam Challenge (34.1.2e)
 - a. Procedures for challenging the results of a written examination will vary according to the company that provides the written exam.

J. Structured Resume

1. The structured resume is an opportunity to provide information that will allow an independent panel to assess the candidate's suitability for promotion.
2. The structured resume is comprised of three (3) sections:
 - a. Work history;
 - b. Education and training; and
 - c. Special awards and accomplishments.
3. The structured resume will be reviewed by the Administrative Lieutenant (or the Chief's designee) to confirm that each entry is supported by adequate documentation provided by the candidate.
 - a. The Administrative Lieutenant may not review the resume for grammatical or typing errors.
 - b. The Administrative Lieutenant will review the resume for references that identify the candidate's gender and race.
 - c. The Administrative Lieutenant will direct the candidate to remove such identifying references.

K. Oral Interview (34.1.2d)

1. Purpose of the Interview:
 - a. The purpose of the interview is to determine, as objectively as possible, the candidate's general suitability for promotion, and to examine and evaluate the candidate's education, training, and experience.
 - b. The oral interview is an important phase in the process of promoting the most qualified candidates to positions of greater responsibility.
 - c. The interview situation provides a means of measuring certain traits not revealed in other phases of the promotional process.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

d. The appearance and demeanor of the candidate will be a contributing factor.

2. Procedure

a. Each promotional candidate will receive a copy of the guidelines for the interview before the date of the scheduled interview.

1) The guidelines are designed to prepare the candidate for the interview and help the candidate to present answers in a clear and concise manner.

b. Candidates are scheduled to appear before the board at one hour intervals.

3. The results of the Oral Interview Board will be provided to each candidate immediately after the Deputy Chief reviews the interview forms and compiles the final interview scores.

a. The Deputy Chief may elect to notify the candidate directly if this is more desirable and expeditious at the time.

b. No candidate is authorized to contact any member of the oral review board regarding their action and all information discussed during the review is termed confidential.

c. No member of the interview board is authorized to disclose the results of any vote or discussion as to candidates appearing before the board, except as provided.

4. The maximum score that a candidate can receive from the board is 100%.

5. Oral Interview Challenge (34.1.2e)

a. Candidates have the right to challenge a member of the interview board and request the member be excluded from the interview proceedings.

b. The candidate making such request must do so before the actual interview is underway.

c. The Chairman of the board shall determine if the challenge is appropriate, and if so, shall consult with the Department representative to provide a substitute board member.

d. No challenge is acceptable once the interview has begun.

6. The chairman of the board will note in the record any challenges and their dispositions.

L. Command Staff review and interview

1. The Chief of Police and his designee(s) will review each candidate's service record.

2. The Chief of Police and his designee(s) will conduct an interview of each candidate aimed at determining his/her suitability for promotion. (34.1.2d)

M. Selection

1. The results of the promotional process are only an advisory to the Chief of Police.

2. The Chief of Police will review the results, along with other various factors.

3. The Chief of Police will select the candidate for promotion.

N. Eligibility List

1. The remaining candidates may be eligible for promotion at the recommendation of the Chief of Police, if an additional vacancy occurs within one year from the date of a promotion.

2. The Deputy Chief will publish the eligibility list, which is valid for one year from the date of a promotion. (34.1.5d)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

3. Officers on the list are ranked in numerical order according to their total scores. (34.1.5b)
4. If a vacancy occurs within one year from the date of a promotion, the Chief of Police will select a name on the eligibility list. (34.1.5e)
5. If no further vacancy occurs within one year from the date of a promotion, a new promotion process will be required for all eligible candidates. (34.1.2f)

O. Review and Appeal of Results (34.1.2e)

1. Candidates may use the Grievance procedure to challenge any other elements of the promotion process not described in this policy.

P. Security of Promotion Materials (34.1.2h)

1. The Deputy Chief maintains and secures all promotion materials throughout the process.

Q. Required Training for Supervisors (33.8.2)

1. All officers promoted to a supervisory or administrative rank are required to undergo supervisory or administrative training as prescribed by the Chief of Police.
2. Failure to satisfactorily complete the required supervisory or administrative training within 12 months of date of promotion may result in the officer returning to the rank from which the candidate was promoted, and salary adjusted to the last permanent rank held.

R. Guidelines for the Oral Interview Board

1. Composition of the Board
 - a. The Board shall consist of no less than three officers, including the chairman, all appointed by the Deputy Chief.
 - b. The Deputy Chief shall appoint the Chairperson of the Board.
 - c. At least one member of the Board shall be the same rank as the promotional position under consideration.
2. Orientation of the Board
 - a. The Board will be convened at a time and place directed by the Deputy Chief, approximately one-half hour before the first promotional candidate is scheduled to appear.
 - b. A representative from the Aberdeen Police Department will meet with the Board at this time, and explain the schedule of the day's events and discuss the overall promotional procedure.
 - c. The representative will answer any questions that Board Members may have regarding local conditions and/or the general background of the Aberdeen Police Department.
3. Each member of the Board will be provided with a sample interview format so that each candidate appearing before the board will be asked the same general questions.
 - a. Each member of the Board should prepare a set of specific questions relating to the skills, attitudes, ability and knowledge and fitness required to successfully perform the duties of the grade or rank for which the interview is being held.
 - b. These questions should be reviewed in the period of time allowed before the first interview.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

- c. The board should select questions that will ensure the maximum utilization of objectivity and equity in the decision making rating process.
 - d. It is not necessary to follow an absolutely rigid pattern or structure for conducting each interview.
 - e. It is vital, however, to adhere to a common set of questions for each promotional candidate.
 - f. It is important that the board adopt a standard interview procedure, that will allow each candidate to be treated in substantially the same way, and that the same areas of knowledge, ability and fitness be assessed for each candidate.
 - g. The similarity of content of each interview session is necessary to ensure fairness and equality in interviewing and rating.
4. Guidelines for the Interview
- a. The responsibility for the tone of the oral examination rests largely with the board members.
 - b. The atmosphere they create can have a profound effect on the candidate, and the candidate's feelings about the fairness of the entire promotional process.
 - c. The goal of the Department is that each candidate will feel that he or she has been given every reasonable opportunity to demonstrate his or her knowledge, ability and fitness for the position the candidate is seeking.
 - d. Length of Interview
 - 1) In the interest of fairness and equality, careful consideration should be given to the length of each interview.
 - 2) After a number of interviews have been conducted, there may be a natural tendency to shorten the interview process because of repetitiveness.
 - a) This of course is both undesirable and inequitable for reasons which are obvious.
 - 3) Although each interview may not be exactly the same number of minutes, every effort should be made to give all candidates equal time in which to present their qualifications.
 - e. Each candidate will be presented to the board by a Department representative, who will make the appropriate introductions.
 - f. After introductions, the chairperson should briefly explain the purpose of the interview.
 - 1) The board should attempt from the on-set to put the candidate at ease.
 - g. The Chairperson shall see that the interview area is orderly and not cluttered with papers or documents.
 - 1) The actual rating on the Oral Interview Rating Form (APD Form 95) should not be done during the examination.
 - 2) Members of the board should make notes during the interview for later reference in rating the candidate.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

- h. The chairperson should begin the interview process with an easy question relating to the candidate's experience and/or training.
 - 1) The chairperson may invite the candidate to specifically describe his or her background and ask why he or she believes such background qualifies him or her to assume the position for which the candidate is being interviewed.
- i. As the interview proceeds, the common set of specific questions previously selected by the board should be asked.
 - 1) Each board member should make notes to avoid the possibility of missing a question from the common set.
- j. Each board member should have a sufficient opportunity to question the candidate in areas of interest.
 - 1) The line of questioning should be such that the candidate will address his or her attributes and short-comings.
 - 2) It is desirable that every board member actively participate in the questioning of the candidate.
 - 3) Although the chairperson has the responsibility for guiding the direction of the interview and staying within time limits, it is important that the chairperson does not dominate the interview or influence other members of the board in arriving at independent ratings.
- k. Each board member should listen carefully to the candidate's responses.
 - 1) The candidate's remarks should be acknowledged, and board members should be sure that the member's interpretation of the candidate's meaning is correct.
 - 2) The candidate should not be able to determine from a board member's words or manner if the candidate has answered the question correctly or satisfactorily.
 - 3) A good listener will be able to determine follow-up questions to ask and thereby will learn more about the candidate.
- l. board members should avoid all questions of a controversial nature, such as politics or religion.
 - 1) If the candidate brings up questions of a controversial nature, the chairperson should indicate that such subjects are not proper in the interview process, but try not to embarrass the candidate.
- m. Argument has no place in the interview.
 - 1) If the candidate becomes argumentative, the subject should be changed.
 - 2) It is not necessary for board members to convince a candidate of anything in the interview, except of the board member's own good will towards him or her.
 - 3) Board members should make proper note of a candidate's argumentative personality trait.
- n. Board members should see that most of the talking is done by the candidate. To that end, Board members should:
 - 1) Not lecture; and



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

- 2) Avoid questions which require only a "yes" or "no" answer.
 - o. If the candidate's responses are not clear, or if a board member has a question which is relevant, the board member should not hesitate to interject questions into the line of questioning being followed by another examiner.
 - 1) This can be accomplished in a timely manner.
 - 2) A glance at a fellow board member can indicate that you wish more elaboration from the candidate and that you wish to ask a related question.
 - p. If the candidate shows a tendency to wander from the subject of a question, do not stop him or her immediately, as this in itself is a personality trait worthy of notice.
 - 1) When the fact has been established that the candidate has a tendency to digress and become wordy, bring him or her back to the point of digression.
 - q. While it is generally necessary to hold to the time schedule, no interview should be terminated until the board members are satisfied that they have a firm foundation for their judgment.
 - 1) Each candidate should be questioned long enough to give him or her a fair opportunity to express his or her views to the best of his or her ability even though one or more board members may feel at the beginning of the interview that the candidate will receive generally low scores.
 - r. Give the candidate an opportunity to ask any questions he or she may wish to have answered except for questions concerning the outcome of the interview or the candidate's performance.
 - 1) The candidate should be asked whether or not the candidate has been given a fair opportunity to present his or her qualifications and to express his or her interest in the position, and whether the candidate has any additional remarks.
 - s. Prior to terminating the interview, the chairman should ask each of the members whether or not they have any additional questions in order to ensure that all information pertinent to making an accurate, objective rating has been elicited from the applicant.
 - t. The chairman may then excuse the candidate and close the interview.
5. Post Interview Discussions
- a. Immediately after an interview, board members should take time to complete the individual Oral Interview Rating Form while the impressions of the applicant are fresh in their minds.
 - b. Discussions concerning a candidate should be delayed until individual ratings are completed by all board members.
 - c. The Oral Interview Board Rating Form is divided into eight separate categories. Each board member will grade the applicant in each category and place an overall percentage score on the rating form.
 - d. The candidate must obtain a minimum overall score of 70% to be considered for promotion. The categories include:
 - 1) Appearance;



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 05 Promotions

GO 20-020, 9/24/2020
Supersedes GO 19-046

- 2) Education and Training;
 - 3) Work History;
 - 4) Self-Appraisal;
 - 5) Motivation;
 - 6) Presentation;
 - 7) Creative Thinking; and
 - 8) Potential for Increased Responsibility.
- e. After the individual ratings are completed for all eight categories, a general discussion among board members about the candidate's background and presentation is permissible for the purpose of resolving any ambiguities and to ensure fairness and objectivity in the rating process.
- 1) This discussion is especially valuable after the first few interviews and so that board members may then proceed with a reasonable degree of assurance that board members are evaluating candidates by the same standards.
 - 2) This is not an evaluation by committee. Each member does his or her own evaluation, but according to a group standard.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 06 Transfers

GO 19-015, 05/17/2019
Supersedes Original Policy

A. Policy

1. The Department will maintain a consistent and fair process to transfer employees to serve the needs of the employee, the Department, or the public, as the Chief of Police considers necessary.

B. Definitions

1. **Job Function Change** – A major change in the scope, responsibilities or skills required for successful job performance.
2. **Promotion** – A change to a job or rank that involves greater scope of duties, responsibilities or skills; except promotion from Officer to Officer First Class.
3. **Transfer** – A move to another unit, shift, section, or division.

C. Types of Transfers

1. Transfer Requests by Sworn Officers
 - a. Officers may submit written requests for shift transfers to the Deputy Chief through the chain of command.
2. Transfers through Promotions and Other Job Function Changes
 - a. Officers and Non-Sworn personnel whose job functions have changed through promotions or other selection processes shall be transferred appropriately.

D. Approvals

1. The Deputy Chief shall:
 - a. Review each proposed transfer; and
 - b. Prior to each transfer date, submit approved transfers to the Chief of Police.
2. The Chief of Police shall, prior to each transfer date, approve all transfers and promotions.

E. Personnel Orders

1. The Sr. Administrative Specialist shall publish, prior to the transfer date, a Personnel Order announcing the transfer.
2. The Personnel Order shall contain:
 - a. Name of Person;
 - b. Transfer from and transfer to; and
 - c. The date of the transfer.
3. Personnel shall transfer after the Personnel Order has been published.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 07 Termination of Employment

GO 19-022, 06/25/2019
Supersedes GO 14-014

A. Policy

1. Employment with this Department may be terminated voluntarily by an employee or involuntarily by the Department.
2. This policy provides direction to the employee and the Department when a decision is made to end the employment relationship.
3. The Department is bound to process termination of employment as dictated by law with discretion, professionalism, and official documentation.

B. Definitions

1. Regular Employee – Employee who is not a new probationary employee.
2. Termination – End of employment.
 - a. Voluntary – resignation or retirement; or
 - b. Involuntary – reduction in force (layoff), discharge, or death.

C. Voluntary Termination

1. Resignation
 - a. An employee who wishes to resign shall submit a written resignation on a Form 37 to the Chief of Police through the chain of command.
 - b. Each supervisor in the resigning employee's chain of command shall endorse the written resignation, within 24 hours of date of the Form 37, commenting on one or all of the following:
 - 1) Performance;
 - 2) Work attitude;
 - 3) Work habits; and
 - 4) Eligibility for rehire (as a new employee only).
 - c. The resignation and endorsement will be placed in the employee's personnel file.
 - d. The Chief of Police is not bound or required to accept an employee's voluntary notice of resignation if there are grounds for involuntary termination of employment by discharge.
 - e. The Chief of Police, after endorsing a letter of resignation, shall notify the City Manager.
 - f. Included in the notification will be the proposed effective date and a brief statement indicating the reason for the resignation.
 - g. The Chief of Police or designee shall schedule and conduct an exit interview.
2. Retirement
 - a. An employee who wishes to retire shall:
 - 1) Notify his/her supervisor; and



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 07 Termination of Employment

GO 19-022, 06/25/2019
Supersedes GO 14-014

- 2) Consult with the Human Resources Department and follow City of Aberdeen procedures.

D. Involuntary Termination

1. The following information shall be provided to the terminating employee:
 - a. A written statement citing:
 - 1) The reason for dismissal; and (26.1.7a)
 - 2) The effective date of the dismissal; and (26.1.7b)
 - 3) A separate statement, provided by City Human Resources, of the status of accrued benefits, if any, after dismissal. (26.1.7c)
 2. Involuntary terminations for disciplinary reasons for permanent sworn employees and for probationary sworn employees shall be conducted in accordance with Department Policy, the Law Enforcement Officers' Bill of Rights where applicable, and the employment policies of the City of Aberdeen.
 3. Recommendations for Terminating Regular Employees
 - a. Recommendations for terminating a probationary employee may be initiated at any supervisory level in a report to the Chief of Police through the chain of command.
 - b. Recommendations for termination will be initiated following the determination that:
 - 1) An individual is incompetent, unfit, or unable to properly perform the job; and
 - 2) All reasonable efforts, e.g. training, counseling, retraining, personalized instruction, etc., to correct the situation have proven to be ineffective.
 - c. Recommendations for termination of a regular employee shall contain detailed information, citing specific examples including, but not limited to:
 - 1) Documents;
 - 2) Witness statements;
 - 3) Dates;
 - 4) Times;
 - 5) Results of any administrative and criminal investigations, test results (PBT, Breathalyzer, Chemical, etc.); and
 - 6) Photographs, recordings, or other evidence substantiating the recommendation for termination.
 - d. The writer shall explain all efforts and activities taken to modify or correct the employee's performance or behavior.
 - 1) Each level of command will, by endorsement, specifically identify their involvement participation in correcting the unacceptable performance.
 - e. Command officers shall forward all termination recommendations to the Chief of Police for implementation prior to the end of the terminating employee's probationary period.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 07 Termination of Employment

GO 19-022, 06/25/2019
Supersedes GO 14-014

E. Employee Identification Cards

1. Issue and Return of Identification Cards
 - a. All terminating employees shall surrender their Department ID/Key to their supervisors on the effective date of the employee's voluntary termination or retirement from the Department.
 - b. Sworn employees terminating their employment shall surrender their MPTSC cards and badges to the Administrative Commander when turning in other issued equipment.
 - 1) The Administrative Lieutenant shall place the agency ID card in the employee's personnel file.
 - 2) Sworn employees suspended or deprived of their police powers shall surrender their Department issued firearms(s), badge, Aberdeen Police Department identification card, and Maryland police officer certification card to the Chief of Police or designee.
2. When termination of employment occurs as the result of death, the Chief of Police shall, after a respectful period of time, make every effort to secure the various identification cards from the family or survivors of the deceased.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 08 Performance Evaluations

GO 19-036, 08/15/2019
Supersedes GO 19-012

A. Policy

1. All employees are given performance evaluations to identify areas where recognition is merited and areas where further supervisory attention is necessary.
2. Supervisors shall complete a written performance evaluation for every employee:
 - a. Annually – Non-probationary Employees; (35.1.2)
 - b. Semi-Annually – Probationary Supervisors;
 - c. Daily – New Police Officers in Field Training;
 - d. Weekly – Field Training Officers during Field Training; and
 - e. Quarterly – New Employees and other Probationary Employees.

B. Definition

1. Evaluator – Supervisor who writes the performance evaluation.

C. Performance Evaluation Process

1. Non-Probationary Employees – Each evaluator should expect to receive an e-mailed reminder from Human Resources in advance of the employee's anniversary date.
2. Probationary supervisors and employees – Each evaluator should expect to receive an e-mailed reminder in advance of the employee's quarterly due date.
3. Evaluation Period
 - a. The evaluation of the employee's performance covers a specific period. (35.1.5a)
 - b. Evaluators shall rate employees on their performance in the positions, including ancillary positions, the employees held during the rating period.
4. Evaluators shall prepare the written performance evaluations and submit the completed form to the evaluator's supervisor 7 to 14 days prior to the employee's anniversary date. (35.1.1c)
5. The Supervisor shall: (35.1.5c)
 - a. Review the form for ratings completeness;
 - 1) Check to see that Performance Category rating numbers, final rating number, and narratives are complete;
 - 2) Verify that the Narrative Sections include all requirements described in this policy.
 - 3) Return the form to the evaluator to correct or complete, if necessary;
 - b. Sign and date the form as approved; and
 - c. Forward the form to the Chief of Police.
6. The Chief of Police shall:
 - a. Review the form;
 - b. Sign and date the form as approved; and
 - c. Have the form submitted to the Evaluation Coordinator.



The Aberdeen Police Department Policies & Procedures Manual



| | | | |
|---------|----|-------------------------|-----------------------|
| Chapter | 04 | Administration | GO 19-036, 08/15/2019 |
| Section | 08 | Performance Evaluations | Supersedes GO 19-012 |

7. The Evaluation Coordinator shall:
 - a. Review the form to verify required signatures;
 - b. Make a copy of the form for the employee;
 - c. Record the evaluation as “in process”; and
 - d. Submit both forms back to the evaluator.
8. The Evaluator shall:
 - a. Meet with the employee and discuss the results of the performance evaluation just completed; (35.1.7a)
 - b. Give a copy of the evaluation to the employee; (35.1.5e)
 - c. Encourage the employee to write any comments in the appropriate section; (35.1.5d)
 - d. Have the employee check the boxes to verify:
 - 1) The evaluator met with and reviewed the evaluation with the employee; and
 - 2) The employee received a copy of the evaluation; and
 - e. Have the employee sign and date the form; and
 - f. Submit the completed original performance evaluation to the Evaluation Coordinator.
9. The Evaluation Coordinator shall:
 - a. Review the form to verify that the employee:
 - 1) Met with the supervisor (checked the appropriate box);
 - 2) Received a copy of the Performance Evaluation (checked the appropriate box); and
 - 3) Signed the evaluation;
 - b. Record the evaluation as “completed”;
 - c. Make a copy of the completed form and forward it to Human Resources; and
 - d. Submit the original evaluation to the Administrative Specialist.
10. The Administrative Specialist shall place the performance evaluation in the employee’s personnel file.

D. Employee Performance Evaluation Form

1. The City of Aberdeen Performance Evaluation Form shall be used to conduct employee performance evaluations.
2. The Evaluation Form is on the Police Department SharePoint computer site.

E. Procedures for Completion of Employee Performance Evaluation Forms (35.1.1b)

1. **Employee Information** – The Evaluator shall fill in:
 - a. Employee Name;
 - b. Position or Rank;



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 08 Performance Evaluations

GO 19-036, 08/15/2019
Supersedes GO 19-012

- c. Evaluator’s Name;
 - d. Date of Hire;
 - e. Evaluation Period; and
 - f. Whether the evaluation is Probationary or Annual (“x” the appropriate box).
2. **Measurement Definitions** – The Evaluator shall use these measurement numbers to rate the employee in the Performance Categories: (35.1.1a)
- a. **1** Unsatisfactory..... Does not meet expectations; does not demonstrate basic proficiency; needs improvement to exhibit acceptable performance; needs improvement to be an effective employee
 - b. **2** Development Needed ... Does not meet expectations; needs improvement to exhibit acceptable performance; needs improvement to be an effective employee
 - c. **3** Meets Expectations..... Demonstrates proficiency; exhibits acceptable performance; effective employee
 - d. **4** Exceeds Expectations ... Demonstrates high proficiency; exhibits high performance; effective employee
 - e. **5** Exceptional..... Routinely exceeds expectations; demonstrates expert proficiency; exhibits consistently the highest possible level of performance; highly effective employee
3. **Identifying Employee Performance** (35.1.4)
- a. Supervisors shall use the employee’s position description(s) in effect during the period of evaluation to determine evaluation criteria specific to the employee’s position(s).
4. **General Performance Categories** include:
- a. Job Knowledge;
 - b. Quality and Productivity;
 - c. Reliability; and
 - d. Support of the City’s and Department’s Goals.
5. **Performance Categories evaluation** – The Evaluator shall:
- a. Address every bulleted topic in each Section and address additional topics not listed, specifically job-related;
 - 1) If the employee is also an evaluator, the Evaluator shall write in the Job Knowledge Narrative a description about the quality of performance evaluations the employee has written. (35.1.8)
 - b. Write the appropriate numerical measurement evaluation in each box provided;
 - c. Write explanatory comments for all performance ratings in the Narrative space provided in each Performance Category Section. (35.1.5b)
 - 1) The Evaluator shall not leave narrative sections blank.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 19-036, 08/15/2019

Section 08 Performance Evaluations

Supersedes GO 19-012

6. **Unsatisfactory Performance**

- a. Evaluators shall advise non-probationary employees in writing before it is time to write the performance evaluation, giving the employee an opportunity to improve unsatisfactory performance. (35.1.6)
- b. The evaluator shall:
 - 1) Substantiate ratings at the unsatisfactory level;
 - 2) Advise the employee of unsatisfactory performance; and
 - 3) Define actions that should be taken to improve the employee's performance.
- c. The evaluator shall write in the employee's performance evaluation:
 - 1) The unsatisfactory performance; and
 - 2) The employee's performance resulting from the written notice.
- d. Timely written notice is not immediately required if that notice could compromise an on-going investigation.

7. **Overall Performance Rating** – The Evaluator shall write in an overall numerical measurement number, independent to the previous numbers filled in.

8. **Narrative Sections**

- a. List key accomplishments, certifications, specialized assignments, and specialized training received –The Evaluator shall:
 - 1) Describe exceptional accomplishments, not previously addressed;
 - 2) List all current specialized assignments, positions, or units;
 - 3) List all training received during the evaluation period; and
 - 4) List all new and existing certifications.
- b. Suggested areas of improvement – The Evaluator shall: (35.1.6)
 - 1) Describe performance or behaviors that are unacceptable or need some improvement; and
 - 2) Write specific recommendations, such as counseling (i.e., Employee Assistance Program counseling) or specific training, to be accomplished within a specific time period, that would help improve the described performance or behavior.
- c. Supervisor's Evaluation Summary—The Evaluator shall:
 - 1) List the level of performance expected, rating criteria, and goals for the next evaluation period; (35.1.7b)
 - a) Suggest objectives such as specific training or other specific activities to help the employee achieve these goals;
 - b) List Career Counseling topics such as advancement, specialization, or other career goals; (35.1.7c)
 - c) List suggested objectives such as specific training or other specific activities to help the employee achieve Career Goals.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 08 Performance Evaluations

GO 19-036, 08/15/2019
Supersedes GO 19-012

F. Employee Written Comments (35.1.5d)

1. Supervisors shall encourage employees to write any comments on the completed evaluation form.
2. Supervisors shall encourage employees to comment on any significant achievements, those actions or events that they feel they did well, and which they feel deserve recognition.

G. Employee Signature

1. Employees shall sign their completed evaluation forms, and check the appropriate box acknowledging whether they received a copy of their evaluation and that the evaluation was reviewed with them.
 - a. If an Employee refuses to sign, acknowledging he/she received the evaluation, the Evaluator shall:
 - 1) Check the “yes” box indicating:
 - a) The employee received the evaluation;
 - b) The evaluator reviewed the evaluation with the employee; and
 - c) The employee refused to sign the evaluation; and then
 - 2) Sign the form on the employee’s signature line.

H. Appeal Process (35.1.5f)

1. Any employee of the Department may appeal a contested performance evaluation.
2. The employee shall submit to the Chief of Police through the chain of command a written statement on Form 37, describing:
 - a. The specific contested statement about performance on the performance evaluation; and
 - b. The reason for the disagreement.
3. Each supervisor in the employee’s chain of command shall write a comment on the form and forward it to the next supervisor to the Chief of Police.
4. The Chief of Police shall:
 - a. Reject the appeal and send it back to the employee through the reverse chain of command; or
 - b. Consider the appeal, and approve or deny it.

I. Supervisor Performance Evaluation Training (35.1.1d)

1. All supervisors shall undergo Performance Evaluation Training upon promotion to supervisor, and periodically as ordered by the Chief of Police.

J. Retention of Performance Evaluations (35.1.5g)

1. Performance Evaluation Reports shall be maintained in the employee’s personnel file.
2. When the employee leaves the Department, the performance evaluations and the employee’s personnel file shall be transferred to the Human Resources Department.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 18-050, 07/03/2018

Section 09 Supervision and Career Development Responsibilities

Supersedes GO 18-037

A. Policy

1. All supervisors are responsible to ensure that employees are provided with a clear and sufficient system of direction and supervision.
2. All commanders and/or their trained designees are responsible for career development of personnel assigned to their respective command.
3. All supervisors are responsible to assist employees with planning their career paths through formal schooling opportunities and law enforcement related training courses:
 - a. To improve their skills, knowledge, and abilities; and
 - b. To provide the Department with a versatile and well-trained work force.

B. Patrol Supervisor Responsibilities

1. General Duties
 - a. The Patrol Sergeant is responsible for first line supervision of the Patrol Division.
 - b. As the immediate supervisor, the Patrol Sergeant will spend the majority of time supervising police activity in the field; and when necessary, will handle calls for service.
 - c. When functioning as a Patrol supervisor, the Sergeant will be responsible for patrol coverage of his entire assigned area of responsibility.
 - d. In the absence of the Patrol Sergeant, the Corporal or Office in Charge assumes responsibility for this first-line supervision.
 - e. Supervisors must spend most of their time in the field providing personnel supervision, leadership, training and incentives, and checking on conditions throughout the City to ensure that proper and immediate police action is taken.
 - f. Supervisors should motivate officers to apply themselves, and should also be notified of and dispatched to all major incidents or to incidents that might result in criticism to the Department or an individual officer.
 - g. Supervisors must be acutely aware of their responsibility to transmit top-level policies through the hierarchy to the working level and, in turn, to report deficiencies and other communications upward through the chain of command.
 - h. Supervisors must be knowledgeable in patrol methods and techniques.
2. Assignment of Officers to Patrol Areas
 - a. Supervisors will assign officers to particular areas based on the following criteria: (41.1.1d)
 - 1) Number of calls for service;
 - 2) Number of offenses/incidents;
 - 3) Number of businesses;
 - 4) Available manpower; and/or
 - 5) Other specific needs.



The Aberdeen Police Department Policies & Procedures Manual



| | | | |
|---------|----|---|-----------------------|
| Chapter | 04 | Administration | GO 18-050, 07/03/2018 |
| Section | 09 | Supervision and Career Development Responsibilities | Supersedes GO 18-037 |

- b. Supervisors may rotate area assignments as frequently as necessary to maintain a high level of officer interest and responsiveness. (41.1.1e)
- c. Supervisors may assign officers, who distinguish themselves by their performance or demonstrate unique or specialized abilities, to particular functions or duties advantageous to the operations of Department.
- d. Supervisors will conduct line inspections as listed on the Supervisors Daily Activity Sheet. (53.1.1a)

3. Roll Call (41.1.2)

- a. Supervisors will conduct roll call prior to each tour of duty.
- b. Supervisors will use Roll Call to accomplish, at a minimum, the following basic tasks:
 - 1) Brief officers regarding:
 - a) daily patrol activity,
 - b) unusual situations,
 - c) directed patrol activity, and
 - d) changes in the status of wanted persons, the stolen property list, and major investigations;
 - 2) Notify officers of schedule and assignment changes;
 - 3) Review and discuss any General Orders;
 - 4) Discuss significant legal updates;
 - 5) Evaluate officer readiness to assume patrol;
 - 6) Conduct Roll Call Training; and
 - 7) Conduct line inspections as listed on the Hot Sheet. (53.1.1a)
- c. Shift supervisors shall document on the Hot Sheet the names of all personnel who attended roll call, to include officers, detectives, non-sworn staff, and command staff.

C. CID (Criminal Investigations Division) Supervisor Responsibilities

- 1. Supervisors will:
 - a. Supervise Criminal Investigation and Special Investigations Units;
 - b. Coordinate investigations; and
 - c. Ensure that Roll Call is attended by at least one detective every day. (42.2.3)

D. Incidents Requiring Presence of a Supervisor (81.2.4f)

- 1. Supervisors should respond to all major incidents or incidents including but not limited to:
 - a. Injury to a police officer;
 - b. Accident involving a police vehicle especially if an officer is injured, other persons are injured, or major damage is involved;
 - c. Major crimes to include murder, bank robbery, jail break, heinous crime, and assault where death may occur;



The Aberdeen Police Department Policies & Procedures Manual



| | | | |
|---------|----|---|-----------------------|
| Chapter | 04 | Administration | GO 18-050, 07/03/2018 |
| Section | 09 | Supervision and Career Development Responsibilities | Supersedes GO 18-037 |

- d. Barricade/hostage situation;
- e. Disasters, catastrophes, or severe weather producing emergency conditions;
- f. Serious complaint or incident involving a police officer;
- g. Serious accident, injury, or incident involving city personnel or property;
- h. Industrial accidents; and
- i. Any other incident where the supervisor is requested.

E. Responsibility for Career Development (33.8.3)

1. Supervisors will encourage their employees to seek additional knowledge, skills and training.
2. Supervisors will include in each employee's Performance Evaluation appropriate career development opportunities and recommendations such as:
 - a. Recommendation that the employee seek skills training;
 - b. Recommendation that the employee seek specialized training;
 - c. Recommendation that the employee develop new areas of interest and specialization;
 - d. Suggested areas of specialization, identified by the supervisor;
 - e. Any promotional opportunities available to the employee;
 - f. Specialized training within the Department and outside the Department;
 - g. Training that would further develop any specialized skills already possessed by the employee; and
 - h. Encouragement for the employee to take Department-approved college courses, reimbursed by the City of Aberdeen. (33.8.4c)
3. Division Lieutenants will encourage their supervisors to seek additional career development knowledge and skills training, which may include: (33.8.1)
 - a. General counseling techniques;
 - b. Skills, knowledge and abilities (SKA) assessment techniques;
 - c. Department benefits and training opportunities;
 - d. Educational opportunities and incentives;
 - e. Awareness of the cultural background of ethnic groups;
 - f. Recordkeeping techniques;
 - g. Career development programs of other jurisdictions; and
 - h. Availability of outside resources



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 18-050, 07/03/2018

Section 09 Supervision and Career Development Responsibilities

Supersedes GO 18-037

F. Supervisor Employee Files

1. Supervisors may keep a file for each employee to maintain a record of an employee's performance, to substantiate performance ratings or other performance, or to conduct related actions.
2. The Employee file is confidential, but may be reviewed by the employee upon request.
3. The Employee file shall not be viewed by any other person who is not in a supervisory position related to the employee.
4. The Employee file, if the supervisor keeps one, will be passed to the employee's next supervisor.
5. Contents of the Employee file may include:
 - a. Job Observation Log (performance notations);
 - b. Performance evaluations;
 - c. LEAPs;
 - d. Employee Training Records; and
 - e. Employee informal sessions/notes related to policies, practices, performance or conduct.
6. Retention
 - a. Contents older than 5 years shall be destroyed.
 - b. The entire file shall be destroyed when the employee leaves the Department.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 10 Outside Employment

GO 16-003, 05/02/2016
Supersedes GO 15-040

A. Policy

1. Sworn and non-sworn employees are permitted to engage in outside employment when the employment does not interfere with primary duties of working for the Aberdeen Police Department, subject to the requirements of this Policy.
2. The Chief of Police shall designate the Administrative Lieutenant to oversee adherence to this policy. (22.2.5d)
3. Employees working outside employment shall abide by all applicable policies and procedures of the Aberdeen Police Department.

B. Definitions

1. Outside Employment – Any additional employment, paid for by an employer other than the City of Aberdeen.
2. Extra-Duty Employment – Outside employment, by the sworn employee, that is conditional upon the actual or potential use of law enforcement powers in the performance of the job.
3. Secondary Employment – Outside employment, by a non-sworn or sworn employee, that is not conditional upon the actual use or potential use of law enforcement powers in the performance of the job.

C. Injuries from Outside Employment (22.2.5c) (22.2.4)

1. An employee who suffers an injury or illness during outside employment is not compensable by the City of Aberdeen.
2. Serious illness or injury suffered during outside employment may result in the employee being disqualified to resume employment with the City of Aberdeen.

D. Requesting Permission Procedure (22.2.5c)

1. All employees are required request permission to engage in any outside employment prior to working the outside employment. (22.2.5a)
 - a. Outside Employment approvals are valid through December of the current year; and are renewable in January of every year.
 - b. Approvals may be rescinded in any instance where the supervisor believes that the outside employment has impaired the employee's duty performance.
2. Every January, employees who anticipate Outside Employment shall complete, sign, and submit to the Administrative Lieutenant through the chain of command, a Form 114 – Outside Employment Request for every different employer. (22.2.5e)
3. Every employee shall submit a new request immediately when there is a change in conditions or terms of outside employment.
4. Employees shall include on the Outside Employment Request forms all information including:
 - a. The name of the business/employer;
 - b. Hours to be worked;
 - c. Type of event; and



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 10 Outside Employment

GO 16-003, 05/02/2016
Supersedes GO 15-040

- d. Duties to be performed.
5. The Supervisor shall:
 - a. Examine the employee's employment records, disciplinary records, and duty schedule or conflicts or indications of negative consequences of the outside employment;
 - b. Review the job to insure that no actual or potential conflict exists;
 - c. Verify whether the employment is Extra-Duty or Secondary;
 - d. Recommend approval or disapproval; and
 - e. Sign and forward the approved request to the Division Lieutenant.
6. The Division Lieutenant shall:
 - a. Review each request to insure that no actual or potential conflict exists;
 - b. Verify whether the employment is Extra-Duty or Secondary; and
 - c. Sign, and submit the approved request to the Administrative Lieutenant.
7. The Administrative Lieutenant shall:
 - a. Examine the request for accuracy and completeness;
 - b. Verify whether Extra Duty or Secondary; and
 - c. Sign and forward the approved request to the Chief of Police through the Deputy Chief.
8. The Deputy Chief Shall:
 - a. Review the request; and
 - b. Sign and forward the approved request to the Chief of Police.
9. The Chief of Police shall approve/disapprove the request and submit the fully-signed form back to the Administrative Lieutenant.
 - a. The Chief of Police has the final authority to approve or disapprove and application for outside employment.
 - b. The Chief of Police may revoke official authorization for an employee to pursue outside employment if the employment conflicts with the employee's Department duties or constitutes a conflict of interest with the Department.
10. The Administrative Lieutenant shall:
 - a. Process the fully completed request;
 - b. Send the original to the Sr. Administrative Specialist for placement in the employee's personnel file; and
 - c. Send a copy to the employee's Supervisor.
11. The Supervisor shall:
 - a. Record the fully approved request for tracking; and
 - b. Give the copy to the Employee.

E. Conditions that Disqualify Employees from Outside Employment

1. Employees shall not be approved for outside employment if these conditions exist:



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 10 Outside Employment

GO 16-003, 05/02/2016
Supersedes GO 15-040

- a. Unsatisfactorily job performance ratings;
- b. Low on-duty performance or productivity;
- c. Abuse of sick leave;
- d. Relieved of duty;
- e. On light duty status; and
- f. Any violation of this policy.

F. Allowable Outside Employment (22.2.4)

1. Employment that will not bring disfavor, disrespect, or discredit to either the employee or the Department.
2. Employment that presents no potential conflict of interest between the employee's duties as a police officer and duties for the secondary employer.

G. Prohibited Activity (22.2.5b)

1. The employee shall not use Department sick leave during outside employment.
2. Extra-duty employees shall not use APD uniforms, or parts of the uniform and equipment (excluding issued firearm) while engaged in outside employment, except when specifically authorized by the Chief of Police.
3. Secondary employees shall not use APD uniforms, or parts of the uniform and equipment, including issued or personal, authorized firearm, while engaged in secondary employment, except when specifically authorized by the Chief of Police. (22.2.4)
4. Employees shall not directly or indirectly: (22.2.4)
 - a. Maintain any financial interest or ownership in any business dealing directly or indirectly with the manufacture, transportation, or sale of alcoholic beverages;
 - b. Maintain any financial interest or ownership in any commercial business establishment, such as a casino, engaged in legalized gambling operations, i.e., bingo, racetrack, etc.;
or
 - c. Act as an employee or agent for a commercial business establishment, such as a casino, engaged in legalized gambling operations, i.e., bingo, racetrack, etc.

H. Prohibited Employment (22.2.5b) (22.2.4)

1. Employment where there is an indication that the job will impair the employee's ability to perform his law enforcement duties.
2. Employment that will interfere with the performance of an employee's official duties, which include overtime assignments and responses to emergency calls.
3. Employment where there is an indication that the job will impair the employee's ability to perform his law enforcement duties.
4. Employment that would involve the use of Department records, documents, or files.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 10 Outside Employment

GO 16-003, 05/02/2016
Supersedes GO 15-040

I. Time Limitations of Outside Employment (22.2.5b) (22.2.4)

1. Employees will not allow outside employment hours conflict with regular scheduled duty assignments, and employees will report for duty fully rested and alert, capable of performing the essential functions of a sworn or non-sworn employee.
2. An employee engaged in outside employment is subject to call out in case of an emergency, and should expect to leave outside employment in such situations.

J. Situational Examples of Outside Employment by a Sworn APD Employee (22.2.5b)

1. Security Guard Employment – Unarmed
 - a. This is Secondary Employment.
 - b. The sworn employee shall not exercise police authority unless the situation is life-threatening.
 - c. A sworn employee working on the job as an unarmed security guard shall handle all minor violations (e.g. shoplifting), as a civilian employee.
 - d. The sworn employee will call the local police department if arrests must be made.
 - e. Any court appearances stemming from these incidents will be on the sworn employee's time and any compensation received for that time will be paid by the outside employer.
2. Security Guard Employment – Armed as required by the outside employer
 - a. This is Extra-Duty Employment.
 - b. The sworn employee shall not exercise police authority unless the situation is life-threatening.
 - c. A sworn employee working on the job shall handle all minor violations (e.g. shoplifting), as a civilian employee.
 - d. The sworn employee shall call the local police department if arrests must be made.
 - e. Any court appearances stemming from these incidents will be on the sworn employee's time and any compensation received for that time will be paid by the outside employer.

K. Exercising Police Authority During Outside Employment

1. The sworn employee working outside employment may exercise police authority when the situation is life-threatening.
2. The sworn employee shall identify himself/herself as an Aberdeen Police Officer.
3. From the time law enforcement action is initiated, the officer (22.2.5b)
 - a. Will cease to be an employee of the outside employer, and
 - b. Will commence as an employee of the Aberdeen Police Department with on-duty status as an Aberdeen Police Officer.
4. The officer will be compensated for on-duty status by the City of Aberdeen.
 - a. The officer shall not accept compensation from the outside employer during the time of the officer's on-duty status as an Aberdeen Police Officer.
5. If the sworn employee exercises police authority in a non-life-threatening situation during outside employment, the officer may be subject to reprimand or disciplinary action.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 11 Military Deployment and Reintegration

GO 17-025, 11/07/2011
Supersedes Original Policy

A. Policy

1. Department personnel who are members of military reserve and National Guard components shall undergo
 - a. Deployment Out-Processing prior to deployment, and
 - b. Reintegration upon return from deployment.

B. Deployment Out-Processing

1. Pre-Deployment
 - a. The employee will submit a copy of his/her military orders to his/her supervisor as soon as possible including written notification with the following information:
 - 1) Anticipated date(s) of mobilization;
 - 2) Unit name and identification;
 - 3) Commanding Officer's name, telephone number and e-mail address;
 - 4) Immediate military supervisor's name, telephone number and e-mail address;
 - 5) Name of the military ombudsman (or equivalent) telephone number and e-mail address.
 - b. The supervisor will send the orders and notification to the Chief of Police through the chain of command.
 - c. The Administrative Lieutenant will be the employee's point of contact during deployment and upon the employee's return to the Department. (22.1.9a)
 - d. The City of Aberdeen Human Resources Manager will meet with the employee before deployment and be the employee's point of contact during deployment regarding: (22.1.9b)
 - 1) Employee benefits;
 - 2) Salary continuation; and
 - 3) Any other human resource-related information.
2. Out Processing (22.1.9c)
 - a. The Administrative Lieutenant will meet with the employee prior to deployment to collect the employee's Department-issued keys, equipment, weapons, and clothing, using the Uniform and Equipment Checklist.
 - 1) The Administrative Lieutenant will ensure the clothing and all agency-owned equipment will be securely stored during deployment. (22.1.9d)
 - b. Exit Interview (22.1.9c)
 - 1) The Chief of Police or the Deputy Chief of Police will meet with the deploying employee;
 - 2) To discuss any issues the employee may have; and
 - 3) To ensure the deploying employee knows how to access Department email.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 17-025, 11/07/2011

Section 11 Military Deployment and Reintegration

Supersedes Original Policy

3. During Deployment (22.1.9g)

a. The Administrative Lieutenant shall:

- 1) Keep the employee's APD and personal email addresses on the Department global email list so the employee can continue to receive Department news and information; and
- 2) Encourage the deployed employee to communicate back to the Administrative Lieutenant such information as military status and family status.

C. Reintegration (22.1.9e)

1. The employee on a military leave of absence, upon completing his/her military service obligation, shall return to work in a timely manner.
 - a. The employee's failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on the military leave can result in the employee's termination of the leave of absence and/or discipline, up to and including termination of employment.
2. The Chief of Police and the Administrative Lieutenant will meet with the returning employee for a reintegration interview.
3. The returning employee will be reinstated to active duty.
 - a. The employee returning from military leave of absence will be reinstated without loss of seniority, status or pay and return to either his/her prior position or the position in which the employee would have been employed had his/her continuous service not been interrupted by the military leave, according to City policy.
 - b. The Department may require an employee to provide documentation demonstrating his/her eligibility to return to work.
4. The Administrative Lieutenant shall reissue to the returning employees all clothing and equipment when the employee returns to duty.
5. The Accreditation Manager will provide General Orders issued during the employee's deployment.
6. The returning employee will meet with the Training Coordinator to determine what missed training or certifications must be completed. (22.1.9.f)
 - a. The Training Coordinator and the employee's supervisor will formulate a schedule to accomplish all required training and retraining.
 - b. The returning employee may be required to complete a short-term assignment with a Field Training Officer for refresher training in the employee's assigned area.
7. The returning employee shall be required to complete weapons qualifications.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 12 Personnel Information

Original Policy

A. Changes in Personnel Information

1. All employees of the Department will report any change in name, home address or telephone number within three working days of such change.
2. The employee will submit an original and one copy of the Personnel Information Form (APD Form 8) to the Administrative Lieutenant through their chain of command.

B. Release of Employee Information

1. The following employee information is not public information and therefore will not be disclosed:
 - a. Any information contained on an application, including home address, home telephone number, previous employment history, scholastic achievement information, race and sex;
 - b. Medical and psychological information;
 - c. Letters of reference;
 - d. Financial information about an employee such as an employee's assets, income, liabilities, net worth, bank balances, financial history or activities, or credit worthiness;
 - e. Inter-department and intra-department documents that would not be available by law to a private party in litigation with the Department;
 - f. Test questions, scoring keys, and other examination information that relates to the administration of examinations (written promotional examinations and their results may be inspected but not copied);
 - g. Research projects (however, the name, title, expenditures, and date when the final project summary will be available is required to be disclosed);
 - h. Investigation records;
 - i. Leave balances;
 - j. Payroll deductions;
 - k. Performance appraisals; and
 - l. Letters, warnings, and commendations given to the employee.
2. Requests for restricted information by the Equal Employment Opportunity Commission, the Maryland Commission on Human Relations, or any law enforcement agency, must be approved by the Chief of Police.
3. Requests for restricted information by an attorney or employee organization must be accompanied by a release signed by the employee, or Court Order, after review by the Chief of Police and the City Attorney.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 13 Reporting Work-Related Injuries and Illnesses

GO 19-030, 07/26/2019
Supersedes Original Policy

A. Policy

1. An employee who incurs an injury or illness while on-duty shall report the incident according to City of Aberdeen requirements.

B. Reporting

1. The employee shall complete a City of Aberdeen First Report of Injury or Illness Form when:
 - a. The employee incurs an injury or illness while performing official duties; or
 - b. The employee is exposed to an active communicable disease.
2. Immediately following the incident, the affected employee shall:
 - a. Notify the supervisor on duty;
 - b. Complete the First Report of Injury or Illness Form; and
 - c. Submit the report immediately to the employee's supervisor.
3. If the employee is incapacitated to the extent that the employee is unable to complete a First Report of Injury or Illness Form, the supervisor shall complete the form on behalf of the employee.
4. Upon receipt of a completed First Report of Injury or Illness Form, the supervisor shall immediately:
 - a. Investigate the incident;
 - b. Complete the Supervisor's Accident Investigation Form;
 - c. Have the Accident Witness Statement Form completed, if applicable; and
 - d. Submit all the forms on paper to the Risk Manager within 24 hours of the incident; or
 - e. Complete the forms on line, submit them directly to the insurance carrier, and email copies of the documentation to the City Risk Manager.
5. Employees may contact the City Risk Manager for any information regarding Workers' Compensation benefits. (22.2.3)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 14 Employee Assistance Program (EAP)

A. Policy (22.1.7a) (22.1.4)

1. The City of Aberdeen makes available to employees an Employee Assistance Program (EAP), free to employees, to assist with identification and resolution of concerns or problems (personal or job related), which may adversely affect an employee's personal or professional well-being or job performance.

B. Employee Assistance Program Services

1. The Employee Assistance Program provides confidential, appropriate, and timely problem assessment services. (22.1.7c)
2. The EAP provides referrals to services—covered by City health insurance whenever available--either workplace or community resources for appropriate diagnosis, treatment, and follow-up. (22.1.7d)
3. Personal concerns may include, but are not limited to
 - a. Stress/Anxiety
 - b. Parenting
 - c. Aging
 - d. Grief
 - e. Finances
 - f. Depression
 - g. Relationships
 - h. Child/Elder Care
 - i. Workplace
 - j. Abuse
 - k. Alcohol/Drugs
 - l. Marriage
 - m. Legal
 - n. Family

C. Self-Referral to EAP (22.1.7b)

1. Employees may contact EAP directly, using the toll free number listed in the brochure.
2. The EAP brochure, distributed by Human Resources, describes the procedure.

D. Supervisor Referral Program (22.1.7e)

1. Supervisor Responsibilities
 - a. The referring supervisor, having counseled the employee, and having seen no progress, will let the employee know there may be a mandatory referral to EAP.
 - b. The referring supervisor should encourage the employee to use EAP services voluntarily.
 - c. If the employee refuses to use EAP services voluntarily, the supervisor may implement a mandatory referral to EAP.
 - d. The referring supervisor shall recommend to the Chief of Police through the chain of command, that the employee should be referred to EAP out of concern for job performance and/or policy violation(s).
2. Division Lieutenant Responsibilities
 - a. The Division Lieutenant will review and approve or disapprove the supervisor referral to EAP recommendation.
 - b. Approval will be submitted to the Chief of Police.
 - c. After the Chief of Police approves the referral, the Division Lieutenant will notify Human Resources.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 14 Employee Assistance Program (EAP)

- d. The Division Lieutenant will set up a meeting with the Human Resources Manager and the employee.

3. Human Resource Manager Responsibilities

- a. The HR Manager will meet with the employee,
- b. Complete and submit the Employer Authorization for the Release of Confidential Information form to EAP, and
- c. Direct the employee to notify EAP within 24 hours of this meeting.
- d. The HR Manager will email the referring lieutenant with confirmations from EAP that the employee is complying or is not complying with the program.

4. Employee Responsibilities

- a. The employee will meet with the Human Resources Manager and sign the Employer Authorization for the Release of Confidential Information form.
- b. The employee will call EAP within 24 hours of having signed the release form.
- c. The employee will participate in the EAP Supervisor Referral Program.
- d. The employee should try to improve or correct the situation with assistance from EAP.

E. Training (22.1.7f)

1. Supervisors and/or designees shall receive training, at least every three years, in
 - a. Program services
 - b. Supervisor's role and responsibility, and
 - c. Identifying employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 15 Fitness and Wellness Program

A. Policy

1. The Department encourages employees to maintain a satisfactory level of general health and physical fitness for their own well-being.
2. Proper physical fitness allows employees to perform more effectively and reduces the need to take days off because of illness.
3. Firearms instructors, SOU officers, CDS Evidence officer, and other employees who are repeatedly exposed to hazardous chemical or lead contaminants are especially encouraged to undergo regular health screenings.

B. City of Aberdeen Wellness Program Components

1. Participation by Department personnel in the Fitness and Wellness Program is voluntary. (22.2.3a)
2. To encourage employee participation and demonstrate dedication to the importance of fitness and wellness, the City of Aberdeen will:
 - a. Designate the City of Aberdeen Risk Manager, trained in fitness, wellness, and general safety, as the Program Coordinator (22.2.3b),
 - b. Provide partial reimbursement to employees for fitness center membership costs, and
 - c. Implement programs that may provide
 - (1) Individual education (22.2.3d)
 - (2) Goal setting guidance (22.2.3d)
 - (3) Ongoing support (22.2.3e)
 - (4) Evaluation of progress and participation (22.2.3e)
 - d. Provide regular Wellness and Physical Fitness information.
 - e. Other Resources
 - (1) The City of Aberdeen's Human Resource Manager can provide Preventive Health coverage information.

C. Physical Examinations (22.2.1)

1. All employees are encouraged to undergo a preventive examination, health screening, and fitness assessment, by a personal physician, at least once a year. (22.2.3c)
2. The City of Aberdeen's medical plan includes, at no cost to the employee, an annual preventive examination by an in-network physician.

D. Physical Fitness (22.2.2) (22.2.3c)

1. All employees are encouraged to keep physically fit through a voluntary program of exercise and diet, as approved by a personal physician.
2. Police employees are especially encouraged to maintain the physical fitness level required for the safe and effective performance of their job.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 15 Fitness and Wellness Program

E. Recordkeeping

1. An employee, who wishes to participate in the recordkeeping part of the program, may complete and have the physician sign a City of Aberdeen Clinical Screening form indicating that the employee underwent a voluntary preventive examination. (22.2.3c)
2. The employee should keep the form with his/her personal records.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 16 Mutual Aid Agreements

GO 13-021, 12/04/13
Original Policy

A. Policy

1. The Aberdeen Police Department has mutual aid agreements.

B. Jurisdiction

1. Aberdeen Police Department officers are required to know the geographical boundaries of the Department's jurisdiction, including changes due to annexation, etc.
2. A current official map of the City of Aberdeen, which includes the detailed boundaries of the City's corporate limits, is maintained in Roll Call. (2.1.1)
3. The Aberdeen Police retains primary responsibility for the City of Aberdeen corporate limits, unless specified otherwise in a mutual aid agreement. (2.1.2)

C. Police Mutual Aid Agreements Contents

1. The legal status of agencies and agency personnel responding to mutual aid requests; (2.1.3a)
2. Procedures for vesting provider agency personnel with the legal authority to act within the receiver agency's jurisdiction; (2.1.3b)
3. Procedures for requesting mutual aid; (2.1.3c)
4. The identity of those persons authorized to request mutual aid; (2.1.3d)
5. The identity of persons to whom outside personnel are to report; (2.1.3e)
6. Procedures for maintaining radio communications with outside personnel; (2.1.3f)
7. Expenditures, if any, which should be borne by the receiver agency to compensate for the use of the provider's resources; and (2.1.3g)
8. Procedures for review and revision if prescribed in the agreement. (2.1.3h)

D. Initiation of Mutual Aid

1. Mutual Aid can be initiated at the discretion of the Chief of Police or designee.
2. The officer initiating mutual aid will immediately establish radio communications with personnel from other agencies.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 17 Remote Office Work

GO 21-003, 04/15/2021
Supersedes GO 16-017

A. Policy

1. The Department may encourage occasional Remote Office Work as a legitimate work alternative to:
 - a. Reduce transportation costs;
 - b. Enable the position to remain functional during emergency shutdown and adverse weather conditions that prevent working in the office; and
 - c. Accommodate Employees who have temporary health problems.
2. Remote Office Work shall not be a Department-wide Employee benefit.

B. Definitions

1. Remote Office Work - Working from home or another location away from Department offices.
2. On-Site – Aberdeen Police Department headquarters.
3. Remote Office Site – Location for the Remote Office Work.
4. Remote Office Space – Work area within the Remote Office Site.
5. Designated Work Hours – Times, approved by the supervisor, when the Employee will perform Remote Office Work.

C. Eligibility

1. The Chief of Police shall determine which specific job functions may be appropriate for Remote Office Work based on the portability of the position's tasks/projects and the ability to perform off-site. Tasks may include, but are not limited to:
 - a. Writing reports, policies, analyses, etc.;
 - b. Performing data entry;
 - c. Performing word processing;
 - d. Researching;
 - e. Working with cloud-based databases; and
 - f. Other appropriate project work.
2. The Chief of Police or designee will consider eligibility criteria and factors that may include but shall not be limited to:
 - a. The Employee's job duties appropriate for Remote Office Work;
 - b. The Employee's performance ratings;
 - c. The Employee's consistent high rate of productivity, and a high level of skill and knowledge of the job;
 - d. The Employee's ability to work with minimal direct supervision;
 - e. The Employee's accurate reporting of work progress;
 - f. The Supervisor's ability to monitor the Employee's work progress and performance.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 17 Remote Office Work

GO 21-003, 04/15/2021
Supersedes GO 16-017

D. Approval Procedure

1. The Employee shall submit Form 0173 - Remote Office Work Application to the Chief of Police through the chain of command.
 - a. Each supervisor in the chain of command shall approve or deny the request.
2. If the Employee's application is approved, the Employee shall submit Form 0174 - Remote Office Work Request to Supervisor form when requested by the Supervisor.
3. Supervisors shall determine procedures for their approved Employees.
 - a. The Supervisor may require, for example:
 - 1) A specified time period during which the Employee may work remotely.
 - 2) Defined advanced notice (Form 0174-Remote Office Work Request to Supervisor) for each day/time the Employee requests Remote Office Work.
 - b. No Employee shall perform Remote Office Work before the Application and the Request forms (if required by the supervisor) are fully approved and signed.

E. Final Approval

1. The Chief shall ultimately approve or deny all requests Remote Office Work.
2. Remote Office Work may be refused to any Employee and may be terminated at any time by the Employee or Supervisor.

F. Remote Office Work Rules

1. Department Policies and Procedures
 - a. Employees shall comply with all Department policies and procedures when performing Remote Office Work.
2. Program Administrators
 - a. Program Administrators shall not access PowerDMS from personally owned devices.
3. Communication
 - a. Employees shall be available by phone and email during designated work hours.
 - b. Employees shall check email and other Department communication mediums regularly during designated work hours.
4. Meetings
 - a. Employees shall not schedule Remote Office Work during required onsite staff meetings and other meetings required by the supervisor and Command Staff.
 - b. Employees may be required, during a Remote Office Work day, to report on-site as ordered by the supervisor or Command Staff.
 - c. Expenses associated with travel to the Department shall not be reimbursable.
5. Dependent Care and Other Non-Department-Related Activities
 - a. Remote Office Work Employees shall consider themselves unavailable to provide dependent care or other non-Department home duties and responsibilities, normally requiring leave from work.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 17 Remote Office Work

GO 21-003, 04/15/2021
Supersedes GO 16-017

- b. Employees shall not spend Remote Office Work time on dependent care activities nor on personal business that otherwise would be covered through the use of approved leave.

6. Injuries and Emergencies

- a. Employees shall report to the supervisor as soon as possible, any emergency situations, including injuries, which prevent the continuation of work during designated work hours.
- b. Employees, who must leave their Remote Office Sites at times other than pre-approved breaks and lunch hours, may be required to notify their supervisors when they leave and return.

G. Designated Remote Work Site and Space

- 1. The Remote Office Site chosen as Employee's Remote Office Workplace shall be approved by the Chief of Police or designee.
 - a. The Employee will not use any other location for Remote Office Work until another Annual Remote Office Work Application is completed and approved.
- 2. The Remote Office Space designated within the Employee's Remote Office Site shall be approved by the Chief of Police or designee.
- 3. Employee shall maintain this Remote Office Space in a safe condition, free from hazards and other dangers to the Employee and equipment.

H. Equipment and Office Supplies

- 1. The Department shall provide computer hardware, computer software, and other vital and applicable equipment as approved by the Chief of Police.
- 2. Disposable office supplies (papers, pens, file folders, etc.) will be provided by the Department as approved.
- 3. The Employee shall provide any furniture needed at the Remote Office Site.

I. Maintenance of Equipment

- 1. The Department is responsible for repairs to Department-owned equipment.
- 2. The Employee is responsible to maintain Department-owned equipment according to Department policies and procedures.

J. Compensation and Work Hours

- 1. The Employee's compensation, benefits, work status, and work responsibilities shall not change due to Remote Office Work.
- 2. Remote Office Work Hours shall conform to a schedule approved by the Employee's supervisor.

K. Workers' Compensation

- 1. The Employee is generally covered by workers' compensation:
 - a. During designated Remote Office work hours; and



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 17 Remote Office Work

GO 21-003, 04/15/2021
Supersedes GO 16-017

b. While the Employee is performing work functions in the approved Remote Office Space.

2. All claims shall be reviewed in accordance with standard provisions.

L. Liability

1. The Designated Remote Office Space shall be considered an extension of the Department's work space.
2. Liability coverage will apply for job-related accidents that occur in the approved Remote Office Space during designated work hours only.
3. Liability coverage will not be applicable for injuries or accidents occurring in approved Remote Office Space outside the designated work hours.
4. There is no Department liability for injury to family members, visitors, or others who may become injured within or around the Employee's home which is used for Remote Office Work.

M. Income Tax

1. The Employee is responsible to determine any income tax implications of maintaining a home office for the purpose of Remote Office Work.
 - a. Remote Office Work Employees are encouraged to consult with qualified tax professionals to discuss income tax implications of home office arrangements.
2. The Department shall not provide tax guidance nor assume any additional tax liabilities.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 18 Drug & Alcohol Testing Program

GO 19-038, 08/15/2019
Supersedes GO 18-042

A. Policy

1. The City of Aberdeen's (City) policy, "Current Employee Random Testing for Drug and/or Alcohol Use", in the *City of Aberdeen Personnel Policy Manual* applies to Aberdeen Police Department sworn and non-sworn employees.
 - a. This Department policy supplements, but does not replace, the City's policy.
2. The Department's Drug & Alcohol Testing Program for sworn employees includes two additional pools (groups) of sworn employees.

B. Pools (Groups) of Employees

1. City Pool - All Police Department employees shall be in the City's pool of employees who may be selected for random drug and/or alcohol testing as described in the *City of Aberdeen Personnel Policy Manual*.
2. Police Department Pool – Department sworn employees are included in this separate Police Department pool of sworn employees, in addition to Department sworn employees' inclusion in the City's Pool of employees; and shall be subject to semi-annual unannounced testing as part of the Police Department Pool.
3. Second Police Department Pool – Sworn employees in the following positions shall be included in this second, separate pool, in addition to inclusion in the City's and the Department's pools; and also, shall be subject to quarterly unannounced testing:
 - a. Criminal Investigations Division Lieutenant;
 - b. Criminal Investigations Division Supervisor(s);
 - c. Special Operations Unit Officers;
 - d. Evidence and Property Custodians; and
 - e. Other sworn employees who have direct access to Controlled Dangerous Substances and the Evidence and Property Rooms.

C. Testing for Controlled Substances and/or Alcohol

1. City Random Testing—Police Department employees may be selected from the City Pool for random testing, as stated in City Policy:
 - a. "...no less than 30 % of the pool will be tested at random during a during a 12-month period for controlled substances and 10% for alcohol."
2. Department Annual Unannounced Testing—All Department sworn employees shall be subject to annual unannounced testing—for controlled substances and alcohol—from the Police Department Pool in each 12-month period.
 - a. 100% of Police Department Pool sworn employees shall be tested for controlled substances; and, at the same time,
 - b. At least 25% of those Police Department Pool sworn employees shall be simultaneously tested for alcohol.
3. Department Quarterly Unannounced Testing—All designated Department sworn employees from the Second Police Department Pool shall be subject to testing at least once every quarter in a 12-month period:



The Aberdeen Police Department Policies & Procedures Manual



| | | | |
|---------|----|--------------------------------|-----------------------|
| Chapter | 04 | Administration | GO 19-038, 08/15/2019 |
| Section | 18 | Drug & Alcohol Testing Program | Supersedes GO 18-042 |

- a. 100% of Second Department pool of sworn employees shall be tested for controlled substances.

4. Other Testing

- a. Any employee who is in a motor vehicle accident while driving a Department vehicle shall be subject to testing for controlled substances and alcohol
 - 1) Within 2 hours of the accident, or
 - 2) As soon as possible if there are documented special circumstances that would prevent the employee from meeting the 2-hour time requirement.
- b. Any employee who returns from extended medical leave shall be subject to testing for controlled substances prior to the employee's return to duty.
- c. Any employee who has been accidentally or unintentionally exposed to controlled substances shall be immediately tested for controlled substances; and then shall undergo a follow-up test not more than 30 days from the exposure.

D. Positive Test Result

1. Procedures following a positive test result are detailed in *City of Aberdeen Personnel Policy Manual*.
2. The sworn or non-sworn employee will be notified by the third party administrator's Medical Review Officer before the Chief of Police is notified.
3. Drug testing may not be a final determination for further action.
 - a. The final determination—no action, disciplinary action, treatment, or termination—may be based on an accumulation of information; and will be consistent with policies and the best interests of the Department and the employee.

E. Negative Test Result

1. An employee may presume a drug or alcohol test result is negative unless the employee is otherwise notified.

F. Voluntary Identification

1. The Department encourages any sworn and non-sworn employees who believe he or she has an alcohol or other substance abuse problem to seek help through the Employees Assistance Program (EAP) or other assistance program. (22.2.3) (22.2.6d) (22.2.6e)
2. Department sworn and non-sworn employees, with alcohol or substance abuse problems, who voluntarily come forward prior to notification they have been selected for random or unannounced alcohol and drug testing may not be automatically subject to the disciplinary process.

G. Exposure to Controlled Dangerous Substances (CDS)

1. Any sworn or non-sworn employee who unintentionally ingests, is exposed to, contaminated by, or is made to ingest, a Controlled Dangerous Substance (CDS) shall immediately report the incident to his or her supervisor/commander so that appropriate medical steps may be taken to ensure the member's health and safety.
2. The supervisor will ensure that any employee reporting an exposure receives prompt medical treatment.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 19-038, 08/15/2019

Section 18 Drug & Alcohol Testing Program

Supersedes GO 18-042

3. A preliminary investigation will be completed and documented on an Incident Report by the supervisor or designee concerning the circumstances of the exposure.
4. The supervisor will immediately notify the Chief of Police and the Deputy Chief of Police.

H. Quarterly Test Tracking

1. The Chief of Police shall appoint a designee to track quarterly testing of the Second Police Department Pool employees to ensure testing is up-to-date and on schedule.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 18 Drug & Alcohol Testing Program

GO 19-038, 08/15/2019
Supersedes GO 18-042

A. Policy

1. The City of Aberdeen's (City) policy, "Current Employee Random Testing for Drug and/or Alcohol Use", in the *City of Aberdeen Personnel Policy Manual* applies to Aberdeen Police Department sworn and non-sworn employees.
 - a. This Department policy supplements, but does not replace, the City's policy.
2. The Department's Drug & Alcohol Testing Program for sworn employees includes two additional pools (groups) of sworn employees.

B. Pools (Groups) of Employees

1. City Pool - All Police Department employees shall be in the City's pool of employees who may be selected for random drug and/or alcohol testing as described in the *City of Aberdeen Personnel Policy Manual*.
2. Police Department Pool – Department sworn employees are included in this separate Police Department pool of sworn employees, in addition to Department sworn employees' inclusion in the City's Pool of employees; and shall be subject to semi-annual unannounced testing as part of the Police Department Pool.
3. Second Police Department Pool – Sworn employees in the following positions shall be included in this second, separate pool, in addition to inclusion in the City's and the Department's pools; and also, shall be subject to quarterly unannounced testing:
 - a. Criminal Investigations Division Lieutenant;
 - b. Criminal Investigations Division Supervisor(s);
 - c. Special Operations Unit Officers;
 - d. Evidence and Property Custodians; and
 - e. Other sworn employees who have direct access to Controlled Dangerous Substances and the Evidence and Property Rooms.

C. Testing for Controlled Substances and/or Alcohol

1. City Random Testing—Police Department employees may be selected from the City Pool for random testing, as stated in City Policy:
 - a. "...no less than 30 % of the pool will be tested at random during a during a 12-month period for controlled substances and 10% for alcohol."
2. Department Annual Unannounced Testing—All Department sworn employees shall be subject to annual unannounced testing—for controlled substances and alcohol—from the Police Department Pool in each 12-month period.
 - a. 100% of Police Department Pool sworn employees shall be tested for controlled substances; and, at the same time,
 - b. At least 25% of those Police Department Pool sworn employees shall be simultaneously tested for alcohol.
3. Department Quarterly Unannounced Testing—All designated Department sworn employees from the Second Police Department Pool shall be subject to testing at least once every quarter in a 12-month period:



The Aberdeen Police Department Policies & Procedures Manual



| | | | |
|---------|----|--------------------------------|-----------------------|
| Chapter | 04 | Administration | GO 19-038, 08/15/2019 |
| Section | 18 | Drug & Alcohol Testing Program | Supersedes GO 18-042 |

- a. 100% of Second Department pool of sworn employees shall be tested for controlled substances.

4. Other Testing

- a. Any employee who is in a motor vehicle accident while driving a Department vehicle shall be subject to testing for controlled substances and alcohol
 - 1) Within 2 hours of the accident, or
 - 2) As soon as possible if there are documented special circumstances that would prevent the employee from meeting the 2-hour time requirement.
- b. Any employee who returns from extended medical leave shall be subject to testing for controlled substances prior to the employee's return to duty.
- c. Any employee who has been accidentally or unintentionally exposed to controlled substances shall be immediately tested for controlled substances; and then shall undergo a follow-up test not more than 30 days from the exposure.

D. Positive Test Result

1. Procedures following a positive test result are detailed in *City of Aberdeen Personnel Policy Manual*.
2. The sworn or non-sworn employee will be notified by the third party administrator's Medical Review Officer before the Chief of Police is notified.
3. Drug testing may not be a final determination for further action.
 - a. The final determination—no action, disciplinary action, treatment, or termination—may be based on an accumulation of information; and will be consistent with policies and the best interests of the Department and the employee.

E. Negative Test Result

1. An employee may presume a drug or alcohol test result is negative unless the employee is otherwise notified.

F. Voluntary Identification

1. The Department encourages any sworn and non-sworn employees who believe he or she has an alcohol or other substance abuse problem to seek help through the Employees Assistance Program (EAP) or other assistance program. (22.2.3) (22.2.6d) (22.2.6e)
2. Department sworn and non-sworn employees, with alcohol or substance abuse problems, who voluntarily come forward prior to notification they have been selected for random or unannounced alcohol and drug testing may not be automatically subject to the disciplinary process.

G. Exposure to Controlled Dangerous Substances (CDS)

1. Any sworn or non-sworn employee who unintentionally ingests, is exposed to, contaminated by, or is made to ingest, a Controlled Dangerous Substance (CDS) shall immediately report the incident to his or her supervisor/commander so that appropriate medical steps may be taken to ensure the member's health and safety.
2. The supervisor will ensure that any employee reporting an exposure receives prompt medical treatment.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration

GO 19-038, 08/15/2019

Section 18 Drug & Alcohol Testing Program

Supersedes GO 18-042

3. A preliminary investigation will be completed and documented on an Incident Report by the supervisor or designee concerning the circumstances of the exposure.
4. The supervisor will immediately notify the Chief of Police and the Deputy Chief of Police.

H. Quarterly Test Tracking

1. The Chief of Police shall appoint a designee to track quarterly testing of the Second Police Department Pool employees to ensure testing is up-to-date and on schedule.