

- I. Policy
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- I. Policy

It is the policy of the Park Police to encourage transfers between *Divisions*, rather than lose employees to another agency. This Directive establishes criteria for a systematic orientation of police officers who transfer between the Montgomery County and the Prince George's County Divisions of the Maryland-National Capital Park and Planning Commission Park Police. This orientation process will apply to officers through the rank of Sergeant.

- II. Program Elements

This program will consist of *four* weeks of officer orientation including: Division rules and regulations, Montgomery County ordinances, Division philosophy, Division firearms certification, and geographical patrol areas. If the transfer officer is a Sergeant, elements of supervision will also be included. An outline of the program is shown below.

- A. Division Rules and Regulations

The orientation officer will give the transfer officer an overview of the Division rules and regulations. The transfer officer will be responsible for *an understanding of* all *Division Directives*. Any other information that is deemed necessary for the officer to be aware of *may* be added to this section at the time it is determined.

- B. County Ordinances

The orientation officer or other specialized officer will instruct the transfer officer in the pertinent County Codes. This phase of orientation is important in that the information will be extremely applicable to daily patrol activities. This knowledge of County Codes is vital. The transfer officer will also be given instruction in the various Mutual Aid Agreements this Division maintains with other law enforcement agencies. This section *provides* the officer a good understanding of the Montgomery County Park Police Division jurisdiction and codes that apply.

- C. Division Philosophy

The orientation officer will give the transfer officer an overview of the Division philosophy. This information will be supplemented by discussions with *supervisors, Command Staff* and the Chief, Park Police Division. The officer will also have the opportunity to discuss this with other street officers.

D. Geographical Patrol Area

The transfer officer will ride with the orientation officer on patrol for *a minimum of 40* hours. This portion of orientation may be extended into the time designated for other segments as deemed necessary by the transfer officer, orientation officer and Section Commander. This *provides* the officer a practical education in the geography of the county, identified problem areas, community activities and all county parks that are under the jurisdiction of the Montgomery County Park Police Division.

E. Division Firearms Qualification

The transfer officer must be certified in the firearm that is used *by* the Montgomery County Park Police Division. If the officer is not certified prior to joining the Division, immediate steps must be taken to enroll the officer in a certification class that will be completed before the officer is issued a Division firearm. This will be a top priority in the orientation program.

F. Elements of Supervision (Sergeants Only)

The transfer Sergeant will be given an overview of the supervisory practices of the Montgomery County Division. He/She will be given instruction in this area by a supervisor in the Unit to which he/she will be assigned. This will be considered to be a phase of the orientation program; any further instruction in this area should be sought through the Division Training Program.

G. Transfer Orientation Extension Policy

The transfer orientation program may be extended when deemed necessary by Section Commander. This policy will provide for further attention in problem areas that could hinder the officer's performance or jeopardize officer safety. The extension allows the transfer officer to work with his/her Orientation Officer (or another specialized officer) on particular areas of concern without the pressure of the two week time limit. It should be viewed as a positive decision, instructive in intent, and meant to allow the officer to better adapt to his/her new environment.

III. Responsibilities

A. Assigned Commander/Officer

1. It is the responsibility of the assigned Commander/Officer to obtain and review the officer's personnel file from the Division that the officer is transferring from. The personnel file will consist of:
 - a. The employee's training,
 - b. Personnel history; and
 - c. Performance evaluations, including exit evaluation.
2. The assigned Commander/Officer will coordinate and review the orientation responsibilities of *Patrol Operations* and *Support Operations Branches*.

3. The assigned Commander/Officer will make final recommendations *through their chain of command* to the Division Chief, upon completion of the officer's orientation.

B. Commanders

1. It is the responsibility of the *effected section* Commander to plan, schedule, and coordinate a functional orientation of transfer personnel, with specific regard to the following:
 - a. Knowledge of work schedule and reporting times;
 - b. Commission vehicle accident reporting manual;
 - c. Employee injury procedure;
 - d. Performance evaluation tasks/functions;
 - e. Codes and signals used by the Division;
 - f. Patrol beat structure;
 - g. Learning the geographical patrol area of assigned stations; and
 - h. Selected County ordinances.
2. The Commander will ensure that the transfer officer demonstrates the required working knowledge, skills and abilities of their prescribed job classification.
3. The Commander will review all requests for training in areas where officers are identified to be deficient.
4. Upon completion, the Commander will submit certification that this phase of orientation was successfully completed by the transfer employee.

C. *Management and Technology* Commander

1. It is the responsibility of the *Management and Technology* Commander to plan, schedule, and coordinate a functional orientation of transfer personnel, with specific regard to the following:
 - a. Audit of issued uniform and equipment, including serviceability;
 - b. Supplemental issue of divisional uniform and equipment;
 - c. Standard issue of citations, articles, digests, and manuals;
 - d. Issue of keys;
 - e. Weapons qualification;
 - f. A review of Division and Interim Directives;
 - g. Explanation of reports used by the Division, and report writing procedures; and
 - h. Mutual Aid Agreements.
2. The *Management and Technology* Commander will submit certification that this phase of orientation was successfully completed by the transfer employee.

**Approved Park Police Document
Signed Original on File**

End of Directive