

**DEPARTMENT OF
NATURAL RESOURCES**

MARYLAND PARK SERVICE

POLICY MANUAL



ISSUED BY AUTHORITY OF

RANGER NITA SETTINA

SUPERINTENDENT

EFFECTIVE DATE: 1 JULY 2013

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**RANGER NITA SETTINA
SUPERINTENDENT**

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**POLICY MANUAL
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**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-01
1 July 2013**

MISSION AND GOALS

I. General

A mission statement and broad organizational goals are important aspects of strong central management. They form the cornerstone of effective and efficient work planning, and establish a foundation upon which specific program objectives and targets are built.

II. The mission and goals of the Maryland Park Service are:

A. Mission

To manage the natural, cultural, historical and recreational resources to provide the best use for the benefit of people.

B. Goals

1. Promote, cultivate and expand public knowledge, understanding, appreciation and support for the resources and services managed by the Maryland Park Service.
2. Operate the Maryland Park Service in a manner which generates an atmosphere of teamwork, shared information, cooperation and trust at all levels of employment.
3. Manage the Maryland Park Service in a manner that ensures the maximum benefit from each dollar and hour of labor expended.
4. Promote the management of natural and cultural resources to ensure continuing benefits for present and future generations.
5. Provide diverse recreational services with an emphasis upon public safety and the provision of neat, clean, well-maintained resources.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-02
1 July 2013**

**RULES OF CONDUCT FOR EMPLOYEES OF
THE MARYLAND PARK SERVICE**

I. Definitions

- A. "Department" means the Department of Natural Resources.
- B. "Agency" means the Maryland Park Service.
- C. "Employee" means an individual employed by the State of Maryland in the skilled service, professional service, management service, executive service, or under special appointment.
- D. "Superintendent" means the Superintendent of the Maryland Park Service.

II. Policy

- A. It shall be the policy of the Agency to require all employees to comply with the Rules of Conduct as herein stated and with all additions and amendments that may, from time to time, be promulgated, and with all other orders or directives, either verbal or written, which may be issued at any time by competent authority. The violation of any Rule of Conduct, procedure, or lawful order, whether written or verbal, will make the violator subject to disciplinary action, at the discretion of the Superintendent.
- B. Ignorance of the rules, procedures, or orders of the Agency or Department shall not be considered as justification for any violation. An employee shall be responsible for his own actions and he may not shift to others the burden of responsibility for adherence to these Rules of Conduct.
- C. It shall be the policy of the Maryland Park Service to hold Agency employees accountable for actions contrary to those standards set forth in § 11-105 of the State Personnel and Pensions Article, Annotated Code of Maryland, and those actions identified as employee misconduct in COMAR 17.04.05.04.
- D. Nothing in this policy shall be construed to countermand any laws, regulations or procedures established for setting standards of conduct for employees of the State of Maryland, and in cases where this policy conflicts with those laws or regulations, the law or regulation will be controlling.

III. Disciplinary Actions Relating to Employee Misconduct

A. This section conforms to COMAR 17.04.05.04, and applies to an employee in the skilled and professional services. This section does not apply to an employee under special appointment.

B. An employee may be disciplined for engaging in any of the following actions:

1. Being negligent in the performance of duties;
2. Engaging in intentional misconduct, without justification, which injures another person, causes damage to property, or threatens the safety of the work place;
3. Being guilty of conduct that has brought or, if publicized, would bring the State into disrepute;
4. Being unjustifiably offensive in the employee's conduct toward fellow employees, wards of the State, or the public;
5. Violating a provision of State Personnel and Pensions Article, Title 2, Subtitle 3; Title 15; or § 9-607; Annotated Code of Maryland;
6. Stealing State property with a value of \$300 or less;
7. After notification, continuing to engage in another business, trade, or occupation, which conflicts with the employee's position, or which prevents the employee from satisfactorily performing the duties of the employee's position;
8. Engaging in conduct involving dishonesty, fraud, deceit, misrepresentation, or illegality;
9. Causing damage to public property or wasting public supplies through negligence, recklessness, or willful conduct;
10. Willfully making a false official statement or report;
11. Knowingly assisting another in conduct that is a violation of the State Personnel and Pensions Article, Annotated Code of Maryland, Chapter 17.04.05 of the Code of Maryland Regulations, or any other lawful agency policy;
12. Violating a lawful order or failing to obey a lawful order given by a superior, or engaging in conduct, violating a lawful order, or failing to obey a lawful order which amounts to insubordination;

13. Engaging in discrimination prohibited by law;
14. Using leave contrary to law or policy; or
15. Committing another act, not previously specified, when there is a connection between the employee's activities and an identifiable detriment to the State.

C. The actions in subsection B of this section are in addition to the automatic causes for termination enumerated in § 11-105 of the State Personnel and Pensions Article, Annotated Code of Maryland, and subsection V of this policy.

IV. Employees in the Management Service, Executive Service, and Under Special Appointment (pursuant to COMAR 17.04.05.05)

A. An appointing authority may take any of the disciplinary actions specified in §§ 11-104 and 11-105 of the State Personnel and Pensions Article, Annotated Code of Maryland, against an employee in the management service, the executive service, or under special appointment.

B. Each employee subject to this section serves at the pleasure of the appointing authority and may be terminated or disciplined for any reason that is not illegal or unconstitutional, solely in the discretion of the appointing authority.

V. Automatic Termination of Employment (pursuant to § 11-105 of the State Personnel and Pensions Article, Annotated Code of Maryland)

The following actions are causes for automatic termination of employment:

1. Intentional conduct, without justification, that:
 - a. Seriously injures another person;
 - b. Causes substantial damage to property; or
 - c. Seriously threatens the safety of the workplace;
2. Theft of State property of a value greater than \$300;
3. Illegal sale, use, or possession of drugs on the job;
4. Conviction of a controlled dangerous substance offense by an employee in a designated sensitive classification;
5. Conviction of a felony;

6. Accepting for personal use any fee, gift, or other valuable thing in connection with or during the course of State employment if given to the employee by any person with the hope or expectation of receiving a favor or better treatment than that accorded to other persons;

7. a. Violation of the Fair Election Practices Act; or

b. Using, threatening, or attempting to use political influence or the influence of any State employee or officer in securing promotion, transfer, leave of absence, or increased pay; and

8. Wantonly careless conduct or unwarrantable excessive force in the treatment or care of an individual who is a client, patient, prisoner, or any other individual who is in the care or custody of this State.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-03
1 July 2013**

**RULES OF CONDUCT
FOR LAW ENFORCEMENT OFFICERS
OF THE MARYLAND PARK SERVICE**

I. Definitions

- A. "Department" means the Department of Natural Resources.
- B. "Agency" means the Maryland Park Service.
- C. "Officer" means a sworn member of the Agency who is authorized by law and certified by the Maryland Police and Correctional Training Commission to make arrests.
- D. "Superintendent" means the Superintendent and Deputy Superintendent of the Maryland Park Service.

II. Policy

- A. It shall be the policy of the Agency to require all Officers to comply with the Rules of Conduct as herein stated and with all additions and amendments that may, from time to time, be promulgated, and with all other orders or directives, either verbal or written, which may be issued at any time by competent authority. The violation of any Rule of Conduct, procedure, or lawful order, whether written or verbal, will make the violator subject to disciplinary action.
- B. Ignorance of the rules, procedures, or orders of the Agency or Department shall not be considered as justification for any violation. An Officer shall be responsible for his own actions and he may not shift to others the burden of responsibility for executing or failing to execute any lawful order or police duty.

III. Unbecoming Conduct

- A. Every Officer shall conduct himself at all times, both on and off duty, in such a manner as to reflect most favorably on the Agency. Conduct unbecoming an Officer shall include that which tends to bring the Agency or Department into disrepute or reflects discredit upon the Officer as a representative of the Agency, or that which tends to impair the operation or efficiency of the Agency or Officer.

B. No commander or supervisor shall injure or discredit a subordinate through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language.

C. No Officer shall maliciously threaten, strike, or assault any other employee of the Agency.

IV. Immoral Conduct

Every Officer shall maintain a level of moral conduct in his personal affairs that is in keeping with the highest standards of the law enforcement profession. No Officer shall be a participant in any incident involving moral turpitude which tends to impair, or does impair, his ability to perform as a law enforcement officer or as an employee of the Department, or causes the Agency to be brought into disrepute.

V. Conformance to Laws

An Officer shall not violate his oath of office and trust, or any other condition of his employment with the State of Maryland, or commit an offense punishable under the laws or statutes of the United States or any laws of the State of Maryland, or any other State, or public local laws or ordinances. Any Officer who has been charged with a violation of any law, statute, or public local law or ordinance stipulated in this section, except vehicle parking violations, must report the facts concerning such violation immediately to his supervisor, who shall forward the report through the chain of command. Any Officer convicted of a felony, or a misdemeanor punishable by imprisonment for 1 year or more, shall, within 30 days of the conviction give written notification of the conviction to the Superintendent and the Executive Director of the Maryland Police and Correctional Training Commission.

VI. Insubordination

A. Officers shall, unless otherwise directed by competent authority, transact all official business with Officers senior in rank or classification only through the official chain of command.

B. An Officer shall promptly obey all lawful orders of a superior. This will include orders from a superior relayed by an Officer of the same or lesser rank or position. A "lawful order" is any order, either verbal or written, which an Officer should reasonably believe to be in keeping with the performance of his duties.

C. Officers shall obey all orders from superiors, whether written or verbal, except when compliance with such orders would require the commission of an illegal act. No Officer, without justification, shall intentionally issue an order that is contrary to any order issued by his superior. Officers to whom conflicting orders

are issued shall call immediate attention to such conflict. However, if the conflict is not resolved, the last order shall be obeyed.

D. Any order may be countermanded in cases of emergency. An Officer countermanding a prior order shall immediately report the reason to his supervisor. Responsibility for all prudent and reasonable actions necessary for compliance with orders will remain with the superior issuing the order. Accountability for all actions taken in compliance with orders remains with the personnel taking such action.

VII. Abuse of Position

A. An Officer is prohibited from using his official position or his official identification card or badge for personal or financial gain, or as a means of obtaining privileges not otherwise available to him, or for avoiding consequences of illegal acts. An Officer may not lend his identification card or badge to another person, or permit it to be photographed or reproduced without the approval of the Superintendent.

B. An Officer shall not permit or authorize the use of his name, photograph, or official title identifying him as an employee of the agency in connection with testimonials or advertisements of any commodity or commercial enterprise, or for personal reasons without the approval of the Superintendent.

C. No Officer shall sign a petition, without the authority of the Superintendent, when his signature indicates he is an employee of the Agency, nor shall any Officer sign any petition that has an unlawful purpose. However, any Officer may sign a lawful petition as a private citizen.

D. An Officer shall not address a public gathering, appear on radio or television, or prepare any article for publication, for the purpose of releasing or divulging investigative information or any other matters of the Agency, either in an official or unofficial capacity, without first having obtained permission from his supervisor.

VIII. Criticism

An Officer shall not criticize or ridicule the Agency or any other State agency, or the Maryland Judiciary, their policies, or their officers by speech, in writing, or by expression in any other manner, when such speech, writing, or other expression is defamatory, obscene, unlawful, exhibits a reckless disregard for truthfulness, or tends to undermine the operation of the Agency, other State agencies, or the Judiciary by impairing their efficiency or interfering with their operation or maintenance of discipline.

IX. Courtesy

A. An Officer shall be courteous to the public. He shall be tactful in the performance of his duties, shall control his temper and exercise utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of his duties, he shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, sexual orientation, or other personal characteristics.

B. Officers shall at all times show respect for their fellow Officers.

C. Officers shall conform to the rules of military courtesy and military discipline, as prescribed by the Superintendent.

X. Requests for Assistance

A. When the public requests assistance or advice, either by telephone or in person, all pertinent information shall be taken in an official and courteous manner, and shall be acted upon consistent with established Agency procedures.

B. Officers shall not act in an official capacity without authority in any civil case, except where such action will prevent a breach of the peace or assist in quelling a disturbance.

XI. Citizen Complaints

An Officer shall courteously and promptly accept any allegation or complaint made by a citizen against any employee of the Agency. The receipt and processing of all complaints shall be in conformance with established Agency procedures.

XII. Associations

A. An Officer shall avoid associations or dealings with persons whom he knows, or should know, are racketeers, gamblers, felons, persons under criminal investigation or indictment, or others who have a reputation in the community for felonious or criminal behavior, except as directed otherwise by a supervisor.

B. No Officer shall in any manner affiliate himself with any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny any person his rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means.

XIII. Agency Communications

A. An Officer shall submit all reports, both oral and written, required by the Agency, on time and in accordance with established procedures. All official business transacted must be processed through official channels. Reports shall be truthful and complete, and no Officer shall knowingly make, or cause to be made, any inaccurate, false, or improper report.

B. During any administrative investigation an accused Officer shall, at the request of competent authority, submit a report detailing the facts concerning his involvement in the incident where the incident being investigated is related specifically, directly, or narrowly to the performance of his official duties.

C. An Officer shall report to his supervisor all information that comes to his attention concerning criminal activities.

D. An Officer shall treat the official business of the Agency as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established Agency procedures. An Officer may remove or copy official records or reports from an Agency installation only in accordance with established Agency procedures. An Officer shall not divulge the identity of a person giving confidential information, except as authorized by proper authority in the performance of law enforcement duties.

XIV. Reporting for Duty

A. No Officer shall absent himself from duty without properly approved leave.

B. An Officer shall report for duty at the time and place specified by his supervisor, and shall be physically and mentally fit to perform his duty. He shall be properly equipped and cognizant of information required for the performance of duty so that he may immediately assume his duties.

C. If an Officer is unable to report for duty due to sickness or other causes, he shall, as soon as possible, notify his immediate supervisor of the reasons for his absence in accordance with established Agency procedures.

D. Officers, while off duty, shall be subject to call at all times. In the event of an emergency or potential emergency, Officers going off duty will notify their immediate supervisor as to how they may be contacted.

XV. Fictitious Illness or Injury Reports

An Officer shall not feign illness or injury, falsely report himself ill or injured, or otherwise deceive or attempt to deceive any official of the Agency as to the condition of his health.

XVI. Interference with Duty

A. No Officer shall attempt to bring influence to bear on the Superintendent, or any other official, for the purpose of securing promotion or transfer, or to avoid penalties for reprehensible conduct.

B. An Officer shall not interfere with cases assigned to other Officers for investigation without consent, except by order of a supervisor, nor shall he interfere with the operation of a region, division, section, unit, or Park. An Officer shall not undertake any investigation or other law enforcement action that is not a part of his regular duties without first obtaining permission from his superior, unless the situation requires immediate action.

C. No Officer shall be directly or indirectly concerned with making arrangements, agreements, or compromises between a criminal and a person who has suffered from his criminal acts for the purpose of allowing the criminal to escape any punishment prescribed by law. Any Officer having knowledge of such an arrangement, agreement, or compromise shall report such to his immediate supervisor without delay.

D. Officers will not acknowledge another Officer who is in civilian clothes and assigned to investigative or other types of covert work, unless such other Officer acknowledges him first.

XVII. Abuse of Process/Withholding Evidence

An Officer shall not intentionally manufacture, tamper with, falsify, destroy, or withhold evidence or information, or make any false accusations of a criminal, civil, or administrative violation.

XVIII. Evidence/Found and Recovered Property

A. Property which has been received as evidence in connection with investigations or which, for any other reason, comes into the custody of the Agency, will be processed in accordance with established procedures.

B. An Officer shall not convert to his own use, manufacture, tamper with, damage through negligence, destroy, or in any way misappropriate any evidence or any other material or property held in connection with an investigation or other official action, except in accordance with established Agency procedures.

XIX. Neglect of Duty

A. Officers shall be punctual in attendance to all calls, requirements of duty, court appointments, and other assignments where a time is specified.

B. An Officer shall not read, play games, watch television or movies, or engage in any activity or personal business while on duty that would cause him to neglect, or be inattentive to, that duty.

C. The failure of an Officer to take appropriate action, either on or off duty within the limits of his law enforcement jurisdiction, on the occasion of a crime, disorder or other condition deserving police attention shall be considered neglect of duty.

D. An Officer shall not, without proper authorization, absent himself from his assigned patrol during his tour of duty.

E. An Officer shall remain awake and alert while he is on duty. If unable to do so, he shall report to his supervisor, who shall determine the proper course of action. This shall not be construed to prohibit Officers from sleeping on duty due to exceptional work requirements that preclude the use of relief from duty for sleeping.

F. An Officer may be authorized to suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals during the tour of duty, but only for such periods of time and at such time as authorized by his supervisor.

XX. Use of Alcoholic Beverages

A. An Officer shall not drink intoxicating beverages while in uniform or while on duty unless it is necessary for the proper performance of his duty. In every case where it is necessary for an employee to use intoxicating beverages while on duty, permission must be obtained from the Officer's immediate supervisor.

B. An Officer, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in obnoxious or offensive behavior which would tend to discredit him or the Agency, or render him unfit to report for duty.

C. Officers shall not store, or bring into any Agency facility or vehicle, alcoholic beverages, controlled dangerous substances, narcotics or hallucinogens, except alcoholic beverages, controlled dangerous substances, narcotics or hallucinogens which are held for evidence.

D. This shall not prohibit the transportation of alcoholic beverages in an Agency vehicle, or the storage or use of alcoholic beverages in an Agency installation, during an Agency sanctioned function or special occasion when authorized by proper authority.

XXI. Use of Drugs

An Officer shall not unlawfully consume, use or possess a controlled dangerous substance (CDS) while on or off duty. An Officer who is using a prescription or nonprescription drug or substance that may impair or alter his physical or mental abilities shall report such information to his immediate supervisor upon arriving for work or as soon as possible if the Officer knows that he will be under the influence of the substance while on duty.

XXII. Personal Appearance

An Officer shall maintain a neat, well-groomed appearance and wear his uniform consistent with established Agency policy and procedures.

XXIII. Identification

During the time that an Officer is not readily identified by the uniform of the Agency, he shall carry his badge or identification card on his person. He shall at any time furnish his name, identification number and assignment to any person properly entitled to this information except when authorized not to do so by proper authority and when such refusal may be necessary for the proper performance of his duties.

XXIV. Seeking or Accepting Gifts, or Gratuities

An Officer shall not solicit, seek, or accept any gift or gratuity, including food or drink, for himself or others from any individual, business establishment, or merchant.

XXV. Political Activity

The political associations and political conduct of an Officer shall be in conformance with the established policies and procedures of the Department.

XXVI. Labor Activities

A. An Officer has the right to join labor or fraternal organizations, but nothing shall compel the Agency to recognize or to engage in collective bargaining with any such labor or fraternal organization except as provided by law, Executive Order or other authority.

B. No Officer shall engage in any "strike" or "job action." For purposes of this rule, "strike" or "job action" includes, but is not limited to: the concerted failure to report to duty; willful absence from one's position; unauthorized holidays; sickness unsubstantiated by a physician's certification; stoppage of work, or; the abstinence in whole or in part from the full, faithful, and proper performance of

the duties of employment, for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

XXVII. Unsatisfactory Performance

A. Officers shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Officers shall perform their duties in a manner that will maintain the highest standards of efficiency in carrying out the functions and objectives of the Agency and Department.

B. Unsatisfactory performance may be demonstrated by: lack of knowledge regarding the application of laws required to be enforced; unwillingness or inability to perform assigned tasks; failure to conform to work standards established for the Officer's rank, grade, or position, or; failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving attention.

C. In addition to other indicators of unsatisfactory performance, repeated poor evaluations, or a written record of repeated infractions of rules, regulations, directives or orders of the Department or Agency will be considered prima facie evidence of unsatisfactory performance.

XXVIII. Treatment of Persons in Custody

A. An Officer shall not mistreat persons who are in his custody. He shall handle persons in accordance with established Agency procedures.

B. No Officer shall, without proper authority, release any prisoner in his charge or, through neglect or design, allow any prisoner in his charge to escape.

XXIX. Use of Force

An Officer, acting in his official capacity, shall not use unnecessary or excessive force.

XXX. Weapons

Weapons shall not be used or handled in a careless or imprudent manner and shall be used in accordance with established Agency policy and procedures.

XXXI. Use of Departmental Equipment

A. Agency equipment shall be utilized in accordance with established Agency procedures and shall not be abused, damaged, altered, or, through negligence,

lost. No Officer shall cause or contribute to the damage, abuse, alteration, or loss of any Departmental equipment through negligence or carelessness.

B. An Officer under suspension shall turn in such Departmental issued equipment as may be designated by the conditions of his suspension.

C. An Officer shall operate an official vehicle in a careful and prudent manner, and shall not through negligent or careless operation incur, or cause to be incurred, damage to Departmental property or to the property of another. He shall obey all laws of the State of Maryland and all local ordinances, and conform to all Agency procedures and regulations pertaining to such operation.

D. Damage to, or loss of, Departmental equipment shall be reported to a supervisor as soon as possible.

E. No Officer shall have any item of Departmental equipment repaired, adjusted or modified without official authorization.

F. Only employees of this Agency shall be permitted to operate, or attempt to operate, any Agency-owned vehicle, or use any Agency-issued firearm, or use any other item of property owned by the Agency. Specific exceptions to this rule may be authorized by the Superintendent.

G. State equipment may not be used for personal gain. State equipment may not be used for personal purposes without prior approval from the appropriate authority.

XXXII. Telephone

Officers shall have telephones in their residence and/or on their person, shall provide the appropriate contact information to their supervisor, and shall immediately report any change of telephone numbers or addresses to their supervisor and to such other persons as may be appropriate.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-04
1 July 2013**

PHYSICAL CUSTODY ARRESTS - NON-RESIDENTS

General

A. It shall be the policy of the Maryland Park Service to issue citations, in lieu of arrest, to non-residents of the State for certain violations of the Natural Resources Article. The Ranger preparing the citation may allow non-residents to sign the citation and proceed when either of the following criteria is present:

1. The offense charged is not punishable by a period of incarceration as set forth in statute, or;

2. The Fine & Bond Schedule issued by the District Court imposes a pre-payable fine of \$250.00 or less.

B. Nothing herein shall prohibit physical apprehension of a non-resident offender when aggravated circumstances dictate.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-05
1 July 2013**

FIREARMS

I. Authority

This Agency Policy is issued in accordance with Department Policy 01:01 of the Secretary of Natural Resources. It governs the carrying and use of firearms by law enforcement officers and all other employees of the Maryland Park Service.

II. Definitions / Abbreviations

A. Manager - Unless otherwise specified, the use of the term "Manager" in this policy refers to the Maryland Park Service Park or Regional Manager.

B. Ranger – For purposes of this policy, a Ranger is a law enforcement officer, commissioned by the Secretary of Natural Resources as a Forest, Park & Wildlife Ranger as per § 5-206 of the Natural Resources Article, and assigned to the Maryland Park Service.

C. Agency – The Maryland Park Service

D. DNR – Department of Natural Resources

E. MPS – Maryland Park Service

F. Firearms Instructor – A firearms instructor certified by the Maryland Police and Correctional Training Commission (MPCTC).

III. Training and Qualifications

A. Training Standards

Training and qualification guidelines for the Agency will, at a minimum, conform to the standards established by the Maryland Police and Correctional Training Commission.

B. Qualifications – Law Enforcement Officers

1. It is the individual Ranger's responsibility to maintain the Agency's firearms proficiency standards.

2. Qualifications shall consist of the annual firing of one (1) day, and one (1) night (reduced light), qualification course.
3. A minimum score of 70% shall be achieved on all courses.
4. Annual completion of an Agency-approved judgmental course of fire (e.g. Officer Survival, Simunition, F.A.T.S.) is required.
5. Annual completion of an approved practice session.

C. Failure to Meet Qualification Standards

1. During an approved qualification course of fire, all Rangers must qualify and will be subject to the following standards. Rangers of this Agency failing to meet the minimum standards during firearms qualification, as described below, will receive an MPS Notification of Failure form from the Rangemaster on the day of the failure. The appropriate box, describing the failure as listed below, will be checked. Rangers will be given two (2) chances to post a qualifying score on the approved course of fire in a single day.

a. Failure to Meet Minimum Standards - The Ranger:

- i. Achieves a score between 70% and 80%, or;
- ii. Fails To Qualify on the first attempt to qualify.

Quarterly training is required. Weapon is retained by the Ranger.

b. Failure to Qualify – The Ranger achieves a score lower than 70% after two (2) attempts to qualify on a single day. Remedial training and re-testing is required. Weapon is stored in a secure location and the Regional Manager / Supervisor is notified prior to leaving the range.

2. The MPS Notification of Failure form will serve as official notification to Rangers of their status and their responsibility to receive any required training as approved by the Training Division.

D. Procedures

1. Failure to Meet Minimum Standards

a. If a Ranger fails to meet minimum standards during any qualification test, the Ranger shall immediately report the failure to the Ranger's Manager / supervisor.

b. Rangers failing to meet minimum standards shall be placed in Quarterly Training.

c. The Manager will provide for reasonable schedule changes in order to allow the Ranger and firearms instructor to fulfill the requirements of Quarterly training.

2. Failure to Qualify (Agency-issued Handgun)

a. If a Ranger fails the qualification test with the Agency-issued handgun, the Ranger shall immediately report the failure to the Ranger's Manager / Supervisor prior to leaving the range.

b. The Ranger's Manager, or a supervisor designated by the Ranger's Manager, shall:

i. Immediately suspend the Ranger's authorization to operate a marked emergency vehicle;

ii. Immediately reassign the Ranger to non-law enforcement duty, in civilian attire, and allow the Ranger sufficient time to meet the firearms proficiency requirements;

iii. Schedule the Ranger for remedial firearms training within five (5) days; and

iv. Maintain the Ranger in this status until being notified by the firearms instructor that the Ranger posted a qualifying score.

c. After the Ranger posts a qualifying score, the Ranger shall be placed in Quarterly Training.

3. Failure to Qualify (Shotgun)

a. If a Ranger fails to pass the qualification test with the shotgun, the Ranger shall immediately report the failure to the Ranger's Manager.

b. The Ranger's Manager, or a supervisor designated by the Ranger's Manager, shall:

i. Advise the Ranger that he may not utilize an Agency-issued or Agency-approved shotgun.

- ii. Allow the Ranger sufficient time to meet the firearms proficiency requirements;
- iii. Schedule the Ranger for Remedial Training within five (5) working days; and
- iv. Maintain the Ranger in this status until being notified by the firearms instructor that the Ranger posted a qualifying score.

c. After the Ranger posts a qualifying score, the Ranger shall be placed in Quarterly training.

E. Remedial Training

1. The Agency will develop written guidelines establishing the structure and duration of any additional training deemed appropriate for Rangers who have failed any qualification course, or who were required to attend any remedial training or re-testing.
2. The firearms instructor will ensure that a copy of the MPS Notification of Failure form is forwarded to the Training Division, and to the Manager / supervisor of the involved Ranger, in the most expedient manner. Appropriate administrative action will be initiated by the Ranger's Manager when Remedial Training or re-testing is required.
3. The Ranger's Manager will schedule the employee for Remedial Training and re-testing.
4. Whenever feasible, the firearms instructor issuing a re-test notice will not conduct the re-test, but may assist with Remedial Training.
5. Remedial Training Program

- a. Instruction to begin within five (5) days of Failure to Qualify.
- b. Training program to consist of an Agency-approved Remedial Training program.
- c. Upon completion of Remedial Training, the Ranger will be given one attempt to qualify, without any practice or warm-up on the day of qualification.
- d. Upon qualification, the Ranger shall be placed in Quarterly Training.

6. Quarterly Training Program

- a. Instruction shall be conducted every quarter during the 12 month period immediately subsequent to the failure.
- b. Instruction shall consist of one (1) day of training.

F. Recurring Failure To Qualify

1. Recurring Failure To Qualify may subject the Ranger to administrative action.
2. Any Ranger who Fails to Qualify with the same model weapon in any two (2) of six (6) consecutive authorized qualification sessions will be deemed a "Recurring Problem Shooter."
3. Failure to Qualify with the same model weapon in any three (3) of six (6) consecutive authorized qualification sessions may be grounds for dismissal.

G. Failure After Remedial Training

1. Upon notification of a Ranger's failure to successfully complete any firearms qualification test following Remedial Training as specified in this Policy, the Ranger's Manager shall:
 - a. Immediately reassign the Ranger to non-law enforcement duty, in civilian attire;
 - b. Immediately suspend the Ranger's law enforcement powers;
 - c. Immediately prohibit the Ranger from wearing or utilizing any firearm. Note: the Ranger will be permitted to use the firearm for the purpose of Remedial Training, but only while under the supervision of a firearms instructor;
 - d. Immediately schedule the Ranger for a medical examination to determine fitness for duty. Based on the results of the medical examination the Ranger may be scheduled for an additional 40 hours of firearms training by the Training Division; and
 - e. Maintain the Ranger in this status until being notified by the firearms instructor that the Ranger posted a qualifying score.

2. A Ranger's Failure to Qualify will be documented by the firearms instructor and forwarded through the chain of command to the Superintendent.

3. Any Ranger who fails to qualify within thirty (30) calendar days after being notified of a Failure to Qualify may be subject to dismissal. The Training Division will notify the Maryland Police and Correctional Training Commission, which may initiate its own independent actions.

H. Qualifications – Civilian Employees

1. It is the employee's responsibility to maintain the Agency's firearms proficiency standards.

2. Qualifications shall consist of the annual firing of one (1) qualification course for each firearm (rifle or shotgun) that the employee is authorized to use.

3. A minimum score of 80% shall be achieved on all courses.

4. Annual completion of the Civilian Firearms Training Program is required.

I. Failure to Meet Qualification Standards

1. During an approved qualification course of fire, all authorized employees must qualify and will be subject to the following standards:

a. Employees must achieve a qualifying score in no more than two (2) attempts per approved qualification course.

b. Failure to qualify will result in the suspension of the employee's authorization to use a firearm (rifle or shotgun) for any purpose.

c. Notification of employee's failure to qualify will be made in writing by the Agency's NRA Firearms Instructor to the employee's park manager, with a copy to the Firearms Training Unit.

d. Remedial firearms training may be provided as needed.

2. Recurring failure to qualify may subject the employee's authorization to use firearms for wildlife management to permanent revocation.

IV. Armorers and Inventory

A. Agency Armorer

1. The Agency shall designate a person(s) to perform the duties of the Agency Armorer.
2. The Agency Armorer's responsibilities include:
 - a. Ensuring the inspection and safety of all firearms;
 - b. Approving the training material and curriculum, and ensuring consistent application of the training;
 - c. Ensuring security, accountability and inventory of all Agency, confiscated, and forfeited firearms;
 - d. Maintaining and repairing all firearms;
 - e. Designating and issuing approved ammunition; and
 - f. Any other duties necessary for the safety and security of firearms.
3. The Agency Armorer is authorized by the Superintendent to issue / transfer firearms.

B. Inventory

1. The Agency Armorer shall maintain an inventory of all firearms, to include:
 - a. Description
 - b. Make and model
 - c. Caliber or gauge
 - d. Employee assignment
 - e. Facility location
2. The Agency Armorer shall certify the inventory annually.
3. Current inventory information shall be maintained on DNR's Automated Equipment Inventory System.

4. The DNR Property Officer and DNR auditors will perform periodic examinations of inventory records to ensure accuracy.

C. Confiscated / Forfeited Firearms

1. Prior to placing a confiscated / forfeited firearm in use, the Agency Armorer shall inspect the firearm to ensure safe operation.

2. Any confiscated / forfeited firearm not required for DNR use shall be disposed of in accordance with the approved procedures.

V. Firearms, Weapons System and Related Equipment

A. Issued Handguns

1. Rangers, upon meeting both Maryland Police and Correctional Training Commission standards and MPS standards for certification and qualification, will be issued a handgun for use as a primary firearm. The following standards are in effect at all times, including during any qualification or training session.

a. The firearm will not be modified in any manner, with the exception of grips supplied with the issued firearm.

b. When on duty and in uniform, Rangers will carry the issued handgun, with the safety on (if applicable). Rangers holding the rank of Sergeant and below will carry the entire weapons system, to include:

i. Agency-issued firearm;

ii. Agency-issued handcuffs;

iii. Extra Agency-issued ammunition;

iv. Agency-issued baton; and

v. Agency-issued pepper spray.

c. When on duty and not in uniform, the firearm (either Agency-issued or Agency-approved) will be carried, in an approved holster, with safety on (if applicable). Rangers must also carry:

i. a fully-loaded extra magazine;

- ii. non-lethal weapon;
- iii. restraint device; and
- iv. Maryland Ranger badge displayed in proximity to the firearm.

d. Rangers may carry a personally-owned and Agency-approved handgun when on duty and in uniform as a secondary firearm only. The secondary firearm must be carried in an approved holster and concealed from view. A secondary firearm that is manufactured with an external mechanical safety must be carried with the safety in the “on” or “safe” position.

2. Agency-issued handguns must be inspected by a Firearms Instructor or Agency Armorer for safety, reliability, and accuracy before the handgun is issued to a Ranger. Monthly maintenance inspections must be conducted by assigned personnel at the Regional / Park level and recorded on the Firearms Inspection Log maintained in the Regional / Park office. These inspections must include all Agency-issued and Agency-approved firearms. It is the Manager’s responsibility to have issued or approved firearms inspected monthly.

3. When off-duty, a Ranger may carry either an Agency-issued or Agency-approved handgun when, in the Ranger’s judgment, there is sufficient justification to do so. The firearm will be concealed from view when in a public setting.

4. The Superintendent, or his designee, may grant exceptions to this section. The Superintendent’s intent is that all law enforcement officers of the Maryland Park Service be armed when on duty. While the Superintendent recognizes the unique nature of the Ranger’s duties, exceptions to this rule shall be rare, based on a logical review of those duties and assignments, and limited to those circumstances where the carrying of the weapon is impractical or unsafe. In order to implement the above-stated intent, while not unduly removing decision-making authority from Agency supervisors, the Superintendent has delegated the authority to grant the required exceptions. As such, any person in the law enforcement officer’s chain of command may grant these exceptions.

B. Shotguns and Rifles

1. It is the general policy of DNR not to authorize the carrying of rifles in Agency-owned vehicles / vessels. In emergency situations indicating the need for a rifle, or in circumstances as stipulated in subsections (7) and

(9) of this section, Managers may authorize qualified personnel to carry and use only Agency-issued or Agency-approved firearms of this type.

2. Vehicles / vessels may be equipped with Agency-issued or Agency-approved shotguns. Other vehicles / vessels may be equipped in accordance with the Manager's discretion, upon justification.

3. Rangers may elect to secure Agency-issued or Agency-approved shotguns in the mounted carriers in vehicles equipped with same. Shotguns carried in vehicles not equipped with mounted carriers will be secured in carriers equipped with a locking mechanism installed in trunks and storage areas. If a vehicle is not equipped with a carrier, the shotgun will be secured and kept in the issued or approved case and stored in the trunk of sedans, passenger compartment of pickup trucks, or rear of utility vehicles, until the circumstances of an assignment indicate the need for a shotgun. Shotguns may then be relocated to the passenger area of the vehicle. Rangers will ensure that shotguns not secured in carriers are concealed from public view when vehicles are unattended.

4. Shotguns will be maintained in "Car Carry Condition" while on patrol, which is defined as:

a. Chamber empty;

b. Action closed;

c. Hammer down;

d. Safety on; and

e. Magazine fully loaded with "00" buckshot (once removed from the vehicle / vessel, Rangers may temporarily load rifled slugs in place of buckshot, at their discretion).

5. Shotguns issued by the Agency must be inspected by a Firearms Instructor or Agency Armorer for safety, reliability, and accuracy before the shotgun is carried in a patrol vehicle / vessel or issued to a Ranger.

6. All personnel will demonstrate their proficiency in the use, security, safety, cleaning, and care of shotguns to a Firearms Instructor during qualification classes or formal training.

7. On occasion, Rangers working in an undercover capacity may need to disguise themselves while on duty. Notwithstanding the provisions of this section, a Manager may authorize the use of otherwise standard, non-

agency firearms during special undercover investigations or assignments. A Ranger utilizing a firearm as authorized by this section must qualify with the firearm by completing an Agency-approved course for the weapon. Authorization must be given for each specified assignment.

8. Rangers may purchase and carry, at their own expense, a shotgun of the same manufacture, model, and gauge as the Agency-issued shotgun.

9. Rangers, and other authorized personnel, of the Maryland Park Service who are appropriately trained and qualified may use approved rifles and/or shotguns for effective wildlife management, in accordance with existing policies and procedures.

a. Firearms must be kept in cases and stored in the trunk of sedans, passenger compartment of pickup trucks, or rear of utility vehicles, until the circumstances of an assignment indicate the need for a rifle for effective wildlife management. Rangers and other authorized personnel must ensure that firearms are concealed from public view at all times.

b. Before a firearm is carried on-duty in a vehicle / vessel, it must be inspected by a firearms instructor for safety, reliability, and accuracy. Rangers and other authorized personnel approved to carry a firearm must demonstrate to an agency firearms instructor their proficiency in the firearm's use, security, safety, cleaning and care.

c. Rifles / shotguns used for wildlife management purposes must be:

i. .17 or .22 caliber rimfire / 12 or 20 gauge only;

ii. Of modern manufacture, with any action type;

iii. Either scoped or open sighted; and

iv. Without any modifications, except sighting devices.

d. Firearms stored or carried in a vehicle / vessel for wildlife management must be unloaded.

10. Authorized civilian personnel of the Maryland Park Service who are appropriately trained and qualified may purchase, at their own expense, a shotgun or rifle to be used for wildlife management.

11. The Superintendent may authorize exceptions to any part of this section.

C. Personally-Owned Handguns

1. All personally-owned handguns must be inspected by a Firearms Instructor for safety, reliability, and accuracy before they may be carried on-duty or off-duty by Rangers.

2. Rangers must demonstrate their proficiency, to a Firearms Instructor, in the use, security, safety, cleaning and care of each firearm before being authorized to carry it. The Ranger must post a qualifying score on a course designed for the particular weapon.

3. Rangers wishing to qualify with a variety of holsters may do so in one fifty (50) round course of fire.

4. The Firearms Instructor will submit all necessary forms, containing a description and evaluation of the firearm, and a recommendation as to its serviceability.

a. The original of the form will be placed in the Ranger's training file. The form will serve as official notification that the Ranger intends to carry a personally-owned handgun.

b. A copy of the form will be forwarded to the Superintendent, the Ranger's Manager, and the Ranger.

5. Rangers will provide their own ammunition, which must be Agency-approved, for all personally-owned handguns.

6. Annual proficiency training for personally-owned off-duty firearms will be provided to all Rangers as needed. The Agency may continue to re-certify Rangers who wish to retain their revolver certification if they have completed an Agency-approved revolver conversion course applicable to the firearm.

7. Personally-owned revolvers must meet the following standards:

a. Capable of firing double action;

b. A cylinder capable of holding at least five (5), and no more than seven (7) rounds;

c. A barrel length of not less than two (2) inches and no more than four (4) inches; and

d. Either 9mm, .38 special, .357 magnum, .41 magnum, .44 special or .44 magnum calibers.

8. Personally-owned semi-automatic pistols must meet the following standards:

a. If equipped with an external hammer, it must be equipped with a decock lever, which will allow the cocked hammer to be lowered without pulling the trigger (double action-only firearms excluded);

b. The first shot must be of a double action design; and

c. The caliber may not be less than .380.

9. The Superintendent may grant exceptions to this section.

D. Ammunition

1. Only Agency-issued and approved ammunition may be utilized in Agency firearms.

2. Ammunition for personally-owned, Agency-approved handguns must be:

a. Factory-loaded ammunition;

b. Jacketed or semi-jacketed bullet, hollow-point design (no wadcutters); and

c. Produce a muzzle velocity of at least 850 fps.

3. Only Agency-approved ammunition will be carried in personally-owned and Agency-approved shotguns and rifles.

4. Agency-issued ammunition shall be properly secured and kept out of the reach of the public.

5. Agency-issued ammunition shall be provided the same degree of security and safety as that afforded firearms.

E. Weapons System

1. Rangers will use only Agency-issued or Agency-approved holsters and belts.
2. The Agency-issued or Agency-approved weapons belt, trouser belt, handgun, holster, handcuff case, magazine case, baton, and pepper spray will be worn at all times by Rangers holding the rank of Sergeant and below while in uniform. Rangers holding the rank of 2nd Lieutenant and above will wear the Agency-issued or Agency-approved handgun, holster, belt, non-lethal weapon, fully-loaded extra magazine and restraint device.
3. Regional Managers may exempt Rangers holding the rank of Sergeant or below from wearing the standard weapons system when the Ranger is not performing routine patrol functions.
4. The Superintendent may grant exceptions to this section.

VI. Security and Care

A. Safety and Security

1. Only Rangers and specifically authorized civilian employees (e.g. hunter safety instructors) may use, clean, or otherwise handle Agency-issued firearms.
2. Prior to cleaning, all firearms will be checked to ensure that they are unloaded and safe. It is imperative that cleaning is done in a safe location, free from distraction.
3. All firearms should be unloaded in a safe place.
4. All firearms must be made safe, or secured in a safe manner, before storage at an installation, or in the home of a Ranger.
5. Firearms will be kept out of the reach of the public and will not be left unsecured. Safety measures will be utilized when firearms are secured at Agency facilities (e.g. gun safes, interior vaults, alarm systems, etc.).
 - a. Access will be restricted to authorized Rangers and employees trained in firearms safety.
 - b. Managers are responsible for the security of firearms at their facilities.

c. Security will be reviewed periodically and approved by:

i. The Property Officer for DNR; and

ii. Representatives of the DNR Management Analysis and Audit Unit.

6. Special measures will be used to secure firearms in vehicles.

a. Handguns left in vehicles will be locked either in the glove compartment or the trunk.

b. Special measures will be utilized to secure firearms in vehicles without trunks, or with glove compartments incapable of being locked. Handcuffs may be utilized to secure firearms to structural components of the vehicle's interior, and the firearm covered to conceal it from view.

7. Firearms left in vessels will be locked in the outboard console, or a storage area of large patrol vessels. Under no circumstances will firearms be stored on vessels when the crew is off-duty.

B. Theft or Loss

1. The theft or loss of an Agency-issued firearm will be immediately reported to a supervisor and / or duty officer, and the DNR Communications Center for entry on NCIC.

2. The supervisor and / or duty officer is responsible for the immediate notification of the theft or loss of an Agency-issued firearm to the MPS Superintendent and the Agency Armorer.

3. The Ranger reporting the theft or loss of an Agency-issued firearm will complete an Incident Report by the end of the next working day, and submit a copy through the chain of command to:

a. The appropriate Assistant Secretary of Natural Resources; and

b. Secretary of Natural Resources

4. An investigation shall be completed by the Ranger's supervisor, to determine the cause or circumstances of the theft or loss.

5. A copy of the Incident Report shall be provided to DNR's Director of Management Analysis and Audit through the chain of command within five (5) working days.

C. Repairs and Maintenance

1. Firearms will be cleaned promptly after use, monthly, and as weather and environmental conditions dictate.

2. Agency personnel will regularly inspect their firearms for dirt or corrosion, and will keep them clean and in good condition at all times.

3. To ensure the serviceability of newly-issued, replacement or approved firearms, the Ranger to whom the firearm is issued will qualify with the firearm before it is carried. This will be performed in the presence of a Firearms Instructor.

4. Only the Agency Armorer, or an approved gunsmith, will be allowed to make repairs to, or internal inspections of, Agency firearms.

5. With the exception of firearms that have been submersed, all firearms in need of repair will be handled as follows:

a. The supervisor involved with the firearm transfer will be responsible for notifying the Agency Armorer of the need for repairing the firearm, and for relaying the firearm to the Agency Armorer.

b. The necessary repairs or adjustments will be made to the firearm and the firearm will be test-fired before it is returned to the Ranger.

c. The Agency Armorer will be limited to twelve (12) hours to repair a single firearm. In the event of any delays, the Agency Armorer will notify the Ranger's supervisor, and inform the supervisor of the circumstances related to the delay.

6. Submersed Firearm

a. When a Ranger's firearm becomes submersed in water, the Ranger will flush the firearm and magazine with fresh water and thoroughly clean it. The rounds of ammunition will be towel-dried. The Ranger will then contact his immediate supervisor and the Agency Armorer to receive further instructions.

b. When a firearm has been substantially covered with water (e.g. breaking wave or drenching rainstorm), but not totally submersed, the Ranger must still notify his immediate supervisor. After notifying his immediate supervisor, the Ranger must contact the Agency Armorer to receive further instructions.

c. In any case, if the firearm is totally submersed, or if the Agency Armorer wishes to examine it, the immediate supervisor or Agency Armorer will provide the Ranger with a spare firearm from the Area Office. The Ranger is responsible for the care of the firearm, and for relaying the firearm to the Agency Armorer for repairs.

d. The Agency Armorer will repair the firearm, and return it in accordance with this Agency Policy.

D. Transfers

1. Temporary (Loaner) Firearm

The Agency Armorer will issue the loaner firearm. All temporary transfers are to be recorded with the Agency Armorer.

2. Permanent

Any permanent transfer of an Agency firearm can only be made through the Agency Armorer.

VII. Firearms Discharge and Procedures

A. Discharge of Firearms

1. Under no circumstances will a Ranger discharge a firearm at a person who is running away to avoid arrest on a misdemeanor charge.

2. Firearms are defensive weapons and may only be discharged:

a. In self-defense, or when it is reasonably necessary to protect a fellow law enforcement officer, a prisoner, or any person who is being unlawfully attacked, from death or grave injury.

b. To apprehend a fleeing felon who is running away to avoid arrest under the following conditions:

i. The arrest is for a felony;

- ii. The person effecting the arrest is a law enforcement officer, or is assisting the law enforcement officer;
- iii. Every reasonable attempt to effect custody has failed;
- iv. The law enforcement officer believes such force creates no substantial risk of injury to innocent persons;
- v. The law enforcement officer has probable cause to believe the felony included the infliction or threatened infliction of serious bodily harm, or the use or threatened use of deadly force, and the suspect poses a substantial risk that he would cause death or serious bodily harm to others if apprehension is delayed; and
- vi. Where feasible, a verbal warning has been given. Warning shots are not authorized.

c. To kill a dangerous animal, or to kill an animal so badly injured that humanely dispatching the animal (with the permission of its owner, if available) would prevent further suffering.

d. To give an alarm or call for assistance.

e. When used in practice, or when qualifying on the range.

f. When conducting aversive conditioning of nuisance black bears with approved rubber buckshot.

g. When Maryland Park Service personnel are required to use firearms for effective wildlife management.

B. Departmental Shooting Incident Process

1. Policy - The following procedures will be used to investigate every incident involving the discharge of firearms by Rangers, except when the firearm was discharged:

a. During target practice or ballistic tests;

b. Under circumstances when it became necessary to humanely dispatch a wounded or dangerous animal;

c. For purposes of effective wildlife management;

d. To give an alarm or call for assistance; or

e. When conducting aversive conditioning of nuisance black bears with approved rubber buckshot. In these cases, an "Aversive Conditioning of Nuisance Black Bear / Use of Rubber Buckshot" report form shall be completed after each use of rubber buckshot. This report shall be submitted within three (3) days of the incident, with a copy forwarded to the Superintendent through the chain of command.

2. Procedures / Responsibilities

a. Involved Ranger - Whenever a Ranger discharges his firearm, he shall be responsible for the following:

i. Determining the physical condition of any injured person, and rendering first aid when appropriate;

ii. Requesting necessary emergency medical aid;

iii. Notifying the DNR Communications Center of the incident and the location.

iv. Unless injured, remaining at the scene until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the Ranger at the scene might cause a more hazardous situation to develop (e.g. violent crowds), the commanding officer at the scene will have the discretion to instruct the Ranger to report to a more appropriate location;

v. Protecting his firearm, spent casings, and the scene for examination. The firearm will be submitted to the lead investigator;

vi. Preparing a detailed written Incident Report and Firearms Discharge report, and providing copies of both to the Superintendent, through the chain of command, within 24 hours of the incident;

vii. Refraining from discussing the case with anyone except the Ranger's privately retained attorney, supervisory personnel, and investigative personnel;

viii. Remaining available for administrative interviews and statements regarding the case, and remaining subject to recall to duty at any reasonable time; and

ix. Prior to returning to duty, the Ranger involved in an incident of a traumatic nature will complete a:

aa. Psychological evaluation by the appropriate psychological services provided by the Agency;

bb. Firearms qualification course, to be conducted by the Natural Resources Police Training Division; and

cc. Judgmental shooting exercise (e.g. F.A.T.S., J.U.S.T. etc.) administered by qualified personnel.

b. DNR Communications Center - the Police Communications Supervisor will ensure the following:

i. Activation of Emergency Medical Services;

ii. Immediate notification of the following personnel, in the listed order:

aa. MPS State Duty Officer;

bb. Area Manager for the Area of the incident;

cc. Investigator;

dd. MPS Superintendent.

c. Investigator – The Investigator will:

i. Conduct the criminal investigation of events leading up to, or resulting from, the shooting incident;

ii. Secure the involved firearm as evidence; and

iii. Forward the completed investigative report, through the chain of command, to the MPS Deputy Superintendent for review.

d. Park Manager – The Park Manager / Regional Manager for the location of the incident shall:

- i. Proceed immediately to the scene;
- ii. Assume command of the scene, to the extent appropriate for the Agency's involvement;
- iii. Ensure that the Investigator is on scene;
- iv. Immediately confer with the MPS Deputy Superintendent to arrange for an Administrative Review of the incident;
- v. Arrange for the involved Ranger to submit to a chemical screening for drugs / alcohol, under the following guidelines:
 - aa. The involved Ranger will submit to a test for alcohol within two (2) hours of the shooting incident.
 - bb. The test for alcohol shall be administered utilizing a chemical test of breath or a chemical test of blood.
 - cc. For a chemical test of breath, the Manager will arrange for the use of a Breathalyzer at a Maryland State Police Barrack, or other law enforcement facility.
 - dd. For a chemical test of blood, an approved blood test kit will be utilized, and the blood specimen will be submitted to the Maryland State Police Crime Laboratory, using proper chain of custody procedures.
 - ee. The involved Ranger will submit to a urinalysis within four (4) hours of the shooting incident, to test for controlled substances.
 - ff. The Manager will contact, through the DNR Communications Center, the drug screening laboratory on contract with the Agency, and advise of the need for a urinalysis test for controlled substances within four (4) hours. If the answering service for the drug screening laboratory is reached, the Manager will leave a message indicating that the screening is urgent and that we require a return call immediately. At that time, a laboratory representative will be paged to assist, and will provide further instructions.

vi. In the case of an injury or fatality, place the involved Ranger on administrative duty / administrative leave, whichever is deemed appropriate, pending a review of the incident.

vii. Arrange for the involved Ranger to receive a spare firearm, if appropriate.

viii. Contact family members (when appropriate) and arrange for the involved Ranger to be escorted home.

ix. Schedule the Critical Incident Stress Management Team, in accordance with MPS Policy.

x. Submit a written Incident Report, detailing the results of the actions taken, to the involved Ranger's Regional Manager within 24 hours.

e. Regional Manager - The involved Ranger's Regional Manager shall:

i. Ensure that the Ranger completes a qualification course prior to returning to duty.

ii. Arrange for psychological services for the involved Ranger.

iii. Review the Incident Report of the incident, submitted by the Park Manager, and forward with comment to the MPS Superintendent, assigned investigator(s), and the Agency Review Board within 48 hours of the incident.

f. MPS Policy Review

i. The discharge of a firearm by a Ranger shall receive an Administrative Review to determine whether such action was in conformance with Agency policies and procedures.

ii. The Deputy Superintendent / designee has the responsibility for the completion of the firearms-related administrative review.

iii. The MPS Training Division will maintain all records of incidents involving the discharge of firearms by Rangers.

iv. All copies of reports shall be forwarded to the Deputy Superintendent upon adjudication of any criminal proceedings.

g. Psychological services for the Ranger

i. In cases involving a shooting situation, the involved Ranger(s) will be required to undergo an emotional debriefing with a Department-furnished psychologist within five (5) days of the incident. The purpose of this debriefing is to allow the Ranger to express his feelings, and to deal with the moral, ethical, and / or psychological effects of the incident.

ii. In all shooting incidents, the involved Ranger(s) and their families will have the services of the Department-furnished psychologist. The purpose of this offer is to provide the Ranger with a source of professional consultation to aid him and his family in dealing with the potential moral and ethical after-effects of the shooting incident.

iii. The Ranger's debriefing, and the services provided to the family by the Department-furnished psychologist, will not be related to any Department investigation of the incident, and nothing discussed in the debriefing session / family consultation will be reported to the Department without the involved Ranger's permission. The debriefing session / family consultation will be protected as privileged information and will be treated as such.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-06
1 July 2013**

**EVIDENCE, LOST AND FOUND, AND
ABANDONED PROPERTY**

I. General

A. The following procedures will be adhered to for the collection and disposal of evidence, found items, and abandoned property.

B. Each Park Manager shall designate a classified employee as property custodian who will be responsible for implementing the procedures herein. An alternate shall be designated.

II. Records

A. A property tag shall be completed and attached to items of evidence, found items, and abandoned property (excluding motor vehicles) coming into the custody of employees of the Agency, at the time it comes into the employee's possession. An explanation of the tag is as follows:

1. Date when the item is found or seized.
2. The property number shall consist of a letter (F - Found and E - Evidence), the park management number, and the consecutive number of the item found or held as evidence.
3. Estimated value of item.
4. Check "found" or "evidence."
5. Description of item(s) and contents when applicable.
6. Details
 - a. For items found, list finder's name, address, phone number, time and location where found and other pertinent information.

b. For items of evidence, list Ranger's name, the person's name, address, etc. from whom the item was seized, location and time of seizure, and identifying characteristics, marks, numbers, etc., of the item.

7. CAD number.

8. The chain of custody is to be completed when the item changes possession from one person to another.

9. The release receipt is to be completed by the rightful owner when the item is released.

10. Property envelopes shall be used for small untaggable items.

B. The property log shall include the property number, date found or seized, CAD number, item description, person receiving the property, trial date, disposition and date. A separate portion of the log is to be used for recording items reported lost and shall include the date reported lost, the person's name, address and phone number reporting the item and date found. If the item is found, handle as lost or abandoned property.

III. Procedures

A. Receiving

1. All items found or seized are to be released to the property custodian, who shall complete and sign the applicable portion of the property tag, enter the information in the property log, and tag the item.

2. When the item is found by someone other than a classified employee, the person receiving the item should first obtain background information (finder's name, address, phone number, where found, etc.) and then take the item to their supervisor or a classified employee. In cases where items may have valuable content, the person receiving the item should examine the contents in the presence of the finder and note all items. A note, "witness to contents," should be placed by finder's name on the property tag.

3. The owners of traceable items are to be informed as to where and when they may claim their property.

4. Persons claiming recovered items must show identification and be able to describe the item.

B. Securing

1. All installations shall maintain a property room for storage of all found and evidence items. The room shall be locked at all times when unattended, and access to the room controlled by the issuance of keys or a combination to those individuals responsible for the property room. A safe may be used for small valuable items.
2. Property shall remain in the property room at all times except when items are returned to their rightful owner, used as evidence in court, or removed for disposal.

C. Disposal

1. As of January 1 of each year, all property unclaimed for at least one year after it was found, seized, or in any manner came into the custody of the Agency, shall be recorded on duplicate copies of the Property Transfer and Disposal (PTD) forms.
2. The property custodian and his alternate, or in either's absence another employee(s) appointed by the property custodian, shall remove all items which may be utilized by the Agency in the performance of official duties and services (clothing, eye glasses, children's toys, jewelry and other items which have no value for resale through an auctioneer, etc.). Items not used by the Agency are to be donated to charitable organizations (Lions Club, VFW, Goodwill Industries, etc.) or discarded with other refuse. The disposition, date, and signature portions of the PTD form are to be completed.
3. Money and all remaining items such as jewelry, radios, tape players, cameras, camping gear, hunting equipment, fishing equipment, bicycles, etc., shall be disposed of by transferring them to a location and at a time designated by MPS headquarters. Duplicate copies of the PTD form shall accompany the property. One copy will be signed, dated and returned as your receipt.
4. A comprehensive list of all property shall then be prepared by a member of the headquarters staff and a DNR auditor.

D. Evidence

When property is seized for use as evidence in a court case, it normally should be returned to the owner of the property following the trial. There are four exceptions to this rule, as follows:

a. When property seized as evidence is contraband, or of a type which can only be possessed when a permit or license has been issued, and the individual involved does not have such a permit or license. Some examples are narcotics and other dangerous controlled substances, handguns, and explosives. This category would also include property whose possession by an individual is prohibited due to age, such as alcoholic beverages.

b. A judge may order the property forfeited to the State, and the property will be disposed of as ordered by the court and according to the procedures established herein.

c. Should a defendant pay a fine in advance of his assigned court date, the property will be held until the expiration of any applicable appeal period (normally 30 days) and then released to the owner.

d. When directed by statute to confiscate items used in the commission of a crime.

IV. Retention of Records

A. The PTD form is your permanent record. Once the completed copy is returned to the park office, all property tags, except those used as receipts, may be destroyed.

B. The property log, PTD forms and property record receipts must be retained for a period of three years, or until they have been audited, whichever comes last.

C. The property log shall be stored in a secure place, accessible only to the designated property custodian(s).

D. Pages of the property log shall be numbered and signed by the property custodian. This procedure will assist in the control and integrity of the record.

E. If an item is returned to the owner before it is logged or assigned a number, it shall be logged by noting "property returned before logging" (PRBL) in the disposition column.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-07
1 July 2013**

ASSISTANCE TO DISABLED VESSELS

I. Purpose

The purpose of this Policy is to establish a procedure by which the Maryland Park Service (MPS) can provide assistance for vessels in need, and at the same time ensure that the Agency will not interfere or compete with private commercial towing firms.

II. Definitions

For purposes of this Policy, the following terms have the meanings indicated:

1. Commercial Firms (Assistance) - A private firm (or individual) that has been approved by the U.S. Coast Guard for non-emergency assistance.
2. Disabled Vessel – A vessel that has lost power, is aground or is in any way incapable of safely returning to port.
3. Non-Emergency - Situations involving no reasonably foreseeable threat to life and/or property. A determination of whether a particular situation falls into this category shall be made by the employee who is dispatched or is on the scene.
4. Vessel in Distress - A vessel that is in a position or circumstance where there is an immediate or foreseeable threat to life and/or property.
5. Safe Port/Harbor - A harbor or port where a vessel would be safe from existing and/or foreseeable hazardous environmental conditions and/or where telephone or commercial facilities are available.

III. Procedure

Unless circumstances require immediate action, due to a threat to life or property, and except in those cases involving MPS vessels, all requests for assistance will be forwarded to the Maryland Natural Resources Police (MNRP). Nothing in this policy shall preclude MPS personnel from providing assistance when MNRP personnel are unavailable and when MPS personnel are on the

scene of a disabled vessel. MPS personnel will then take action as directed below.

1. MPS units will not leave their jurisdiction to act unless there is an immediate threat of serious injury, death, or a request from a law enforcement agency.
2. Vessels in distress, or disabled vessels without the ability to communicate by VHF radio, will be assisted as quickly as possible.
3. Any disabled vessel, in a non-emergency situation, that is equipped with a VHF radio capable of contacting commercial assistance, will not be assisted by the MPS unless the commercial assistance is not available within a reasonable time (generally one hour).
4. When immediate response cannot be made to a disabled vessel or a vessel in distress, the MPS is responsible for advising the operator of the vessel in question as to the approximate time of response.
5. Disabled vessels will be towed to the nearest safe harbor. If the operator of the disabled vessel wants to go beyond the nearest safe harbor, the MPS will assist in obtaining commercial assistance for that purpose.
6. A boat under tow by an MPS vessel will not be turned over to commercial assistance unless requested by the owner or operator of the vessel being towed.
7. If adequate commercial assistance reaches a disabled vessel before the arrival of a Department vessel, the MPS will not render assistance unless, in the opinion of the MPS employee present, failure to assist the vessel would endanger life or property.
8. If an owner/operator of a disabled vessel in a non-emergency situation requests commercial assistance, assistance from a friend, or any party other than the MPS, the employee will assist in making contact with the requested party. If the requested party cannot respond within an hour and the owner/operator requests MPS assistance, assistance shall be given. If the vessel is assisted by a third party, no further action shall be taken by MPS personnel, except to monitor the situation.
9. All MPS personnel who respond to a disabled vessel will inquire of the disabled vessel's captain as to whether commercial assistance has been called or requested. If commercial assistance has been summoned and

the situation is non-emergency in nature, the disabled vessel shall not be assisted by MPS personnel.

10. In cases where commercial assistance has been summoned and the conditions or nature of the situation, as determined by the employee on the scene, pose a foreseeable threat to life or property, the MPS will provide assistance. The commercial firm responding shall be notified of this fact.

11. A list of commercial firms approved by the U.S. Coast Guard will be maintained by the DNR Communications Center. All MPS requests for commercial assistance will be made through the DNR Communications Center.

12. When requested, the DNR Communications Center will call commercial assistance located in the geographical zone where the assistance is needed. If no specific commercial firm is requested by the owner / operator of the vessel needing assistance, the police communications operator will call the commercial firms in rotating order. The procedure for the rotating order will be managed to ensure that all commercial firms will be given equal opportunity to provide assistance.

13. When the DNR Communications Center receives a request for assistance from a disabled vessel, which is a non-emergency, they shall first contact commercial assistance. If commercial assistance is not available, or unable to respond within an hour, an MNRP unit will be dispatched to assist the disabled vessel as soon as one becomes available.

14. The DNR Communications Center shall record a CAD entry in which the following information is entered:

- a. The time commercial assistance is contacted.
- b. The time commercial assistance arrives at the disabled vessel.
- c. The time commercial assistance takes the vessel in tow.
- d. The time commercial assistance secures the vessel in a safe harbor or when the vessel has been provided assistance to the extent that the vessel is no longer disabled.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-08
1 July 2013**

LAW ENFORCEMENT OFFICER DISABILITY

I. Purpose

To establish the rights and responsibilities of personnel whose ability to perform all of the duties required of a sworn Law Enforcement Officer has been restricted.

II. Policy

A. A Law Enforcement Officer, in order to fulfill his sworn duties, must be physically and mentally able to perform all of the tasks associated with the standard law enforcement function. Therefore, any officer who is subject to a physical or mental impairment which restricts his ability to carry out the standard law enforcement function may be relieved of standard duty requirements. This action will be taken on a case-by-case basis to best meet the needs of the officer, the community, and in the best interest of the State.

B. In formulation of this policy, the agency acknowledges two interdependent responsibilities. First, the Agency, as employer, has a responsibility to provide support to an injured employee during his period of recovery and rehabilitation. Second, every employee has a responsibility to give forth his best effort to continue to work when able, or to return to work as soon as practical.

C. This Agency reserves the right to refer any employee to the State Medical Director for evaluation of his fitness to perform assigned duties.

III. Fitness Categories

For the purpose of competently dealing with the personnel needs of the Agency, there are hereby established three categories of fitness. The critical criteria for determination of the categories is the ability of an individual officer to perform the full scope of duties and responsibilities of a sworn Law Enforcement Officer. The categories, as further detailed below, are:

1. Full Duty
2. Restricted Duty
3. Disability

IV. Administration

The primary responsibility for administration of this policy will be placed with a committee, hereinafter referred to as the Law Enforcement Officers' Disability Panel. The four Regional Managers shall serve as the panel, with the most senior member serving as chair.

V. Full Duty

Officer is able to fully perform all duties and meet all responsibilities of a sworn Law Enforcement Officer.

VI. Restricted Duty

Officer is not able to fully perform all duties or meet all responsibilities required of a sworn Law Enforcement Officer. Further, the reason for the incapacitation is determined to be of a temporary nature, generally less than sixty (60) days. Officers in this fitness category must have a moderate level of physical fitness and mental health as determined by a medical authority. Within the fitness category of restricted duty, an officer will be in one of the following statuses:

A. Limited Duty

1. An officer will be placed in a limited-duty status when the officer can perform most of the duties assigned. However, because a specific, temporary medical condition exists, the officer is limited in the type or degree of duties he is physically capable of performing. The medical limitations must be well controlled and present no unreasonable risk to the individual, other employees, or public safety during performance of duty. Officers in a limited duty status will retain their arrest powers and authorization to carry a weapon. Officers in this status are subject to the following conditions:

- a. May be subject to a temporary reassignment, which has assigned duties and responsibilities consistent with medical restrictions.
- b. Must submit a physician's certification of condition as required by the Law Enforcement Officers' Disability Panel.

2. Upon return to full duty, the officer will normally return to his regular assignment.

B. Light Duty

1. An officer will be placed in a light duty status when the officer is temporarily incapacitated such that he cannot perform all of the duties of his assignment, without presenting an unreasonable risk to the health or safety of himself, other employees, or the public. This status includes, but is not limited to, pregnancy.

2. The following conditions apply to personnel in a light duty status:

a. Is relieved of all law enforcement responsibility.

b. May not wear the uniform for the period of light duty, but may be armed as provided for in the Firearms Policy.

c. Will be required to submit a written certificate from the treating physician stating the prognosis as required by the Disability Panel.

d. In the event that the employee anticipates that the incapacitation will extend beyond the period of light-duty status defined as "temporary" (60 days), the employee will be responsible for initiating a review by the Disability Panel, as provided in Section X (C)(2) of this policy, by making a formal request through the chain of command. The Disability Panel will then make the required recommendation to the Superintendent regarding an extension of the employee's status.

e. Will not operate an emergency vehicle. May operate other Maryland Park Service vehicles in a non-emergency capacity, e.g., administrative duties.

f. May be subject to a temporary reassignment that has assigned duties and responsibilities consistent with medical restrictions.

3. Officers in a light duty status will be required to submit medical certificates from their treating physician(s) with the bi-weekly time sheet unless otherwise directed. For reporting requirements for pregnancy, refer to Section VII (A)-(E).

NOTE: Limited duty and light duty statuses recognize that an employee may be able to provide the Agency assistance, and vice versa, while complete recuperation is still occurring. Merit System Regulations, however, do not recognize these statuses; an employee is sick until certified he can return to duty - full duty. In recognizing these types of duty statuses, it must be understood that the number of cases which can

be accommodated at any given time by the Agency is limited and will vary, depending upon the needs and available vacancies.

C. Temporary No-Duty

1. An officer will be in a temporary no-duty status when he is unable to perform the duties of the assignment without representing an unreasonable risk to the officer, other employees, or the public. Officers on Regular Sick Leave or Accident Sick Leave will be in this status and to return to another status must be certified fit for duty by a physician if the sickness or injury is for three (3) or more days. Sick leave approved in advance for such incidents as medical appointments, family deaths, etc., will be an exception to this policy in that the officer will not be in a no-duty status.

2. The following conditions apply to officers in a no-duty status:

- a. Officer is relieved of all law enforcement responsibility.
- b. Officer will not wear the uniform but may be armed as provided for in the Firearms Policy.
- c. Officer will not operate an emergency vehicle.

3. Officers in a temporary no-duty status will be required to submit medical certificates from the treating physician(s) and the standard Agency-supplied Family and Medical Leave Act form, stating their current conditions, diagnosis, and prognosis as required in accordance with Department of Budget and Management Regulations. Copies are provided to payroll and to the Law Enforcement Officers' Disability Panel. These certificates must be submitted with the bi-weekly time sheet unless otherwise directed.

VII. Pregnancies

A. As soon as the pregnancy is verified, the employee shall notify her immediate supervisor, in writing, of her condition. In addition, the written notification shall be accompanied by a corroborating statement signed by her physician, and shall include the estimated date of delivery.

B. Upon receipt of the corroborating statement from the employee's physician that she is pregnant, the Agency Human Resources Officer will forward the physician a description of the duties and responsibilities of a Law Enforcement Officer and request that the physician establish a date beyond which the employee would not be able to perform the total job responsibilities of a full duty

Law Enforcement Officer. The light duty policy will apply for pregnant employees, certified by the attending physician, who are no longer able to perform full duty law enforcement functions.

C. Bi-weekly reports need not be submitted unless an employee loses time from work, in which case the employee will comply with the usual requirements for physician's certificates due to sick leave usage.

D. After the employee's six-week check-up following delivery, she will forward, through channels, a certificate from her physician indicating the date that she expects to return to full duty. On that date, the employee is normally certified by the attending physician, and the usual requirements for sick leave usage apply.

E. If the employee must take a protracted period of sick leave before the seventh month of pregnancy or when her sick leave extends beyond the sixth week after the delivery, a physician's consultation report explaining the need for these extensions must be submitted by the employee to the Agency Human Resources Officer.

VIII. Disability

A. An officer will be in a disability status when he has sustained an injury, contracted an illness, or developed a mental or physical problem which causes a permanent impairment to his ability to fully perform the duties and responsibilities of a Law Enforcement Officer as determined by the Medical Director of the Department of Budget and Management, and a return to full duty constitutes a health or safety risk to other employees or the public.

B. Options available to a disabled employee are:

1. Transfer to another agency.

The officer may, at his option, request to be transferred to another agency. Placement is dependent on availability of positions and the ability of the employee to meet the minimum qualifications of the position.

2. Disability retirement.

In lieu of transferring to another State agency, a disabled employee may apply for disability retirement.

C. The officer may request the Department of Natural Resources' Human Resources Service to provide additional assistance in referrals to the Employee Assistance Program and Vocational Rehabilitation.

D. In the event that the disabled officer does not elect to pursue one of the options available to him, the Agency may exercise its right to file charges for removal, in accordance with Department of Budget and Management Regulations.

IX. Responsibility for Reports

A. Except where specifically exempted, it will be the employee's responsibility to submit all reports and records required of him under this policy.

B. Failure of an employee to submit a Physician's Certification of Employee Disability, when required, or failure to comply with any reasonable directive from this Agency or any other State regulatory body, will result in the denial of sick leave or accident leave and its immediate conversion to leave of absence without pay.

C. It will be the responsibility of the Agency Human Resources Officer to see that reports are submitted as required by this policy.

X. Procedures

A. Immediate Supervisor's Responsibilities

1. Conduct preliminary investigation into the cause of the disability.
2. Maintain regular contact with the employee for the period of disability.

B. Regional/Park Supervisor's responsibilities

1. Write a memorandum via the chain of command to the chairperson of the Law Enforcement Officers' Disability Panel, advising the panel of the disability status of the employee. This memorandum must include: the date and time of the accident or incident; the nature of the injury or condition; recommended fitness category, and; the expected duration of the disability.
2. If applicable, assist the employee with obtaining and completing all required forms, to be submitted by the employee directly to the Workers' Compensation Commission.

C. Law Enforcement Officers' Disability Panel responsibilities

1. Initial review of each case of injury, sickness, etc., for the purpose of determining the appropriate fitness category for the officer, with input/guidance from the State Medical Director, if necessary.
2. Upon the request of the employee, as required in Section VI(B)(2)(d) of this policy, review each case which exceeds, or is anticipated to exceed, the defined "temporary" period of sixty (60) days, to determine the appropriateness of allowing for or continuing the status of the employee. All recommendations to provide a restricted duty status beyond sixty (60) days must be forwarded to the Superintendent for approval.
3. Obtain information from the officer's private physician through the Medical Director of the Department of Budget and Management, when appropriate.
4. Advise the Superintendent of the current status of all officers who are not in a full-duty status.
5. Make recommendations to the Superintendent with regard to specific personnel actions which must be taken in an individual case.
6. Ensure that the alternative assignment provisions of this disability policy are enforced by the appropriate Supervisor.
7. Gain additional input from the employee's Supervisor, if necessary.
8. Ensure that the affected officer receives any necessary assistance / information until returned to full duty.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-09
1 July 2013**

UNIFORMS

I. General

A. This policy is for the purpose of providing specific guidance in the issuance and wearing of the uniform.

B. Uniforms issued by the Agency are designed to identify the wearer as a representative of the Agency, and to identify the function of the person.

C. The Maryland Park Service (MPS) utilizes and recognizes three general classifications of uniforms: *Casual*, *Work* and *Dress*. While the MPS employs both law enforcement officers and civilian employees, these three classifications are consistently applied to all employees, with the exception of certain insignia, appropriate weapons system and identifying features specific to law enforcement officers. The type of uniform to be worn is at the discretion of the park manager, with direction from the regional manager. During special events, the special events coordinator will designate the type to be worn.

D. At the park manager's discretion, seasonal employees and volunteers may be authorized to wear the uniform, when appropriate to their function or task. When a seasonal employee is wearing the MPS Uniform, the seasonal employee must comply with all policy requirements applicable to civilian employees, and the Uniform Policy in its entirety.

E. Specific uniforms are issued for Volunteer Rangers and Maryland Conservation Corps (MCC) employees. The project leader will oversee these uniforms. MCC employees are authorized to wear the MPS uniform, when appropriate to their function or task. When an MCC employee is wearing the MPS Uniform, the employee must comply with all policy requirements applicable to civilian employees, and the Uniform Policy in its entirety.

F. At times, parks may purchase civilian attire, such as polo shirts, for the purpose of identification. These items are not covered by this policy, but should be worn in a clean and professional manner.

G. MPS Uniform items shall not be worn in any combination with civilian attire, except as specifically identified in this policy.

II. Uniform Guidelines - The following guidelines apply to all MPS employees:

- A. All uniforms are the personal responsibility of the employee.
- B. The employee is responsible for keeping the uniform in good repair, neat and clean.
- C. The uniform, and any parts thereof, are to be worn only during working hours, and commute time to and from the work site.
- D. All issued items shall be cleaned and cared for as recommended by the manufacturer. Uniforms must be pressed.
- E. Uniform parts will be purchased following State and Agency procurement guidelines.
- F. All State-funded replacements, or purchases, shall be approved by the park manager before the requisition or purchase.
- G. Upon termination of employment, all State-owned uniform parts and insignias (whether purchased by the State or supplied by the State to be worn on personally-owned uniform parts) shall be returned to the park manager. If the uniform part was purchased with funds from the park, it shall stay at the park.
- H. No employee shall purchase or consume alcoholic beverages while in uniform.
- I. No unapproved emblems, badges or other items shall be worn on any part of the uniform.
- J. It is the responsibility of the wearer to adhere strictly to Agency standards.
- K. Each supervisor is responsible for ensuring that employees adhere to the standards.
- L. Seasonal uniform changes will be according to the following schedule:
 - 1. The summer uniform shall be worn from May 1 through September 30 of each year.
 - 2. The winter uniform shall be worn from November 1 through March 31 of the following year.

3. During the months of April and October, either the summer or winter uniform may be worn, at the election of the employee, unless otherwise directed.

M. Personnel may purchase additional uniforms or specific approved parts at their own expense. Their purchase must be done by the park, and expenses reimbursed by the employee.

N. Replacement of personally purchased uniforms is the responsibility of the employee.

III. Uniform Regulations

A. Hats – Hats are optional, unless otherwise specified by the Park manager or special event coordinator.

1. Baseball style hats shall be worn so that the bill of the hat extends perpendicular from the eyebrow of the wearer.

2. Campaign hats, when part of the uniform, shall be worn at all times while outdoors. It shall be worn level, or tilted slightly forward on the head, 1-2 finger-widths above the eyebrow. It shall be kept clean and the brim shall be pressed flat.

3. While on duty, the black ball cap with DNR/MPS logo is permitted in civilian attire, as well as with the MPS uniform.

4. While on duty and in uniform, the ball cap to be worn by Rangers (both LEO and civilian) is the black ball cap with "RANGER" text.

B. Keys – Keys and key rings shall not be visible when wearing the dress uniform.

C. Name tags – On the military style uniform shirt, the name tag shall be worn over the right breast pocket, centered left to right, with the bottom edge of the name plate touching the top edge of the pocket flap. On an outer garment, the name tag shall be worn in the holder provided or, if no holder is provided, in a position on the wearer's chest which corresponds to the above-described location on the uniform shirt. It shall be kept clean and untarnished.

D. Badge (*Law Enforcement Officers Only*)

1. Placement and Care of the Maryland Ranger Badge

a. The badge shall be worn in the badge holder provided on the outermost garment. If a holder is not provided, it is to be centered from left to right over the left breast pocket of the shirt, jacket or coat with the center of the badge 1.25 inches above the top horizontal line of the pocket flap. When a polo shirt is worn, the badge is to be displayed in a clearly visible location (e.g. belt) in an appropriate holder.

b. The badge shall be clean and untarnished.

2. Maryland Park Service Centennial Commemorative Badge

a. MPS law enforcement employees may wear the MPS Centennial Commemorative Badge as an alternative to the standard Maryland Ranger Badge, at the employee's option.

b. A maximum of three (3) MPS Centennial Commemorative Badges may be purchased by authorized employees, at the employee's expense. These badges will remain the property of the purchasing employee, but may only be worn or displayed in accordance with applicable Agency policy.

c. The duty (uniform) badge version of the MPS Centennial Commemorative Badge may only be purchased and worn by currently-employed law enforcement officers of the Maryland Park Service. A presentation badge version of the MPS Centennial Commemorative Badge will be made available to those not authorized to purchase or wear the duty badge.

E. Collar insignia / rank insignia – When worn, the insignia shall be placed on the shirt collar, $\frac{1}{2}$ inch from the front edge of the collar, and $\frac{3}{4}$ inch from the top edge of the collar. The insignia of Major and Lieutenant Colonel shall be placed so that the two angles created by the edge of the collar and the centerline of the insignia are equal. The State Seal Insignia, Ranger Text Insignia, and the rank insignia of Colonel shall be placed parallel to the top edge of the collar. The rank insignia of 2nd Lieutenant, 1st Lieutenant and Captain shall be placed parallel to the front edge of the collar. The sleeve chevrons worn by Sergeants shall be centered $\frac{1}{2}$ inch below the DNR shoulder patch, and in a corresponding location on the other sleeve. On the outer garment, rank insignia for 2nd Lieutenant through Colonel shall be centered on the epaulet, 1 inch from the outer edge.

The insignia to be worn are as follows, unless otherwise approved by the Superintendent:

1. Civilian / Non-certified Civilian Ranger - State Seal Insignia
2. Certified Civilian Ranger - Ranger Text Insignia
3. Park Ranger Sergeant - Ranger Text Insignia / sleeve chevrons
4. Park Ranger 2nd Lieutenant - 2nd Lieutenant
5. Park Ranger 1st Lieutenant - 1st Lieutenant
6. Park Ranger Captain - Captain
7. Park Ranger Major - Major
8. Park Ranger Lieutenant Colonel - Lieutenant Colonel
9. Superintendent / Park Ranger Colonel – Ranger Text Insignia / Colonel

F. Accessory Pins - Wearing of an accessory pin, as directed by the Superintendent, is mandatory on the dress uniform shirt, and optional on all other uniform shirts and all outer garments. It shall be worn centered over, and ½ inch above, the name tag on the uniform shirt, and in a corresponding location when displayed on an outer garment. Accessory pins are also authorized for wear with civilian attire and, when worn with that attire, are to be displayed in a tasteful, respectful manner, subject to supervisory discretion.

G. Tie clasps / pins – The tie clasp / pin shall be secured to the shirt and tie, immediately above the fourth button from the top of the shirt.

H. Award insignias – Award insignias shall be designated by the Superintendent and may be worn only on the uniform shirt, in any of the uniform types, and on the dress blouse. Pins are to be worn on the left breast pocket flap. When one pin is worn, it is to be centered on the pocket flap such that the top edge of the pin rests on the top edge of the pocket flap. When two pins are worn, the top of the first pin should rest on the top edge of the pocket flap. The second pin should be centered directly beneath the first, with the top edge of the second pin touching the bottom edge of the first pin. Only one pin of each type may be worn at a time.

I. DNR Shoulder Patch – This emblem is not required to be displayed on the MPS uniform, but may be displayed on the left shoulder of coats, jackets and shirts (excluding polo and tee shirts) if the MPS shoulder patch is displayed on the right shoulder. The patch will be placed so that the top of the patch is ½ inch below the shoulder seam and centered on the seam.

J. MPS Shoulder Patch – This emblem is to be displayed on the left shoulder of coats, jackets and shirts (excluding polo and tee shirts). The patch may also be displayed on the right shoulder if the DNR patch is displayed on the left shoulder. The patch will be placed so that the top of the patch is 1 inch below the shoulder seam and centered on the seam.

K. MPS Shoulder Patch Rocker - Rocker patches worn with the MPS Shoulder Patch shall be worn centered directly below and touching the bottom edge of the MPS Shoulder Patch.

L. Turtlenecks / Mock Turtlenecks – Wearing of a turtleneck shirt is permitted under the winter uniform shirt or sweatshirt. The turtleneck shall be solid black in color, with no designs or patterns other than the MPS monogram on shirts procured via Agency contract. The shirt shall be of traditional style, to closely fit the neck, and not create bulk under the uniform shirt.

M. Raingear – Regulation-issue raingear shall be worn unless otherwise directed by the park manager.

N. Brass parts – All brass uniform parts must be kept clean and untarnished. Care and cleaning should be consistent with distributor or manufacturer’s instructions.

O. Knives – The carrying of a knife or *Leatherman*-style multipurpose tool on the belt or utility belt is permissible under the following conditions: The knife must be of the lock and folding type with a blade length of less than four inches. It shall be carried in the pocket or in a black, fully enclosed sheath equipped with a positive closure mechanism (snap or Velcro). The knife is not to be considered part of the law enforcement weapons system.

P. Utility belt (*LEO Only*) - The utility belt shall be worn about the waist, directly over the pants belt, and shall be attached to the pants belt by means of leather keepers. The holster and service weapon shall be worn on the strong-hand / weapon-hand side. The extra magazine pouches (2) shall be worn in the front. The location of all other items is at the wearer’s discretion. The belt, holster, keepers, loops and cases shall be made of plain, un-tooled black leather (or nylon for bike or boat patrol at Park manager’s discretion). These items shall be kept clean and leather shall be buffed to a high luster. The items listed below are the only approved utility belt items:

1. Holster and service weapon – mandatory
2. Belt keepers – mandatory
3. Pepper spray and expandable baton – mandatory
4. Handcuffs and holder – mandatory
5. Double handcuff and holder – optional in place of single cuff and holder
6. Radio belt loop or carrier – employee discretion
7. Knife – employee discretion (see item “O” above)
8. Black flashlight and holder – employee discretion
9. Black leather pouch for latex gloves, CPR mask – employee discretion

Q. Outerwear - The construction and style of the jacket, coat or coveralls may vary depending on the type of uniform. (*LEO only* - A soft body armor carrier may be worn over the uniform shirt in the same fashion as the jacket or regular vest.)

R. T-shirts may be worn as undergarments but, if visible, must be plain white in color.

S. Special uniforms – While performing special tasks such as bicycle, boat or mounted patrol, search and rescue operations, or while participating as a member of a special operational unit, specific adaptations of the uniform are permitted. Those adaptations shall be outlined in a directive before implementation.

T. Socks will be black with long pants, and either black or white, at the wearer's discretion, with short pants.

IV. Personal Appearance

A. While in uniform, all employees are required to be neat, clean and well groomed at all times. The uniform shall be clean and pressed. The following guidelines are not all-inclusive, but are designed to give general direction.

1. Civilian Employees

a. Hair may not interfere with regularly assigned duties, or present a safety hazard in the performance of those duties. Hair must be kept neat, clean, and well groomed. Employees in Dress Uniform shall wear their hair styled in such a manner as to prevent it from extending or hanging down beyond the bottom edge of a buttoned uniform collar. No ornamentation or ribbons shall be worn in the hair.

b. Any facial hair should be neatly trimmed, clean, well groomed, and may not interfere with regularly assigned duties, or present a safety hazard in the performance of those duties.

c. Beards must be long enough to indicate that they are intentional, rather than giving the appearance that the wearer has been neglectful in shaving. However, beards must not touch the collar of the uniform shirt or jacket.

d. Unnatural colors of hair are prohibited while wearing all types of uniforms.

e. When worn, cosmetics will be professional in appearance and natural looking.

f. The wearing of jewelry shall be kept to a minimum. Necklaces and chains shall be worn out of sight. Dangling or hoop earrings are prohibited. Watches, I.D. bracelets and wedding or friendship rings are permitted. No jewelry may be worn in any visible pierced body parts except for the ear lobe. A maximum of one earring may be worn in each ear.

2. Law Enforcement Officers

a. The length and bulk of hair should not interfere with the proper wearing of any uniform headgear of any law enforcement officer.

b. For men, the hair shall be kept cut so as to not touch the top of the collar of the uniform shirt. Beards and goatees are prohibited, although exceptions may be granted for medical reasons. Sideburns may not extend below the earlobe and moustaches may not extend below the upper lip or protrude more than ½ inch from the corner of the mouth.

c. Women shall wear their hair styled in such a manner as to prevent it from extending or hanging down beyond the bottom edge of a buttoned uniform collar. No ornamentation or ribbons shall be worn in the hair.

d. Unnatural colors of hair are prohibited while wearing all types of uniforms.

e. When worn, cosmetics will be professional in appearance and natural looking.

f. The wearing of jewelry shall be kept to a minimum. Necklaces and chains shall be worn out of sight. Dangling or hoop earrings are prohibited. Watches, I.D. bracelets and wedding or friendship rings are permitted. No jewelry may be worn in any visible pierced body parts except for the ear lobe. A maximum of one earring may be worn in each ear. Males may not wear earrings while in uniform.

g. Fingernails may be painted, but are to be of a solid, neutral color, and short enough so as to not interfere with the performance of assigned duties.

B. Additional Guidelines for all MPS Employees

1. When on duty and in civilian attire, employees must present a clean, professional image. Jeans or other appropriate work pants are permitted, when appropriate to the task at hand, but must be well-kept and free from holes, tears and patches. Shorts are permitted, but must fall between mid-thigh and knee cap.
2. The Park manager has the discretion to permit employees to wear footwear that is suited for certain conditions. An example of this would be allowing an employee to wear black deck shoes when performing duties on a vessel. Other exceptions may also be made for outer garments during extreme weather conditions, or where special circumstances exist for all or part of a shift (refer to Uniform Policy charts for guidelines).

V. Uniform / Footwear Allowance

A uniform and/or footwear allowance may be given to classified employees depending on job assignment, function and availability of funds.

CASUAL UNIFORM	Description
Shirt	<ul style="list-style-type: none"> • Summer Uniform - Tan pique cotton short-sleeve polo shirt, with DNR/MPS embroidered logo • Winter Uniform - Tan pique cotton long-sleeve polo shirt, with DNR/MPS embroidered logo (worn with black turtleneck/mock turtleneck at employee's discretion) • Tan t-shirt with screened DNR/MPS logo optional
Pants	<ul style="list-style-type: none"> • Medium green cargo pants • Medium green cargo shorts (Shorts may be worn at the manager's discretion, and must fall between mid-thigh and knee cap) • Special orders and tailoring will be provided as needed by the MPS • Green Carhartt or Carhartt-style pants
Belt	<ul style="list-style-type: none"> • Black work belt with plain brass buckle
Footwear	<ul style="list-style-type: none"> • Solid black boot or shoe • Socks will be black with long pants, and white or black with short pants
Hat	<ul style="list-style-type: none"> • Hats are optional, unless otherwise specified by Manager or special event or detail coordinator • Black ball cap with DNR/MPS logo • Rangers (<i>LEO and Civilian</i>) shall wear black ball cap with "RANGER" text • Solid black knit ski cap • Solid black bomber hat with gray berber fleece lining
Outerwear	<ul style="list-style-type: none"> • Dark brown, 100% cotton heavy-duty sweatshirt, with embroidered DNR/MPS logo (worn with black turtleneck/mock turtleneck at employee's discretion) • Brown/orange, black/neon, or yellow rain jacket or two-piece rain suit • Brown, military style windbreaker or winter coat with shoulder patches • Optional plain black fleece jacket with DNR/MPS logo permitted under any uniform coat or as outer garment • Plain brown vest • Coveralls with shoulder patches • Dark brown Carhartt outerwear with shoulder patches
Nametag	<ul style="list-style-type: none"> • None
Insignia	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None

WORK UNIFORM	Description
Shirt	<ul style="list-style-type: none"> • Summer Uniform -Tan, military style, short-sleeve with shoulder patches • Winter Uniform - Tan, military style, long-sleeve with shoulder patches, with black turtleneck/mock turtleneck as option
Pants	<ul style="list-style-type: none"> • Medium green cargo pants • Medium green cargo shorts (Shorts may be worn at the manager's discretion, and must fall between mid-thigh and knee cap.) • Special orders and tailoring will be provided as needed by the MPS
Belt	<ul style="list-style-type: none"> • Black work belt with plain brass buckle • Black dress belt with brass MPS buckle optional for Rangers (LEO and Civilian)
Footwear	<ul style="list-style-type: none"> • Solid black boot or shoe • Socks will be black with long pants, and white or black with short pants
Hat	<ul style="list-style-type: none"> • Hats are optional, unless otherwise specified by Manager or special event or detail coordinator • Black ball cap with DNR/MPS logo • Rangers (<i>LEO and Civilian</i>) shall wear black ball cap with "RANGER" text • Solid black knit ski cap • Solid black bomber hat with gray berber fleece lining
Outerwear	<ul style="list-style-type: none"> • Military style, dark brown sweater, with shoulder patches • Brown/orange, black/neon, or yellow rain jacket or two-piece rain suit • Brown, military style windbreaker or winter coat with shoulder patches • Optional plain black fleece jacket with DNR/MPS logo permitted under any uniform coat or as outer garment • Coveralls with shoulder patches • Plain brown vest
Nametag	<ul style="list-style-type: none"> • CIVILIAN - Black plastic with white lettering (last name only) • RANGER (LEO and Civilian) - Brass (last name only)
Insignia	<ul style="list-style-type: none"> • CIVILIAN / NON-CERTIFIED RANGER – None • CERTIFIED RANGER (Civilian) – Ranger Text collar insignia • RANGER (LEO) - MPS Badge, collar insignia, sleeve chevrons as appropriate according to rank • Accessory pin optional
Other	<ul style="list-style-type: none"> • None

DRESS UNIFORM	Description
Shirt	<ul style="list-style-type: none"> • Summer Uniform - Tan, military style, short-sleeve with shoulder patches • Winter Uniform - Tan, military style, long-sleeve with shoulder patches, with black turtleneck/mock turtleneck as option
Pants	<ul style="list-style-type: none"> • CIVILIAN - Medium green, wool blend, dress slacks/trousers, No black stripe • LEO – Medium green, wool blend, dress slacks/trousers with black stripe • Special orders and tailoring will be provided as needed by the MPS
Belt	<ul style="list-style-type: none"> • Black dress belt with brass MPS buckle
Footwear	<ul style="list-style-type: none"> • Black shoe or boot, plain-toed, polished or cleaned to a high luster • Socks will be black
Hat	<ul style="list-style-type: none"> • Hats are optional, unless otherwise specified by Manager or special event or detail coordinator • CIVILIANS - Black ball cap with DNR/MPS logo • NON-CERTIFIED RANGERS – Black ball cap with “RANGER” text • CERTIFIED RANGERS (LEO and Civilian) - Campaign hat (winter – felt / summer – straw), or black ball cap with “RANGER” text • Solid black knit ski cap • Solid black bomber hat with gray berber fleece lining
Outerwear	<ul style="list-style-type: none"> • Military style, dark brown sweater, with shoulder patches • Brown/orange, black/neon, or yellow rain jacket or two-piece rain suit • Brown, military style windbreaker or winter coat with shoulder patches • Optional plain black fleece jacket with DNR/MPS logo permitted under any uniform coat • Plain brown vest
Nametag	<ul style="list-style-type: none"> • Brass with last name only
Insignia	<ul style="list-style-type: none"> • CIVILIAN / NON-CERTIFIED RANGERS - State Seal collar insignia • CERTIFIED RANGER (Civilian) - Ranger Text collar insignia • RANGER (LEO) - MPS Badge, collar insignia, sleeve chevrons as appropriate according to rank • Accessory pin as directed by Superintendent
Other	<ul style="list-style-type: none"> • Brown dress blouse - long or short style, worn at Manager’s discretion • Black tie (Winter Uniform only) • Brass State Seal tie clasp/pin

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-10
1 July 2013**

ARREST WARRANTS

I. Purpose

The purpose of this policy is to establish a procedure for the processing and service of all arrest warrants issued as a result of enforcement actions on the part of Maryland Park Service (MPS) law enforcement personnel.

II. Policy

It is the Policy of the Maryland Park Service that all MPS law enforcement personnel shall adhere to the policies and procedures of the Maryland Natural Resources Police and the DNR Law Enforcement Records Center for the issuance, service and recall of any arrest warrants.

III. Use of restraints

A. In all situations where a custodial arrest is made, including but not limited to the service of an arrest warrant, all MPS law enforcement personnel shall use discretion, good judgment, and common sense when deciding whether or not to use restraints. However, unless extenuating circumstances exist, restraints shall be used.

B. When utilizing handcuffs, MPS law enforcement personnel shall, when possible, separate the defendant from family, friends and business associates prior to handcuffing.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-11
1 July 2013**

PRELIMINARY BREATH TEST

I. Preliminary Breath Test Units

- A. Only the Preliminary Breath Test (PBT) equipment approved by the State Toxicologist, Post Mortem Examiners Commission will be used.
- B. The serial numbers and location of all PBT devices will be submitted to the Agency PBT Coordinator.

II. Training and Certification

- A. Only those law enforcement personnel of the Agency who have successfully completed the mandated PBT training and who are approved by the State Toxicologist will be authorized to administer preliminary breath tests. A certificate issued to an individual will be evidence of satisfactory completion of the course of instruction.
- B. A list of all current PBT-certified personnel will be maintained by the Agency PBT Coordinator.

III. Maintenance

- A. All PBT devices shall be kept in a lockable compartment of a vehicle (passenger compartment is acceptable) or building, accessible only to law enforcement personnel.
- B. Each PBT device will be checked once each month using a 0.080 simulated alcohol solution. This test may be performed by any approved operator.
 - 1. The results of this test will be recorded on the PBT log by the operator performing the test. This test will be recorded in the "Accused Name or Calibration Test" column as "Monthly Test."
 - 2. PBT devices that do not achieve this result must be withdrawn from service and recalibrated to read 0.08 using a 0.080 simulated alcohol solution. Calibration and repairs to PBT devices must only be made by those persons trained for this purpose.

3. After calibration, the results will be recorded in the PBT log and "Calibration Test" will be recorded in the "Accused Name or Calibration Test" column.

C. Any PBT device malfunction will be reported immediately to the Park Manager, and all repairs will be done only by a certified chemical test technician or approved lab.

IV. Use

A. The PBT is to be used as part of the reasonable grounds leading to the probable cause for a legal action.

B. The PBT is to be used to aid in the determination of alcohol intoxication of suspected drinking drivers in DUI / OUI enforcement.

C. The PBT can also be used as a public education tool to help with DUI / OUI prevention and other alcohol violations.

D. Results of the PBT are not to be divulged to drivers suspected of DUI / OUI until after any evidentiary tests are administered.

V. Logs and Reports

A. The results of all PBTs offered, PBTs refused, calibrations and subjects tested will be recorded on the PBT log by the operator.

1. A PBT log will be kept for each PBT device at all times.

2. Pages in the log will be numbered consecutively.

B. A summary of PBTs offered, PBTs refused, and subjects tested during each month will be forwarded to the Agency PBT Coordinator on a monthly basis. This may be a photocopy or facsimile copy of the PBT log for each device.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-12
1 July 2013**

AWARDS PROGRAM

I. General

A. The purpose of this program is to recognize employees, volunteers, private citizens and organizations that bring distinction to the Maryland Park Service.

B. The objective of the Awards Program is to recognize the effort, devotion and acts of valor performed by employees and other individuals or groups. Awards should not replace commendation and recognition from supervisors for a specific task or assignment that constitutes a part of an employee's normal duties, but instead recognizes the performance of acts or deeds beyond normal requirements.

C. The awards included in this program are:

1. Letter of Commendation
2. Certificate of Commendation
3. Valor Award
4. Superintendent's Commendation
5. Honorary Ranger
6. Certificate of Appreciation
7. Trail of Fame
8. Edmund Prince Award
9. MPS Ranger School Awards – Ranger Award / Dean's Award

D. A copy of the award letter and/or certificate issued to the employee will be placed in the employee's personnel file.

II. Awards Criteria

A. Letter of Commendation

1. This award provides immediate recognition for accomplishments at the park or regional level. The supervisor shall place this commendation in the employee's official personnel file.

2. Guidelines

- a. Issued to employees, volunteers, citizens or groups, using standard letterhead.
- b. For outstanding work, not normal duties.
- c. Awarded at any time throughout the year.
- d. Coordinated at the direction of the Regional Manager.
- e. Presented at the park level.

B. Certificate of Commendation

1. This award provides recognition for accomplishments at the park, regional or headquarters level. The supervisor shall place a copy of the certificate in the employee's official personnel file.

2. Guidelines

- a. Issued to employees and volunteers, using standard certificate.
- b. For outstanding work, not normal duties.
- c. Awarded at any time throughout the year.
- d. Nominations may be made by any employee, through the chain of command, to the Regional Manager or Assistant Superintendent.
- e. Presented at the headquarters, regional or park level.

C. Valor Award

1. This award is intended to primarily recognize acts of valor, but is not limited to that specific term. The award is intended to recognize the performance of an extraordinary action which is attributable to saving a life, attempting to save a life, preventing (or attempting to prevent) property or resource loss, or involving public safety.

2. Nominations shall follow this process:

a. The Park Manager nominates an individual, through the chain of command, to the Deputy Superintendent.

b. The Superintendent and Deputy Superintendent will determine Valor Award recipients.

3. Presentation shall be made at an appropriate gathering, as soon as practical following the act. The employee will receive a plaque and pin. The pin may be worn while in uniform or in civilian clothes. The employee's supervisor will coordinate publicity with the news media and place a copy of the certificate in the employee's personnel file.

D. Superintendent's Commendation

1. This award recognizes top-of-the-line performance of an employee who distinguishes the Maryland Park Service. Employees, volunteers, private citizens, or groups may receive this award. Consideration for the Superintendent's Commendation will focus on efforts that exemplify the mission, objectives and goals of the Service, or performance that is otherwise worthy of the Superintendent's recognition.

2. Nominations shall follow this process:

a. The Park Manager nominates an individual, through the chain of command, to the Deputy Superintendent.

b. The Superintendent makes the determination.

3. Presentation shall be made at an appropriate gathering, as soon as practical following the act. The employee will receive a plaque and pin. The pin may be worn while in uniform or in civilian clothes. The employee's supervisor will coordinate publicity with the news media and place a copy of the certificate and nomination letter in the employee's personnel file.

E. Honorary Ranger Program

1. In creating the Honorary Ranger awards program the Maryland Park Service recognizes that the duties, tasks and characteristics of the Ranger are reflective of the highest form of service that can be given. This program is designed to recognize citizens who have given superior support and who are exceptionally dedicated to carrying out the mission of the service, thus earning the title "Honorary Ranger." There are two types of Honorary Ranger awards - an individual award, and a group award.

2. Honorary Ranger – Individual Award

a. This award recognizes individual citizens who have given exemplary support to the Maryland Park Service over a sustained period of time. Volunteer Rangers are eligible for this award, but this award is not limited to honoring a single category of volunteers.

b. Process

i. This award is recommended by the Park Manager, Regional Manager, Headquarters Chief, or Deputy Superintendent, and approved by the Superintendent.

ii. The recipient will be awarded an Honorary Ranger cap and a plaque at a public ceremony to be determined by the Regional Manager and the Superintendent. If possible, it should be presented at an event attended by co-workers and other volunteers.

iii. There is no limit on the number of nominations which can be made in a year, but this is a very high level of award which should only be given to a very few exceptional individuals.

3. Honorary Ranger - Group Award

a. This award is given to a group or club that has given exceptional support to the Maryland Park Service through unusual special activity which significantly enhances or protects public lands. Examples might include a group that fights a forest fire, builds a fishing pier or constructs a new trail. This award should be given to a group that conducts its activity over a sustained period of time.

b. Process

- i. This process is the same as the one for the Honorary Ranger Award.
- ii. All members of the group will receive Honorary Ranger caps and a Certificate of Appreciation.

F. Certificate of Appreciation

1. A Certificate of Appreciation is awarded to individuals or groups that undertake short-term projects. These certificates can be awarded by the Park Manager, Regional Manager, Headquarters Chief, or Deputy Superintendent.

2. These certificates will be available through Headquarters.

G. Trail of Fame

1. This award is presented to an individual, group or club that has given exceptional support to the trails in the Maryland Park system. Examples include, but are not limited to, trail maintenance, trail construction, and volunteer work in the areas of education and/or fund-raising for trail improvements.

2. Process

a. This award is recommended by the Park Manager, supported by the Regional Manager and Trail Stewardship Coordinator, and approved by the Superintendent.

b. The recipients of this award are honored by having their names engraved on the "Trail of Fame" plaque in Headquarters, and they also receive plaques of their own.

H. Edmund Prince Award

1. This award recognizes a Maryland Park Service employee who epitomizes the role of the Ranger, and personifies the culture, heritage and tradition of the Maryland Park Service. Consideration for the Edmund Prince Award will be restricted to those individuals whose career or lifetime service to the mission, objectives and goals of the Maryland Park Service has been one of dedication, selfless service and performance above and beyond the call of duty.

2. Nominations shall follow this process:

a. The supervisor nominates an individual, through the chain of command, to the Deputy Superintendent.

b. The Superintendent makes the determination.

3. Presentation of a plaque shall be made at an appropriate gathering. The employee's supervisor will coordinate publicity with the news media and place a copy of the award and nomination letter in the employee's personnel file.

I. MPS Ranger School – Ranger Award and Dean's Award

1. These awards recognize scholarship, leadership and achievement by Rangers attending the MPS Ranger School.

2. Recipients of the Ranger Award and Dean's Award will be determined by the Ranger School Dean's Staff, in consultation with the MPS Training Division.

3. Presentation shall be made at the Ranger School graduation ceremony. Both students will receive a plaque and the recipient of the Ranger Award will receive a pin. The Ranger Award pin may be worn on the uniform for one year after it is awarded. The Ranger School staff will coordinate publicity with the news media and place a copy of the certificate and nomination letter in the employee's personnel file.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-13
1 July 2013**

PETS

I. General

As per COMAR *Use of State Parks* regulation 08.07.06.17 – Pets, Park Managers may designate, as approved by the Superintendent, certain developed areas where pets are permitted. A description of those areas will be made available to the public on the MPS website and by other means as necessary.

II. Definition

Consistent with existing definitions of "pet" in State regulations and law, the Maryland Park Service pet policy refers to domesticated animals, such as cats and dogs, and does not include farm animals including, but not limited to, cattle, goats, sheep and swine. Horses are permitted on designated trails and in designated campgrounds.

III. Policy

- A. All pets must be licensed and have all required vaccinations, including a rabies vaccination.
- B. Pets must be leashed. Pets may be off-leash and under voice control while swimming in designated areas or hunting (with the appropriate permit).
- C. Pet owners must clean up after their pet. Waste disposal containers are available in most areas.
- D. Service animals are permitted in all pedestrian areas.
- E. Pets, with the exception of service animals, are not allowed in park buildings unless specifically designated for pets (e.g. certain cabins).
- F. Pets, with the exception of service animals, are not allowed in playgrounds. Pet owners must obey all signs that prohibit the entry of pets into specific areas.
- G. Excessive barking is not permitted in any park area, especially during campground "quiet hours" (10:00 p.m.- 7:00 a.m.).

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-14
1 July 2013**

DEAD DOWN AND DEAD STANDING TIMBER

Policy

In recognition of the important ecological role of dead timber in building soil, providing terrestrial and aquatic habitat for plants and animals, and supporting ecological food webs, dead down and dead standing timber shall only be removed from park lands and waters subject to the following conditions:

1. Removal of dead timber shall be permitted only in the best interest of the State, where such timber poses a hazard to public safety, an impediment to normal operating conditions, or is within a construction area that necessitates such removal.
2. Removal of small amounts of deadwood for educational or scientific purposes, or other related reasons, shall be permitted only in accordance with COMAR *Use of State Parks* regulation 08.07.06.13.
3. Removal of deadwood for use as firewood, or for any other use not detailed above, shall not be permitted, except in the best interest of the State. Under these circumstances, the park manager will issue a permit.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-15
1 July 2013**

INCIDENT NOTIFICATION

I. General

In order to effectively manage the Maryland Park Service it is important that the State Duty Officer and Command Staff be notified of serious incidents that occur.

II. Definitions

A. Command Staff

1. Superintendent / Deputy Superintendent
2. Chief of Employee Development / Chief of Mission Support
3. Regional Managers
4. Park Managers

B. State Duty Officer – The employee, as identified in Agency Policy 13-47, who is assigned on-call status.

C. Regional Duty Officer - the Regional Manager or designee that is assigned on-call status.

D. Park Duty Officer - the Park Manager or designee that is assigned on-call status.

III. Priorities utilized to categorize incidents

A. Priority 1 - Major or serious incidents which occur or are pending which activate the Maryland Emergency Management Agency (MEMA) or generate a State of Emergency or Emergency Readiness which is declared by the Governor or his designee.

B. Priority 2 - Major or serious incidents which occur and/or by their very nature require a deviation from normal operating procedures and/or may require a

reallocation of Regional, Service or Department resources and/or generate significant interest to the Region, Service, Department, public or media.

C. Priority 3 - Incidents which occur on site and which are of concern to the site staff because they require a change to the normal operating conditions, but by their very nature generate little or no interest to the Region, Service, Department, public or media.

D. Priority 4 - Normal operating condition.

IV. Notification

A. Priority 1 - Incidents shall be communicated to the Command Staff as soon as possible by the most practical means available (phone, radio, text message). It is the Regional Manager's responsibility to notify the State Duty Officer, who will notify the Superintendent, Headquarters Chiefs and other Regional Managers as appropriate. The State Duty Officer is in charge of the Service at this time, unless relieved by the Superintendent.

B. Priority 2 - Incidents shall be communicated to the Command Staff as soon as possible by the most practical means available (phone, radio, text message). It is the Regional Manager's responsibility to see that the State Duty Officer is notified and he will in turn see that the Headquarters Chiefs and Superintendent are notified, as he deems appropriate. The State Duty Officer is in charge of the Service at this time, unless relieved by the Superintendent.

C. Priority 3 - Incidents shall be communicated through the Park Duty Officer to the Park Manager and the Regional Manager at their discretion and consistent with procedures established regionally and locally. They shall be communicated to the Superintendent, Deputy Superintendent and Headquarters Chiefs through the electronic submission of the weekly briefing each Monday or on the day following the incident if the Regional Manager deems it necessary.

V. Guidelines

A. These descriptions are generalities. Managers will judge the applicable priority for serious incidents as they occur.

B. The State / Regional Duty Officer will be notified concerning serious incidents.

C. On the occasion of a park closing due to being full to capacity, the Park Duty Officer shall notify the Regional Duty Officer who will, in turn, notify the State Duty Officer.

D. Managers should initiate their own standard operating procedures for each priority.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-16
1 July 2013**

CAMPING

I. General

This policy regulating camping in State Parks is issued for improved protection of the resource and to enhance the visitor's experience.

II. Definitions

A. Campground: An area with an organized layout having well-defined roads, parking spaces, campsites, drinking water, sanitary facilities and a limit on the number of persons permitted in the area at one time.

B. Campsite: A clearly marked plot or location within a campground, which provides accommodations for camping by an individual camping party.

C. Youth Group Campers: Members of a legitimate youth group organization, as determined by the MPS (Youth Group Pass) or Park Manager, consisting of youths seventeen years of age and younger, not camping as a family group.

D. Camping Unit: A type of temporary shelter that offers protection from the elements and some privacy. At all times the discretion of the manager will prevail in the determination of what constitutes a camping unit.

E. Primary Camping Unit: The camping unit that the original registrant will be using and typically the largest unit in size and capacity on the site.

F. Secondary Camping Unit: The unit that is usually smaller in size and capacity than the primary unit on the same site.

G. Vehicle: Any mode of transportation in, upon, or by which a person or property is or may be transported or drawn upon a waterway or highway, and includes, but is not limited to: boats, trailers, automobiles, trucks, buses, mopeds, animals, animal-drawn vehicles and off-road vehicles as defined in Chapter 08.07.06 of the Code of Maryland Regulations.

H. Camper Cabin / Yurt: A permanent structure located on a campsite, which provides accommodations for an overnight stay by an individual party in a designated campground. This structure is considered the primary camping unit.

I. Backcountry campsites: Areas that are undeveloped, provide remote dispersed primitive camping and often have uncontrolled access.

J. Camp Host: Individuals who stay in the campground and assist with duties associated with the campground. They agree to work a minimum of 20 hours per week for at least 30 days. In exchange for services they receive a campsite during their stay at no charge.

III. Specific Policies

A. Length of Camping Unit: The maximum length allowed is 29 feet. However, the manager or designee may waive this restriction if adequate space is available and there will be no adverse effects on the resource.

B. Number of Persons per Campsite: Campsites will be limited to a maximum occupancy of six people at one time. The manager or designee may waive this restriction in certain cases when it is in the best interest of proper campground operation and public service. At least one person in the party must be eighteen years of age or older.

C. Length of Stay:

1. Campers will be limited to a maximum two-week stay. Persons who have stayed in a campground for two weeks must have vacated the area for at least one week before re-registering. The manager or designee, in certain cases, may waive the restriction where it is in the best interest of proper campground operation and public service. Camp Hosts are exempted from this limit on maximum stay.

2. From Memorial Day through Labor Day there is a two night minimum stay required which must include a Friday and Saturday stay. Holiday weekends require a three night minimum stay.

3. Full-service cabins require a seven night minimum stay (Saturday-Saturday) from the second Saturday in June to the last Saturday in August. During Memorial Day weekend and Labor Day weekend, there is a three night minimum stay. At all other times, there is a two night minimum stay.

D. Number of vehicles Per Campsite: It is suggested that a maximum of two vehicles per site be enforced. However, the site may dictate the actual number and this number may be increased or decreased at the discretion of the manager or designee. It is the intent of this section to protect the resource and to reduce abuse and attempts to avoid the camping service charge.

E. Camping Units per Campsite: A maximum of two sleeping units will be allowed on each campsite, a primary unit and a secondary unit. A cooking fly, screened shelter, etc., may be substituted for one sleeping unit. However, the site or type of unit may dictate the actual number of units and this number may be increased or decreased at the discretion of the manager or designee. It is the intent of this section to protect the resource and to reduce abuse and attempts to avoid the camping service charge. Campers must have a camping unit. All camping units, picnic tables, vehicles and other equipment must be on the pad or driveway of the campsite.

F. Checkout Time:

1. Campsite checkout time is 1:00 p.m. The manager or designee may adjust checkout time depending on circumstances and site availability.

2. Camper Cabin checkout time is 12:00 p.m. (noon). The manager or designee may adjust checkout time depending on circumstances and cabin availability.

3. Full-Service Cabin checkout is 10:00 a.m. The manager or designee may adjust checkout time depending on circumstances and cabin availability.

4. If campers wish to remain in the park after checkout time for swimming, hiking, etc., they must use a day-use facility (if available) and are responsible for the day-use service charge. Campers who have not officially checked out by the designated checkout time are responsible for an additional night's camping service charge.

G. Late Arrivals: Campers must have their equipment set up by 11 p.m. Campers who temporarily stay the night in the park, but outside the camping area, must stay in the designated late camper arrival area, if one exists, and will be responsible for the normal service charge. They must vacate the late camper arrival area by 8 a.m. the following day.

H. Service charges: Campers will be charged per night regardless of hours spent in the park.

I. Quiet Hours: Quiet hours will be maintained in the campground from 10 p.m. to 7 a.m.

J. Generators: Generators are permitted, but all aspects of their use and operation must conform to the established quiet hours and all applicable safeguards designed to prevent disturbing other visitors and to preserve the peace and tranquility of the park environment, to include COMAR 08.07.06.20(F).

K. Cancellations

1. Camping / Camper cabins / Yurts

a. Cancellations made up to the close of business the day prior to arrival will be charged a \$6/night cancellation service charge.

b. Cancellations made on the scheduled arrival date will be charged one night's camping service charge for each reservation, in addition to a \$6/night cancellation service charge for each additional night.

c. No refunds will be issued for no-shows, or for cancellations or early departures after the day of arrival.

2. Full Service Cabins

a. Cancellations made up to 46 days prior to the start of the reservation will be charged a \$6/night cancellation service charge.

b. Cancellations made 45 days or less prior to the scheduled arrival date will be charged one night's cabin rental, as well as a \$6/night cancellation service charge for each additional night.

c. No refunds will be issued for no-shows, or for cancellations or early departures after the day of arrival.

3. Shelters

a. Cancellations made up to 46 days prior to the reservation date will be charged a \$6 cancellation service charge.

b. Cancellations made 8 to 45 days prior to the reservation date will be charged 50% of the reservation service charge.

c. No refunds will be issued for cancellations made 7 days or less in advance of the reservation date.

L. Refunds: Refunds will only be made in the case of an emergency, e.g., serious illness, death in the family, a serious accident, or failure of the Service to provide normal services. The manager or designee may waive the no-refund policy, upon receipt of a written request.

M. Boat and Utility Trailers: Boat and utility trailers will be permitted at the campsite, but must be parked on the pad access road or designated parking space.

N. Visitors: Visitors to campsites are subject to day-use visitor service charges of the park and must vacate the campsite in accordance with day-use hours. Visitors' vehicles are governed by paragraph D of this section, and the number of visitors is governed by paragraph B of this section, unless waived by the manager or designee.

O. Registration: Campers must have their camping unit with them when registering. A responsible adult (18 years of age or older) shall register for the site and remain with the camping party throughout their stay.

P. Occupancy: Only the registered party may occupy campsites during the duration of the permit. Occupancy must begin immediately following registration, and the site should be occupied at least once during each 24-hour period.

Q. Capacity: The Service reserves the right to limit the number of camping units permitted in campgrounds. Campers applying for a permit at campgrounds filled to capacity will be referred to other facilities.

R. Fires: Fires will be permitted only in grills or designated fire rings, when available. Fires may be prohibited during periods of high fire danger. Fires must be attended at all times and must be extinguished completely when not attended.

S. Chain Saws: At the discretion of the manager, the use of chain saws may be prohibited in and around the campground. The intent of this section is to protect the resource and to preserve the quality of the camping experience.

T. Permit Revocation: At the discretion of the manager or designee, an individual or group of individuals may be required to leave the campground as a result of misconduct or rule infraction. In such cases, the camping service charge is forfeited.

U. Self-Registration: The party registering for a campsite must occupy the site. The party occupying the campsite must register for the site within 30 minutes after they have occupied the campsite.

IV. Assignment of Campsites

Campsites will be assigned at the time a reservation is made. Walk-in campers will have campsites assigned on a first-come, first-served basis without regard to types of equipment, unless the equipment cannot fit on the site. In areas where the terrain is severe and the number of campsites that will accommodate trailers is limited, discriminate holding of individual campsites is allowed. Camping loops shall be opened or closed to campers as needed, at the discretion of the manager.

V. Youth Group Camping: See Agency Policy 13-32 – Youth Groups.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-17
1 July 2013**

**RELIC COLLECTING, TREASURE HUNTING
AND USE OF METAL DETECTORS**

I. General

It is the policy of the Maryland Park Service to safeguard the archeological resources under its care.

II. Policy

A. Digging in search of buried relics or treasures, the removal of any prehistoric or historic artifacts, and the use of metal detectors (except as noted in D, below) within the boundaries of lands, beaches, or under waters controlled by the Maryland Park Service is strictly prohibited without a permit from the Office of Archeology, Maryland Historical Trust, Department of Planning.

B. Permits are only issued to archaeologists and other qualified persons who present a plan for scientific investigation, to be carried out under provisions of the Maryland Archaeological and Submerged Archaeological Historic Properties Acts, as amended.

C. Copies of the law and application for permit can be obtained from the Chief, Office of Archeology, Maryland Historical Trust.

D. The only exception to the aforementioned permit requirements shall be for the use of metal detectors in the search for modern coins, jewelry, etc. on all designated swimming beaches operated by the Maryland Park Service, with the exception of Point Lookout State Park and Calvert Cliffs State Park, and all adjacent waters controlled by the Service.

1. Permission to use these devices for this purpose must be obtained from the Park Manager.

2. These devices may be used during normal park hours except:

a. From 9:00 a.m. through dusk from May 30 through Labor Day, and;

b. At any other time, at the discretion of the Park Manager, when use of these devices would interrupt the recreational enjoyment of other park visitors.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-18
1 July 2013**

BLOODBORNE PATHOGEN PROTECTION

I. Policy

A. It is the policy of the Maryland Park Service (MPS) to conform to the standards set forth in the Occupational Safety and Health Administration (OSHA) regulation 29 CFR part 1910.1030. This regulation pertains to occupational exposure to bloodborne pathogens.

B. The MPS Superintendent shall designate an employee to coordinate compliance with this policy.

II. Purpose

The purpose of this policy is to provide employees with information and procedures to protect themselves and the public from exposure to bloodborne pathogens. This responsibility is a shared one. The Service will provide the training and materials to enable personnel to protect themselves. The employees must be conscientious and exercise good judgment in taking the necessary steps to use safety equipment and to follow the exposure control policies.

III. Guide to Bloodborne Pathogen Protection Procedures

The MPS Training Division will prepare and maintain a procedural manual to provide guidance to all MPS employees. This Maryland Park Service Guide to Bloodborne Pathogen Protection Procedures will be made available to all MPS employees by various means, to include electronic and paper copies and by posting on the Training Division website.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-19
1 July 2013**

SECONDARY EMPLOYMENT

I. Purpose

The purpose of this policy is to establish guidelines to govern off-duty or secondary employment by members of the Maryland Park Service (MPS).

II. General

A. The policy of the MPS is to provide guidelines to employees, to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare and ensure the efficient operation of the Agency.

B. A law enforcement employee shall not be employed in any capacity in any other business, trade, occupation, or profession, while employed by the MPS, except as established by Agency policy and approved by the Superintendent.

III. Definitions

A. Secondary Employment - As used in this policy, "secondary employment" shall mean the rendering of any service or participating in any activity for pay or remuneration from any source other than the MPS. This includes entrance and/or re-enlistment into the military reserve, as well as any form of self-employment, but generally does not include engaging in investments in real property or securities, or sales on isolated occasions of the employee's home, car, or other personal property.

B. Employee - Except where specific designation is made to "law enforcement officer" or to "civilian employee," the term "employee" shall include all employees of the MPS.

IV. Procedures

A. Regular Off-Duty Employment - Employees may engage in off-duty employment that meets the following criteria:

1. Employment of a non-law enforcement nature in which vested law enforcement powers are not a condition of employment. The work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

2. Employment that presents no potential conflict of interest between duties as a law enforcement officer and duties for a secondary employer. Some examples of employment that may represent a conflict of interest are:

a. Process server, reposessor, bill collector, towing of vehicles or vessels, or any other employment in which law enforcement authority might be used to collect money or merchandise for private purposes.

b. Personnel investigations for the private sector, or any employment that might require the law enforcement officer to have access to police information, files, records or services as a condition of employment.

c. Performance of tasks other than that of a law enforcement nature (e.g. endorsements, speaking engagements, commercials, etc.) while in uniform.

d. Assisting, in any manner, the case preparation for the defense in any criminal or civil action or proceeding.

e. Employment by a business or labor group that is on strike.

3. Employment that does not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples are:

a. Employment by establishments that sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.

b. Employment by any gambling establishment not exempted by law.

4. Secondary employment may be approved for law enforcement officers to work in businesses that sell and dispense alcoholic beverages, provided it is not the primary service of that business. Law enforcement officers are prohibited from either the direct selling or dispensing of alcoholic beverages.

B. Extra-Duty Employment - Law enforcement officers may engage in extra-duty employment as follows:

1. Where a government, profit-making or not-for-profit entity has a contract agreement with the Agency for law enforcement officers in uniform who are able to exercise their police duties.
2. Types of extra-duty services that may be considered for contracting are:
 - a. Traffic control and pedestrian safety
 - b. Crowd management
 - c. Security and protection of life and property
 - d. Routine law enforcement for public authorities
 - e. Plainclothes assignments

C. Limitations on regular off-duty employment and extra-duty employment are as follows:

1. In order to be eligible for secondary employment, an employee must have completed any applicable probationary period.
2. Those law enforcement officers who are on medical or other leave due to sickness, temporary disability, or an on-duty injury shall not be eligible to engage in secondary employment.
3. Prior to obtaining secondary employment, an employee shall comply with Agency procedures for granting approval of such employment.
4. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of duty.
5. A law enforcement officer engaged in any secondary employment is subject to call-out in case of emergency, and may be expected to leave his secondary employment in such situations.
6. Permission for an employee to engage in secondary employment may be revoked where it is determined, pursuant to Agency procedure, that such secondary employment is not in the best interest of the Agency, or where it may impair the employee's ability to perform his regular duties.

7. Permission for an employee to engage in secondary employment that involves working for an entity licensed by, or under the regulatory control of the Department of Natural Resources, shall be granted only after a thorough review by the Superintendent. Special attention shall be given to a determination of whether the profession or work involved is an activity in which the officer has direct or frequent control. The State Ethics Commission shall be consulted, when necessary, on these special cases.

V. Liability

An injury or illness arising from secondary employment (not a State occupation) is not compensable by the State. Employees have only personal or job insurance, or State sick and other leave on which to rely for income while ill or injured. Serious illness or injury may result in the employee being disqualified to resume State employment.

VI. Conditions for Secondary Employment

A. Employment that involves work as a private detective, security guard, or which requires investigative work for an insurance agency, private guard agency, collection agency, attorney, bail bond agency, or any private employer employing security guards, etc., may be approved if these businesses are not licensed by, or under the regulatory control of, the Maryland State Police.

1. Any minor violations observed while a law enforcement officer is on duty as a security guard (e.g. shoplifting) will be handled in the capacity of a security guard, and the employee will not identify himself as a law enforcement officer. The offender will be dealt with according to procedures adopted by the secondary employer, with any arrest made by the local law enforcement agency. Any court appearances resulting from these incidents will be on the officer's off-duty time, and any compensation for that time will be paid by the private employer. Supervisors will make every effort, consistent with manpower requirements, to schedule time for an officer's court commitments.

2. In response to serious violations committed while an officer is on duty as a security guard (e.g. felonies), appropriate enforcement action will be taken. Officers who take such enforcement action are considered to be on duty from the time that such action was initiated. In this on-duty status, the employee will be compensated by the MPS and not by the private employer. Officers will limit their actions to those permitted by their jurisdictional limitations or any restrictions imposed by the Agency.

B. Uniforms

Except when specifically authorized by the Superintendent, no uniforms, uniform parts, or equipment (excluding issued sidearm) shall be used by any employee while engaged in secondary employment.

C. Approval

Approval shall not be granted for employment that will interfere with the performance of an employee's official duties, including overtime assignments and response to emergency calls. If, during the course of secondary employment, a law enforcement officer finds it necessary to act in an official capacity, law enforcement functions shall be given priority.

- a. Law enforcement officers who have not achieved a minimum of a "Meets Standards" rating, as rated by their supervisor in their most recent final performance evaluation, shall not be permitted to engage in secondary employment.
- b. Secondary employment that involves the use of Agency records, documents, or files shall not be approved for any employee.
- c. No employee may engage in any type of secondary employment that may, because of its location or nature, bring disfavor or discredit to either the employee or the Agency.

VII. Military Reserve Membership

A. The policy of the MPS is to permit employees to hold membership in military reserve components.

B. In order to avoid any confusion that might exist within the Agency concerning the actual provisions of the Veterans Re-employment Rights Statute (the body of federal laws that include job rights protection for the Guard and Reserve with respect to both the member and his employer), the following information is provided in an effort to resolve areas of possible conflict between an employee's Agency work schedule, demands for staffing, commitments of the MPS, and the member's inactive duty training schedules and/or his annual training requirements of the various components.

1. The rights of the Agency

- a. The MPS must be provided with the employee's military training schedules as far in advance as possible.

b. The MPS must receive the necessary paperwork (such as orders) verifying the military duties for which absences from work are requested. If possible, paperwork should be received by the Agency prior to the time being requested.

2. The rights of employees who are in a component

a. Employees will be released from their jobs, on request, to attend military training.

b. Employees will receive annual leave (vacation) in addition to annual military training time (15 days annually), if needed. This does not include weekend training periods.

c. Employees will receive their positions back when training is complete, and be treated the same as if they had never been away from the Agency.

3. Obligations that the Agency must fulfill under federal law

a. Allow the member the necessary time off for training.

b. Take the employee back when the military duties are completed.

c. Ensure that promotion or benefits are not terminated or denied because of the employee's membership in a reserve component.

d. Grant employees their earned annual leave.

4. Obligations an employee has to the Agency

a. Meet the existing Agency regulations for secondary employment.

b. Request time off. An employee cannot simply fail to report for duty.

c. Report back to work on the next scheduled workday (shift) after drill or annual training.

d. Consider the Agency's needs, primarily manpower.

5. In order to promote uniformity within the overall operation of the Agency with respect to interaction with the component, the following guidelines are hereby established.

a. The individual shall supply his supervisor with his annual training dates, as well as his inactive training dates (normally one weekend per month) as near to the beginning of each federal fiscal year (October-September) as possible.

b. Due to the fact that many employees work rotating shifts and other factors, certain conflicts may arise with respect to scheduling at the local level. Attempts should be instituted at the local level to resolve any conflict. By federal statute, an employee is entitled to have the time off from his normal work schedule in order to fulfill his military obligation. This is not to convey that the employee is entitled to additional time off, but merely that his personal rotating and/or leave schedule might need to be rearranged so as to have the employee's scheduled leave days correspond with the identified military drill dates.

c. In those instances where State Agency commitments conflict, the military component should be contacted and a request made to allow the employee to make up the training at another time. If the military component refuses to allow this employee to make up the training, the employee shall be given leave to attend the training.

d. The employee requesting military leave for annual training will initiate a memorandum on which the following information will be recorded:

i. "Request for Military Leave" will be specified.

ii. Name, rank or classification, and I.D. number or Social Security number.

iii. Assignment.

iv. Dates, as shown on military orders.

e. The memorandum and military orders will be submitted through an employee's supervisor directly to the Regional Manager, who may approve the request. If military orders are not available at the time the leave is requested, the military orders must then follow the request as soon as they are received.

f. Generally, supervisors should attempt to coordinate their manpower needs with military authorities so that no more than two individuals per installation, division, or unit are required to attend annual training with the same military unit during the same time.

Annual training may be staggered so as to reduce the impact on staffing, particularly during summer months.

g. To minimize the impact on staffing, annual leave should not be taken consecutively with military leave.

h. A commissioned officer of this Agency has the responsibility (as secondary duty) to act as a liaison officer between interested or affected parties in matters concerning military affairs. In performing this duty, the officer will be available for consultation and clarification of procedures in an attempt to resolve any conflicts brought to his attention.

i. This information is supplied to offer guidance and assistance as it relates to membership in the military reserve components, and is not intended to be all-encompassing in nature.

VIII. Law Enforcement Officers Holding State or Local Elective or Appointed Offices for Profit

A. The Attorney General's Office issued an opinion (Opinion #87-001) on January 13, 1987, which held that a police officer, as a public officer, was prohibited under Article 35 of the Declaration of Rights of the Maryland Constitution from simultaneously holding two offices of profit. It has been determined that a sworn officer of the Agency may not hold an office of profit under the Constitution.

B. Agency law enforcement officers will not hold an elective or appointed office of profit, at the State or local level, while employed.

1. Upon taking the oath of office for such a position, an employee will forfeit his position as a law enforcement officer with the MPS.

2. An employee's involvement in political activity, on the federal level, will be governed by the Hatch Act.

IX. Authorization

A. Employees of the MPS shall receive written authorization from the Agency before engaging in secondary employment.

B. Employees requesting permission to engage in secondary employment will complete a Maryland Park Service Secondary Employment Approval Form. An original and two copies will be submitted to the employee's supervisor.

C. Requests approved by supervisors will be forwarded to the Superintendent through the appropriate chain of command.

D. Denied requests, when appealed by the employee, will be forwarded by supervisors to the Deputy Superintendent for reconsideration. Following approval action by the Deputy Superintendent, the request will be forwarded to the Superintendent.

**MARYLAND PARK SERVICE
OFF-DUTY EMPLOYMENT APPROVAL FORM**

EMPLOYEE'S NAME _____

PRESENT ASSIGNMENT _____

PROSPECTIVE OFF-DUTY EMPLOYER _____

ADDRESS _____

PROSPECTIVE IMMEDIATE SUPERVISOR _____

BUSINESS PHONE _____

NEW REQUEST _____ or ANNUAL RENEWAL _____

IF NEW, ANTICIPATED STARTING DATE _____ HOURS PER WEEK _____

NATURE OF WORK TO BE PERFORMED (GENERAL AND SPECIFIC) _____

Is the purpose of your prospective off-duty private employment to utilize your police skills and expertise?
_____ Yes _____ No _____ N/A

(a) If so, I fully understand that pursuant to Agency Policy, Personnel Policies, and Regulations of procedure, I will not be granted injury leave with pay if I become injured while on this off-duty employment. I must advise my prospective employer of this policy and his potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any sick leave credits I have accrued if I become physically incapable of reporting for duty due to an off-duty injury.

(b) If not, and in my prospective off-duty employment, I find it necessary to exercise police action which results in an injury, I fully understand that I would then be eligible for injury leave. I realize this only applies as long as the police action I exercise occurs within the jurisdictional boundaries as defined by statute.

(c) I am also aware that if my off-duty employment is situated outside the boundaries of the Maryland Park Service, I will not represent myself as a Maryland Ranger during the performance of duties. In addition, I accept the condition that I am not to use any State equipment, nor utilize the facilities of our communications or records center, in connection with my prospective off-duty employment without prior approval from the Superintendent.

I HEREBY ACKNOWLEDGE THAT I AM NOT TO BE EMPLOYED BY ANY SPECIAL POLICE AGENCY OR CONSULTING AGENCY THAT PROVIDES POLICE SERVICES.

II. My off-duty employment at _____ will be terminated by _____ (date).

Request is: _____ Approved _____ Denied _____
Submitting Officer ID/Assignment Date

Superintendent Date Witnessing Supervisor Date

This request must be received in the Superintendent's office two weeks prior to starting/termination date. Complete original and two (2) copies. Submit original and two (2) copies to the Superintendent. Original will be returned to submitting officer. One (1) copy will be placed in the employee's headquarters file and one (1) copy will be placed in employee's personnel file.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-20
1 July 2013**

CASH HANDLING AND CONTROL

I. General

It is the policy of the Maryland Park Service that each Park will develop procedures for the proper collection and handling of cash receipts. These site-specific procedures will be reviewed by the appropriate DNR auditing staff, and then forwarded to the MPS Chief Financial Officer for approval.

II. Service Charges

All new service charges must be approved before implementation. Proposed additional service charges must be submitted with procedures for proper collection and handling of cash receipts. This policy includes implementation of a new service charge collected through an honor system.

III. Maintenance of Procedures

Approved procedures will be kept up-to-date and stored in the Park headquarters policy binder following this Agency Policy.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-21
1 July 2013**

**PROCEDURES FOR DISTRIBUTION OF
PRE-NUMBERED FORMS / PARK TICKETS**

I. General

This policy outlines the proper procedures for control and accounting of pre-numbered forms and park tickets.

II. Procedures

A. Warehouse Procedures

1. All requests for transfer of pre-numbered items from inventory to parks are to be directed to the designated Agency forms coordinator.
2. The Agency forms coordinator will prepare the item for transfer, record the sequential numbering of the items drawn from inventory, and make arrangements for delivery of the items where required.
3. The Agency forms coordinator will prepare the transfer receipt, retaining a copy for his records as follows:
 - a. Complete the transfer receipt for quantity, item and/or description, and number series in sequence for the transfer.
 - b. Sign and date the receipt where indicated.
4. The Agency forms coordinator will enter the transfer in the inventory and in the control log for the transferred items and check them against the receipt for accuracy.
5. The Agency forms coordinator will give the transfer receipt to the person picking up or taking delivery of the order.
6. The Agency forms coordinator will retain the warehouse copy of the receipt in a separate file for each park. These records and the control log shall be secured in a locking file cabinet by the secretary.

7. After the order has been picked up or delivered, and the warehouse receipt verified and signed by the responsible party, the original copy of the receipt is to be returned to the Agency forms coordinator. The Agency forms coordinator will match the original transfer receipt to the warehouse copy and keep both of them in the file for the location.

8. The Agency forms coordinator will investigate any discrepancies reported as to quantity, series numbering of items, or type of items delivered, and resolve these with the responsible party at the park.

9. Any missing inventory of pre-numbered items, coming to the attention of the Agency forms coordinator, is to be reported immediately to the DNR internal auditor through the chain of command. The Agency forms coordinator is responsible for documenting the report of any discrepancy and keeping a written record of actions taken (phone call or meetings) to resolve the discrepancy. The Agency forms coordinator will keep a written record for the file, and forward a copy of the written record to the DNR internal auditor.

B. Park Procedures

1. All requests for transfer of pre-numbered items from the central inventory are to be directed to the Agency forms coordinator.

2. Park managers or responsible persons should make arrangements, for pick up or delivery of items, with the Agency forms coordinator.

3. A transfer receipt will be delivered with the order. The park manager or responsible person is to verify that the items received match the items indicated on the accompanying transfer receipt.

4. The park manager or designated responsible person will sign and date the transfer receipt, retaining the Park copy, and return the original immediately to the Agency forms coordinator.

5. The park manager or designated responsible person will maintain a written inventory record of all items transferred to their location from the warehouse. A separate record is to be maintained for each denomination of park ticket or pre-numbered item.

6. All park copies of the warehouse receipts shall be maintained in a separate file at the park and made available for inspection when required.

7. If there are any discrepancies between the order received and the transfer receipt at delivery, the discrepancy shall be reported to the Agency forms coordinator immediately and a written record of the discrepancy kept at the park.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-22
1 July 2013**

PURSUIT OF VEHICLES / VESSELS

I. Purpose

The purpose of this policy is to establish procedures for the operation of police vehicles / vessels under emergency conditions, and the pursuit of a suspect / violator by police vehicles / vessels. It is solely within a Ranger's discretion to initiate the pursuit of a vehicle / vessel, and it is essential that the Ranger exercise due care for the safety of the Ranger and others who might be affected by the pursuit. A Ranger is not relieved from the duty to drive with due regard for the safety of all persons, regardless of the reason for the pursuit.

II. Definitions - The following definitions apply for the purpose expressed in this policy:

A. Marked vehicles / vessels - A vehicle or vessel used by the Agency which is plainly and prominently marked with the Agency logo and equipped with emergency equipment designating it as a law enforcement vehicle or vessel (see Agency Policy 13-48 – Agency Vehicles).

B. Unmarked vehicles / vessels - All vehicles or vessels used by the Agency not displaying the Agency logo, but equipped with emergency equipment shall be considered unmarked vehicles / vessels (see Agency Policy 13-48 – Agency Vehicles).

C. Support vehicles / vessels - All vehicles / vessels used by the Agency and not defined in A or B.

D. Roadblock - Any method, restriction, or obstruction utilized or intended for the purpose of preventing any passage of motor vehicles / vessels on a highway / waterway in order to effect the apprehension of an actual or suspected violator in a motor vehicle / vessel.

E. Emergency vehicle / vessel – § 21-106 of the Transportation Article and §§ 8-727 and 8-727.1 of the Natural Resources Article provide certain privileges for drivers / operators of emergency vehicles / vessels, including law enforcement vehicles / vessels, and contain certain provisions for compliance.

F. Ranger – For the purposes of this policy, “Ranger” is a law enforcement employee of the Maryland Park Service.

III. Identification

A. Every motor vehicle of this Agency will be assigned, with certain exceptions, two regulation size vehicle registration plates. Marked vehicles will display the issued plates at all times in the places provided by the automobile manufacturer for registration plates.

B. Vessels - All vessels will be assigned an agency vessel identification number or name. This number will be displayed; however, the location will be determined by vessel type and construction.

IV. Emergency Driving Policy

A. Employees of the Agency will, in the performance of their duties, operate Agency motor vehicles and vessels in a safe manner and in accordance with the law.

B. Life and death emergencies are those instances in which the presence of a law enforcement officer could potentially save a life, and when seconds could make a difference. It shall also include those instances when another officer has placed a call for assistance, and those instances when a life-threatening situation is in progress, or has just occurred.

C. Posted speed limits may be exceeded under life and death emergency circumstances, consistent with safety and statutory exemptions granted to an authorized emergency vehicle / vessel, when the vehicle / vessel is making use of audible and visual signals and the operator has been trained in vehicle / vessel defensive and pursuit driving. The audible and visual signals may be supplemented by lighted headlamps in Agency vehicles.

D. Classifying calls for service.

1. The purpose of classifying calls for service is to provide the most prompt response for service, consistent with the safety of the responding Ranger and the public. It is the responsibility of the supervisor, if available, to determine the proper code according to information that has been made available, although it is not the intent of this policy to require that a response code be assigned to each and every call that is dispatched from the DNR Communications Center or Park headquarters.

2. If the Ranger assigned to handle a call has additional information about the incident which indicates that the code assignment is inappropriate, the

Ranger should immediately advise the supervisor, if available, and request a change in response. Consistent with this subsection, Rangers may use discretion in responding to incidents brought to their personal attention, although the DNR Communications Center must be advised of a code one response as soon as possible.

3. The following codes are available to direct response:

a. Code One directs an expeditious response and authorizes the use of emergency lights and siren. Operation of a vehicle or vessel during an emergency response must conform to § 21-106 of the Transportation Article and §§ 8-727 and 8-727.1 of the Natural Resources Article, respectively. A Code One response is usually prompted by one of the following requests for assistance:

i. An officer needs help - All instances in which the safety of an officer is directly threatened.

ii. All situations where there are reasonable grounds to believe human life is in peril and where the police have the primary responsibility for acting.

iii. Other situations where an emergency response could prevent loss of life or serious injury.

iv. Vessel response to a situation where imminent property damage is certain.

b. A Code Two response is one directing personnel to respond within the posted speed limit. Emergency equipment may be used in certain instances to facilitate response and to expedite movement through traffic if the Ranger considers it appropriate.

V. Vehicle / Vessel Pursuit

A. Definition - A vehicle / vessel pursuit occurs whenever a Ranger disengages from routine patrol operations with the intent to pursue and stop a violator of the law. This definition considers two types of pursuit.

1. Normal Pursuit - Pursuit of a violator after a violation has been observed. The operator is signaled to stop and complies.

2. Extended / High-Speed Pursuit - Violator attempts to avoid arrest by fleeing in a vehicle / vessel, ignores, or fails to comply with, the Ranger's signal to stop.

B. Policy

1. It is the policy of the Agency to permit law enforcement employees to engage in extended / high-speed vehicle / vessel pursuit when it is necessary to apprehend a violator of the laws of this state. Extended high-speed pursuit is a sanctioned enforcement technique. However, it should be used with discretion and after conscious deliberation, and not be the product of one's emotions. It is better to disengage from a pursuit than become involved in unreasonable risk-taking. The potential for personal injury and damage to personal property must be weighed against the urgency of the pursuit and the tactics employed by the pursuing officer.

2. Agency policy affords Rangers wide latitude in deciding to pursue and, after pursuit has begun, in choosing the manner and methods of conducting the pursuit. The supervisor, if available, and the DNR Communications Center, however, must be made constantly aware of an extended or high speed pursuit and have the authority to direct its course, or to cancel it. The primary consideration of the supervisor shall be the safety of the public and the Ranger.

3. Although State law and Agency policy permits a Ranger who is engaged in vehicle / vessel pursuit to disregard traffic / boating laws, they do hold the Ranger responsible to drive with due regard for the safety of others, and do not protect him from the consequences of reckless disregard for the safety of others.

4. No Ranger operating a vehicle / vessel may engage in a pursuit while towing another vehicle / vessel or trailer.

C. Limitations - Many factors may affect one's decision to begin, and to continue, pursuit, including:

1. The nature of the offense;
2. The Ranger's ability to operate at high speed over extended distances;
3. The characteristics of the highway / waterway and the Ranger's familiarity with the highway / waterway;
4. The performance characteristics of the Ranger's vehicle / vessel and those of the vehicle / vessel being pursued;
5. Traffic density;

6. The danger to the public; and

7. Weather conditions.

D. Procedure for pursuit

1. Attempt to apprehend the violator as soon as possible to minimize the hazard.

2. Available emergency equipment will be used when a normal pursuit escalates into a high-speed / extended pursuit.

3. The supervisor of the area where a pursuit is taking place, if available, shall monitor and supervise its progress. The supervisor may assign additional units and any other resources available to assist with the pursuit. No other patrol vehicles / vessels will become involved in the pursuit without the express approval of the supervisor, if available, or the request or approval of the primary unit involved.

4. The Ranger initiating a pursuit shall, in all cases, notify the DNR Communications Center as soon as reasonably possible that a pursuit is underway, and provide the following information:

a. Ranger or unit identification;

b. Location, speed, and direction of travel;

c. Vehicle / vessel description, including license number, if known; and

d. Number of occupants.

5. A Ranger operating an unmarked vehicle / vessel will permit marked vehicles / vessels to assume control of the pursuit once they become available. Generally, patrol vehicles / vessels carrying passengers or prisoners will not become involved in a high-speed pursuit except when the passengers are:

a. Agency law enforcement personnel;

b. Law enforcement personnel from other agencies;

c. Agency trainees, police communication operators; or

d. Other persons specifically authorized by the Agency.

6. Consistent with the safe operation of the vehicle / vessel, the pursuing Ranger shall maintain contact with the DNR Communications Center. The Ranger shall relay all information that will assist in apprehending the violator.

E. When to abandon pursuit

1. The decision to abandon pursuit will remain, in most instances, with the pursuing Ranger. The supervisor, if available, shall monitor the course of the pursuit and have the prerogative to end it based on input from the pursuing Ranger and the supervisor's personal knowledge of the area, and traffic conditions.

2. Generally, pursuits shall be discontinued when:

a. The risk to the Ranger or the public is unnecessarily high;

b. The risk is inconsistent with the severity of the violation;

c. The highway / waterway and environmental conditions are not conducive to continued safe pursuit.

F. Emergency vehicle operation and tactics

1. Offensive tactics - In the course of the pursuit, deliberate contact between vehicles / vessels, or forcing the pursued vehicle into parked cars, ditches, or any other obstacle, boxing in, heading off, or ramming shall be prohibited, unless such actions are specifically authorized by a commanding officer or a supervisor. Such actions may be approved only when the use of deadly force would be authorized. The tactics of boxing in and heading off may be used in a pursuit of a vessel if traffic conditions warrant it.

2. Passing - There shall be no attempt by Rangers to pass other field units involved in the pursuit unless the passing Ranger receives specific permission from the primary unit.

3. Spacing - All operators of units in pursuit, whether the vehicle / vessel in front of the units is the suspect vehicle / vessel or another vehicle / vessel, shall space their unit at a distance that will ensure proper braking and reaction time in the event the lead vehicle / vessel stops, slows, or turns.

4. Number of Law Enforcement Vehicles - No more than two law enforcement vehicles / vessels will become actively involved in a pursuit, unless specifically requested by the primary unit operator. If the primary unit is unmarked, the first marked unit to become actively involved in the pursuit will become the primary unit as soon as it is practical to do so.

5. Roadblocks - The use of a roadblock must be authorized by a commanding officer or the supervisor. Generally, a roadblock will be employed only as a last resort. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted. The roadblock must be clearly visible and provide adequate warning to allow vehicles / vessels to come to a safe stop. The roadway shall not be completely blocked unless the use of deadly force would be authorized. Personnel must exit their vehicle and position themselves in a safe location when it is used as a roadblock.

6. Traffic Control Devices - Extreme caution must be used whenever Rangers disregard traffic signs or signals, even though statutes specifically permit such conduct. Rangers shall make use of all available warning devices to alert other motorists and pedestrians.

7. Aerial Assistance - Aerial assistance will be utilized if available. The air unit shall direct the movement of the primary unit and coordinate assistance of other ground units involved in the pursuit.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-23
1 July 2013**

EXPANDED JURISDICTIONAL AUTHORITY FOR RANGERS

Extrajurisdictional Authority

A. Law Enforcement Officers of the Maryland Park Service may make warrantless arrests outside their regular jurisdiction for certain crimes, under certain circumstances, and conduct investigations without limitations to jurisdiction. They may not enforce Maryland Vehicle Law beyond their sworn jurisdiction.

B. Law Enforcement Officers may exercise powers outside their regular jurisdiction if they are:

1. Participating in a joint investigation with officials from any other State, federal, or local Law Enforcement Agency where at least one officer has jurisdiction;
2. Rendering assistance to a Police Officer;
3. Acting at the request of a local Police Officer or a State Police Officer; or
4. Reacting to an "emergency" that exists as defined in § 2-101 of the Criminal Procedure Article; and
5. Acting in accordance with regulations adopted by the Maryland Park Service.

C. When acting under the authority granted in § 2-102 of the Criminal Procedure Article and Maryland Park Service regulations, notifications of an investigation or enforcement action shall be made to the State, federal, or local Law Enforcement Agency that has jurisdiction, as required. Rangers will also contact the Park Manager or designee, who will in turn contact the Regional Manager or designee, before conducting an investigation outside his jurisdiction. In the event of an "emergency," Rangers will contact the Park Manager or designee as soon as reasonably possible. It will be the Ranger's responsibility to contact the State, federal or local Law Enforcement Agency and supply them with any paperwork or information needed by that agency.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-24
1 July 2013**

PURSUIT INTO ADJOINING JURISDICTIONS

I. General

A. For purposes of this Policy, "Ranger" refers to the law enforcement officers of the Maryland Park Service.

B. Rangers have no law enforcement authority outside their jurisdiction, except as specifically defined by law (Fresh Pursuit, extrajurisdictional authority, etc). When entering another state, the Ranger is bound by the laws of the state entered.

C. Rangers entering foreign jurisdictions will request the assistance of local law enforcement personnel, and be accompanied by said personnel, whenever possible, in the event law enforcement action is to be taken.

D. The pursuing Ranger must realize that the ultimate decision on pursuit is his to make, and he assumes a measure of personal liability for any actions subsequently deemed improper or illegal.

II. Pursuit Within Maryland

A. Rangers of the Maryland Park Service, upon observing a violation originating in their jurisdiction, may pursue offenders into neighboring jurisdictions within the State of Maryland. Actions will conform to standards set forth under Fresh Pursuit (§ 2-301 of the Criminal Procedure Article, Annotated Code of Maryland).

B. Pursuing Rangers shall immediately notify the DNR Communications Center of the pursuit and identify the jurisdiction entered. Communications Center personnel shall then notify the affected law enforcement agency of the entry into their area, and keep them apprised of the pursuit status.

C. Upon apprehension of the offender, the Ranger will process the prisoner in the normal fashion, and take him before a judicial officer in the county in which the offense occurred. If officers of the entered jurisdiction request the prisoner be processed for violations occurring in that jurisdiction, the Ranger will comply with that request prior to returning the prisoner to the Park for processing.

III. Pursuit into Adjoining States

A. Rangers of the Maryland Park Service may pursue a suspect across state boundaries if the offender has committed, or is reasonably believed to have committed, a felony.

B. Pursuing Rangers shall immediately notify the DNR Communications Center of the pursuit and identify the state entered. Communications Center personnel shall then notify the affected law enforcement agency of the entry into their state, and keep them apprised of the pursuit status.

C. If the pursuit results in apprehension, the Ranger shall comply with all requirements of the entered jurisdiction regarding judicial hearings on the legality of the arrest and the removal of the arrestee to Maryland. Rangers will cooperate fully with officers of the entered jurisdiction.

D. The primary factor for a Ranger to consider when entering an adjacent state jurisdiction is the protection of property and the safeguarding of lives. The Ranger must carefully evaluate, based on the totality of circumstances surrounding the incident at hand, whether his continued pursuit across a state line (in which case his authority is limited to that contained within the provisions of the Fresh Pursuit Act, or those rights afforded all citizens at Common Law) will result in the reduction of imminent danger to the public, or whether his continued pursuit is not in the public interest.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-25
1 July 2013**

AFFILIATED FOUNDATIONS

I. General

The Maryland Department of Natural Resources (DNR), Maryland Park Service (MPS), acknowledges the importance of voluntary private support of its parks, programs and activities. Accordingly, it is the policy of DNR to encourage and promote fundraising, voluntary contributions and other assistance by private foundations appropriately affiliated with the MPS for the benefit of the MPS. To achieve this goal, the MPS will cooperate in every way possible with the work of its affiliated foundations in accordance with the terms set forth in this policy.

II. Purpose

The MPS may recognize as an affiliated foundation any organization established as a private, non-profit corporation and separate legal entity, created and operated for the benefit of the MPS, the purposes of which are one or more of the following:

1. To cooperate with the MPS in promoting and developing the natural, cultural and historical resources of the State through the MPS.
2. To facilitate and support fundraising programs and solicit contributions from private sources to promote the purposes and general welfare of the MPS.
3. To receive, hold, and manage private gifts and property for the benefit of the MPS; to buy, sell, exchange and invest real or personal property or the proceeds thereof for the benefit of the MPS.
4. To promote, sponsor, and implement educational, scientific, charitable and cultural activities for the benefit of the MPS.

III. Control and Management

A. The control and management of any foundation affiliated with the MPS rests with a Board of Directors, the members of which receive sufficient guidance from the MPS to ensure that the needs of the MPS are met.

B. The following minimum standards apply:

1. The foundation shall comply with all registration requirements of the State of Maryland, including registering as a charitable organization with the Secretary of State, if applicable.
2. No appointed official or employee of DNR may serve as an officer or employee of an affiliated foundation, or as a voting member of the Board of Directors of any affiliated foundation. In addition, to prevent the appearance of any conflict of interest, a spouse, parent, child, brother or sister of a DNR employee may not serve as an officer or employee of the Board of Directors of an affiliated foundation.
3. Foundations may not engage in activities that conflict with federal or State laws, rules and regulations, or the role and purpose of DNR. Foundations shall comply with applicable Internal Revenue Code provisions and regulations and all applicable policies and guidelines.
4. All activities of those affiliated foundations registered with the Internal Revenue Service as 501(c)(3) organizations shall be in conformance with Section 501(c)(3) of the United States Code. In particular, "no substantial part of the activities (of an affiliated foundation shall be) carrying on propaganda, or otherwise attempting to influence legislation." Furthermore, no affiliated foundation shall directly or indirectly "participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office."

IV. Relationship With the MPS

A. The relationship between any affiliated foundation and the MPS shall be such that the general public is aware that the foundation is separate and distinct from the MPS, but that its resources are used to foster and promote the general welfare of the MPS.

B. In furtherance of this policy:

1. Each foundation shall enter into a written agreement with the MPS, which shall establish the relationship between the parties, describe the purpose of the foundation, and acknowledge the applicability of this policy.
2. The letterhead and any brochures of a foundation shall carry the complete legal name of the foundation. All solicitations, activities, and advertisements by a foundation shall use the name of the foundation and shall be identified clearly as an activity of that foundation, separate and distinct from the MPS.

3. Trademarks, service marks, logos, seals, or the name of the State of Maryland, DNR or any of its units may be used by a foundation only with the prior permission of DNR.
4. In matters of mutual concern, or with activities jointly sponsored by a foundation and the MPS, the complete legal names and identifying marks of both the foundation and the MPS shall be used, and the respective roles of each entity shall be identified clearly to third parties.
5. One employee of the MPS shall be designated by the Superintendent to serve as sole liaison between the MPS and any foundation. The liaison for each foundation may represent the MPS at foundation meetings, and shall communicate the activities, needs and expectations of each entity to the other.
6. No foundation shall use any facility, service, resource, employee, or other supportive assistance of the MPS to conduct foundation business, unless such use is approved by the MPS. If a foundation uses office space, equipment, employees, or services of the MPS, the foundation must agree to indemnify the MPS and its employees for any loss or damage to the foundation's property or injury to foundation personnel on State property.
7. MPS employees may provide minimal support to a foundation without reimbursement provided such support is conducted as part of the regular duties of the employee, is consistent with the policies and purposes of the MPS, and is approved by the MPS. Nothing shall prohibit MPS employees from volunteering off-duty time and support to foundation activities.

V. Fiscal and Auditing Procedures

A. Financial activities of a foundation shall be administered in accordance with prudent business practices. To ensure uniformity in accounting and procedures, a foundation is encouraged to conduct its fiscal operations so that its fiscal year conforms to that of the State of Maryland.

B. The following guidelines must be followed:

1. Foundation funds shall be kept separate from MPS funds. Funds payable to the State of Maryland, DNR, MPS, or any of its units shall not be deposited with a foundation.
2. All gifts or donations to the MPS from a foundation must be approved by the MPS, and shall be accepted by the MPS in accordance with the applicable agency policy on gift acceptance. Fundraising solicitations of major contributions for the benefit of the MPS shall be approved in advance

by the MPS, and should be compatible with the plans and needs of the MPS.

3. A foundation must obtain prior approval of the MPS before accepting any donation for restricted or designated purposes that may subsequently affect or require administration or direct expenditure by the MPS. Such donations may not be accepted if donor instructions or restrictions are contrary to sound public policy or are at variance with the policies and procedures of the MPS.

4. Each foundation shall be audited by an independent certified public accountant at least once per fiscal year if the foundation's gross income from contributions equals or exceeds \$100,000.

5. A foundation shall permit the MPS to inspect, at reasonable times, the following documents: the foundation's books and records; its most recent federal and State tax returns; its most recent filing with the Maryland Office of the Secretary of State, and; a list of its officers and directors, employees, consultants and legal counsel for the fiscal year.

VI. Compliance

The MPS shall continually monitor its relationship with any affiliated foundation to ensure compliance with this policy.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-26
1 July 2013**

SUBMISSION OF REQUIRED REPORTS

I. General

All Maryland Park Service (MPS) employees shall submit all reports, both oral and written, required by the Agency, on time and in accordance with established procedures.

II. Procedures for Submission of Incident Reports and First Aid Reports

The following procedures and timelines shall be adhered to in the completion and submission of standard Agency Incident Reports and First Aid reports, unless the employee is granted a specific exemption, or is otherwise directed by his supervisor or chain of command.

1. Filing of required reports regarding incidents, or in cases where first aid has been provided, shall be done using the official Agency Incident Report form or First Aid Report form, respectively. These reports shall be completed neatly and accurately.
2. In compliance with direction from supervisors, and according to established procedures, a Computer Aided Dispatch (CAD) report may be filed with the DNR Communications Center in lieu of a written report, at the employee's discretion.
3. All Incident Reports and First Aid Reports shall be completed and submitted to the employee's supervisor by the end of the employee's second shift following the date of the incident.
4. All revisions of Incident Reports and First Aid Reports requested by a supervisor are to be re-submitted to the employee's supervisor by the end of the employee's first shift following the date the report was returned for revision and/or correction.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-27
1 July 2013**

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

I. General

A. It is the policy of the Maryland Park Service (MPS) to provide CISM assistance to all personnel involved in a critical incident. This policy establishes procedures on how the MPS will respond to personnel requiring services due to a critical incident.

B. The function of the Critical Incident Stress Management Team is to provide professional peer support to MPS personnel. It will lend support to those who need guidance to cope with the emotional trauma of an event.

C. The use of peer counselors has proven to be effective in dealing with critical incident stress.

D. Critical incidents may have a negative impact on the Service, performance of personnel, and in extreme instances, may present danger to the welfare and safety of personnel involved, their families, the general public and co-workers.

II. Definitions

A. Critical Incident - An event having a stressful impact sufficient enough to overwhelm the usually effective coping skills of either an individual or a group.

B. Critical Incident Stress (CIS) - Reaction a person or group has to a Critical Incident. Characterized by cognitive, physical, emotional, and behavioral signs and symptoms.

C. Critical Incident Stress Management (CISM) - A wide range of programs and intervention strategies, designed to prevent stress in personnel and to assist them in managing and recovering from significant stress should they encounter it in their work. It contains many special programs and strategies including: pre-incident education, defusing, demobilization, debriefing, on-scene support services, follow-up services, individual consultations, peer counseling, informal discussions, crisis intervention training, disaster preparedness, and disaster assistance programs.

D. Personnel - For the purposes of this policy, personnel shall be defined as all sworn and civilian employees, including volunteers and contractual workers.

E. MPS CISM Coordinator – MPS employee who is designated and trained to facilitate and coordinate CISM efforts.

F. DNR CISM Team - A team with a cooperative relationship between professional support personnel (mental health care professionals) and peer support personnel (DNR personnel) who have received special training to facilitate recovery during periods of stress reactions due to critical incidents.

G. Individual Support (MPS) - One-on-one peer support intervention. Referrals will be made when deemed necessary.

H. CIS Defusing - An abbreviated version of a debriefing which should occur within 8 hours of the event and is designed to provide clarification of the event and possibly reduce or eliminate the need for a formal debriefing.

I. CIS Debriefing - A direct, action-oriented crisis intervention process using educational techniques, designed to prevent or mitigate traumatic stress, which should occur within 24 to 72 hours after a critical incident, and be facilitated by a trained DNR CISM team, led by a mental health care professional.

III. Peer CISM Team Members:

A. Are employed in a non-probationary status, or have been a volunteer for at least two years. They must have the written support of their Park Manager and Regional Manager. Appointments will be made jointly by the CISM Coordinator and the Assistant Superintendents.

B. Are willing to function in a designated capacity and respond to calls on an emergency basis.

C. Are voluntary participants in the CISM program, and will be compensated for responding to incidents according to current policies.

D. Will maintain strict confidentiality.

E. After notification of appointment, will complete the basic course in the management of critical incident stress, and subsequent refresher training on an annual basis. This training will be approved and coordinated by the Training Division and will be funded by the State, on State time.

F. The CISM Team will, if sufficient staff allows, consist of twelve members, the CISM Coordinator, and a minimum of two volunteer mental health care

professionals. Consideration will be given to geographic distribution of team members.

G. Team members may be removed from team membership by the joint decision of the CISM Coordinator and the Assistant Superintendents.

H. Individuals may request to be removed from team membership by submitting written notification to the CISM Coordinator, the Regional Manager, and the Park Manager. This request will be evaluated jointly by the CISM Coordinator and the Regional Manager.

IV. Policy

A. The MPS will provide all personnel with access to CISM services, and take those measures necessary to ensure the well-being and safety of MPS personnel.

B. The MPS CISM Coordinator will facilitate and coordinate CISM support for personnel affected by a critical incident.

C. Following any critical incident, it is the initial responsibility of the immediate supervisor to determine the need for and request a CISM intervention for all personnel involved. Activation of a CISM intervention recommendation is not limited to the immediate supervisor. Upon recognizing the need for a CISM intervention, the supervisor shall initiate intervention following guidelines set forth by the Incident Notification Policy (Agency Policy 13-15). The State Duty Officer shall mobilize CISM resources through the CISM Coordinator. The CISM Coordinator or his designee will determine the level of response to the particular incident.

D. Individual personnel directly involved with the event shall be provided the opportunity to request assistance and receive CISM intervention.

E. CISM Team members may be activated for a CISM intervention with appropriate notification and authorization by the CISM coordinator, who will make the necessary notifications to the State Duty Officer and other affected supervisory personnel.

F. The Employee Assistance Program is available for use either by supervisory referral, or at the option of affected personnel.

G. All MPS personnel involved in a critical incident are strongly encouraged to participate in CISM activities. Even if they are not personally affected by the particular event, their participation may aid others involved.

H. In the case of an Officer-Involved Shooting, or other incident that will likely result in an internal or criminal investigation, the affected employee(s) will be advised that their participation is optional, and that information revealed during the CISM intervention may NOT be confidential, as per Section (K) of this policy.

I. Participation in CISM will not be considered as a determining factor in one's fitness for duty.

J. Confidentiality

1. It shall be the duty and obligation of all CISM team members to maintain strict confidentiality.
2. Any statement or discussion with a CISM team member while fulfilling their role on the CISM team will remain confidential except as enumerated below (Section K of this policy).
3. No cameras, recorders or note taking of any type is ever permitted in a CISM intervention.
4. There will be no documentation of CISM intervention placed in personnel files.
5. The MPS considers all communications between a CISM team member and an individual privileged.

K. Exceptions to Confidentiality

The following situations are not considered confidential and must be reported to the CISM team coordinator. The employee must be advised of the CISM Team member's obligation to report certain information at the beginning of the intervention, and at any point during the intervention when it becomes apparent that the employee may share information required to be reported.

- a. Threats of suicide or injuries to self and/or others.
- b. Admissions or threats of unlawful conduct.
- c. Admissions of domestic or child abuse.
- d. When required to do so, by an order of the court.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-28
1 July 2013**

**AUTHORIZED PASSENGERS
IN DNR VEHICLES AND VESSELS**

Policy

In conformance with the State policy entitled "General Rules for Drivers of State Owned Vehicles," issued by the Department of Budget and Management, the following persons are authorized as passengers in DNR vehicles:

1. Any person being transported on official State business, including volunteers, other agency employees, prisoners, persons in need of police assistance, etc.
2. The Superintendent of the Maryland Park Service may authorize personnel to transport civilian or other persons to and from agency facilities or agency-sanctioned events when determined to be in the best interest of the Agency.
3. The Superintendent of the Maryland Park Service may authorize ride-along programs for interns, students, job applicants, the media, or to other persons when determined to be in the best interest of the Agency. When involved in a ride-along, the operator shall not unnecessarily become involved in high-risk law enforcement situations, and the passenger must sign the appropriate waiver.
4. When transporting civilian personnel under the above sections of this policy, a Maryland Park Service law enforcement officer may not initiate or become involved in a motor vehicle pursuit.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-29
1 July 2013**

PHOTOGRAPHY / FILMING ON MPS-MANAGED PROPERTY

I. General

A. It is the intent of the Maryland Department of Natural Resources, Maryland Park Service (MPS), to establish guidelines for the use of MPS-managed facilities and lands for commercial photography and filming for movies, television, documentaries, and other video programming.

B. Commercial users or film production entities (User) will be required to sign a standard right-of-entry agreement or other applicable license or lease document, as well as pay a service charge.

C. This policy does not apply to private, non-commercial filming or photography conducted on MPS property, which is allowed in all public areas.

II. Policy

A. Use of Facilities / Lands for Commercial Photography / Filming

MPS-managed facilities may be used for commercial photography and filming purposes for movie, television, documentary, or other video programming, if such use does not interfere with public use of the requested facility or land, and will not damage the natural, cultural or historical features of the facility or land. The Park Manager shall be the point of contact for the User during the entire project.

B. Approval Process

1. All requests from potential Users shall be directed to the Park Manager.
2. The Park Manager will then forward the request to the Regional Manager for his recommendation and approval.
3. The Regional Manager will then obtain approval from the Superintendent or designee.

4. Once all approvals have been obtained, the Regional Manager will coordinate the preparation and processing of the necessary legal document. This will typically be a contract.
5. The User must sign and fully execute the appropriate contract or other appropriate agreement before the commencement of any work or entry on the facility or land.
6. Users engaged in filming must carry general comprehensive liability insurance coverage of a minimum of one million dollars (\$1,000,000), and must provide verification of such insurance prior to commencement of any work or entry on the affected facility or land.

C. Service Charges

1. The User shall be required to pay an appropriate service charge. Users engaged in filming shall be required to pay a one-time administrative service charge of \$500.00 for the preparation and processing of the project.
2. In the case of non-commercial or non-profit photography or filming, the administrative service charge does not apply.
3. The User shall also be required to pay any additional service charges to cover any expenses to the MPS, which shall be determined by the Park Manager and the Regional Manager.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-30
1 July 2013**

EQUESTRIAN PROGRAM

I. General

There is a Maryland Park Service Equestrian Program. It consists of two separate and distinct portions.

1. The first portion utilizes the services of Volunteer Rangers to aid the agency in backcountry patrol and trail maintenance.
2. This policy addresses the second portion of the Maryland Park Service Equestrian Program, which utilizes full-time staff and personally-owned horses and tack as an alternative mode of patrol, maintenance and operations work. The Regional Manager and Park Manager must approve of the concept of using a mounted patrol before the commencement of any training, testing or program implementation.

II. Selection Process

- A. As a prerequisite for participation in the program, employees must own their own horse and tack, or have access to a horse and tack, and be interested in volunteering this personal property. In order to participate in the program, the employee must be in good standing with the agency.
- B. Upon obtaining supervisory approval, the employee and his mount will be trained and certified by an agency-approved equestrian program, which will be authorized by the Training Division. Initial training will be on State time. Minimum standards in equine science and horsemanship, as set by the Training Division, must be met in order to participate in the program. Those employees and mounts successfully completing the training and who are subsequently certified, then become eligible to work mounted patrol.

III. Liability

- A. Employees must be fully apprised of the liabilities and responsibilities associated with volunteering the use of their personal property. Before participating in any sanctioned equestrian activity, the employee must read, understand and sign the Comprehensive Use Agreement and Release of Liability

form. This liability form will be forwarded to the Office of the Attorney General, Department of Natural Resources, through the Maryland Park Service chain of command.

B. Generally speaking, the State assumes no additional liability. However, the employee does assume additional liability in that he is responsible for any damage or injury to his horse and/or equipment. Additionally, he may be liable for injury or damage to others caused by his horse.

C. Prospective participants are to be advised of potential liability issues. If the horse and/or equipment used by the employee belongs to someone other than the employee, the owner must be apprised of this liability and sign an amended Comprehensive Use Agreement and Release of Liability form. The amendment will indicate that the property owner is volunteering his personal property only. It will be the responsibility of the participating employee to apprise the horse / equipment owner of this liability.

IV. Standards

There are no established appearance standards for horses, beyond the requirement that the horse meets the temperament and abilities standards associated with the evaluation and testing process. Tack, including a saddle, bit and bridle will be required. The color and style (Western or English) of tack will be at the discretion of the individual employee. If the supervisor finds the tack to be insufficient in any manner, he may cause the situation to be corrected or terminate the activity.

V. Operating Procedures

A. Employees are permitted to patrol and perform maintenance and operations work while off-duty, at the discretion of the Park Manager and in accordance with policy. The patrols will be specifically detailed by the employee's supervisor as to dates, times, locations and work assignments. The employee will not be compensated in any manner, other than being able to record the time on an operational house monthly activity log of duties rendered, if applicable. The method and manner in which this option is used is at the discretion of the Park Manager and must be formalized in writing to aid in communicating the Service's intentions and the employee's obligations.

B. Employees may also use the horse as an alternative mode of patrol while on duty. The employee is required to obtain supervisor approval and will be compensated for actual patrol / work time. The employee will not be compensated for travel time, preparation time, training (other than initial training and approved in-service), horse care or grooming.

VI. Uniform

Current uniform policy and standards are applicable. In addition, the employee is required to wear protective headgear. The helmet worn will be black (with the word "Ranger" on the front in gold lettering, if applicable). This helmet is to be supplied by the employee.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-31
1 July 2013**

DONATION BOXES

I. General

The Maryland Park Service will allow donation boxes to be placed in State Parks for the purpose of soliciting donations from the general public.

II. Policy

A. Donation boxes may be established to solicit donations for the purpose of directly supporting the operations and programs of the Maryland Park Service and/or the specific Park.

B. If a Park has a signed agreement with a "Friends" group or other affiliated foundation, as per Agency Policy 13-25, donation boxes may also be placed in either permanent or temporary locations to benefit that group.

C. Written notification as to the Parks with donation boxes on site, and to which group, if any, receiving those donations, shall be submitted to the appropriate headquarters chief prior to placement.

III. Procedure

A. Placement

1. Permanent boxes shall be placed in areas where they will be seen by the public and where there are provisions for security.

2. Boxes shall be clearly marked, stating that they are for donations, and explicitly identify the recipient of the donations, to include the name of the group, if any, that will be the beneficiary of the funds (e.g. the local "Friends" group).

B. Collection

1. Collection and handling of all donations received will be according to established cash handling procedures.
2. Volunteers are to collect funds deposited in the boxes for "Friends" groups and other affiliated foundations.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-32
1 July 2013**

YOUTH GROUPS

I. General

The Maryland Park Service (MPS) will issue a Youth Group Pass to all youth groups who request an application and meet the following policy requirements:

1. Complete the application for the Youth Group Pass.
2. Attach a copy of the following:
 - a. The organization's tax-exempt card; or
 - b. IRS ruling or determination letter, and;
 - c. A copy of the organization's by-laws or charter that states that the organization is a youth group.
3. Attach a check made payable to the Department of Natural Resources.
4. The organization must be non-commercial (non-profit).

II. Authority

The Youth Group Passes are issued under the authority of § 5-1008 of the Natural Resources Article, Annotated Code of Maryland.

III. Policy

- A. All youth groups may request an application for an MPS Youth Group Pass.
- B. A Youth Group Pass may be revoked by the MPS should the youth group violate MPS rules and regulations, if the violation has been documented, by an MPS Park Manager, to the Youth Group Pass Coordinator.
 1. The violation must be reported on an Incident Report form.

2. MPS Headquarters will document, and make notification of, the revocation.

3. The organization cannot receive a Youth Group Pass for one year after their pass has been revoked by the MPS.

IV. Procedures

A. There is a \$75 service charge to process the youth group application. Checks are to be made payable to the Department of Natural Resources.

B. The Youth Group Pass is valid for free day-use admittance to Maryland State Parks, excluding weekends and holidays Memorial Day through Labor Day.

C. The Youth Group Pass is valid for youth group camping year-round, valid for free admittance to youth group camping areas only. It is not the policy of the MPS to place youth groups in the regular family camping area. However, the youth group may be assigned a campsite(s) in the regular family camping area at the sole discretion of the Park Manager.

D. Reservations - The Park Manager may require a bus reservation for day-use, which is to be made directly at the park. Youth Group Camping Reservations are made with the Reservation Center, and all applicable reservation service charges apply.

E. The MPS, through the Park Manager, reserves the right to restrict the maximum and minimum number of vehicles and individuals admitted under one Youth Group Pass per visit.

F. Service charges for special facilities such as shelters, boat concessions, reservations, special events, or other special services, are not covered by the pass.

G. The Youth Group Pass is non-transferable and cannot be used by any group other than to whom it was issued. The Youth Group Pass must be presented upon arrival of the group.

H. Youth Group Passes must be renewed (through the Annapolis Headquarters office) every 2 years from the date it was originally issued.

I. A minimum ratio of one adult supervisor for every five youths is required while using an MPS Youth Group Pass. This requirement may be waived by the Park Manager.

V. Forms

Copies of forms associated with the implementation of this policy may be obtained by contacting the MPS Youth Group Pass Coordinator.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-33
1 July 2013**

DUTY RANGER

I. Purpose

The purpose of this policy is to define the role and responsibilities of the Duty Ranger, in order to ensure visitor protection, resource protection, and continued quality visitor service in all aspects of the operation of a Park area. These guidelines are not all-inclusive and may be amended or modified by the Manager, or as conditions warrant.

II. Definitions

A. Ranger - For the purpose of this policy, a Maryland Park Ranger is an MPS employee who has a professional responsibility for the stewardship and protection of Maryland State Park natural, cultural, historical and recreational resources. By incorporating interpretation, education, public safety and resource management skills, Maryland Park Rangers serve the public as a mentor, inspiring a stewardship ethic and passion for conservation.

B. Duty Ranger - An employee who serves as a lead worker by assigning and reviewing the work of others, instructing and motivating workers, and who is available to others for immediate assistance or review. These duties are performed on a rotating, temporary basis, regardless of the presence of a supervisor, and are included in the normal performance of the duties of the employee's classification.

C. Area - Any Maryland Park Service park, or any portion thereof.

III. Duty Ranger Responsibilities

The following list of duties and responsibilities will serve to guide the actions of any employee designated as the Duty Ranger for a Park area. The Duty Ranger is expected to:

1. Be consistently available as a positive contact for visitor service and public relations.

2. Supervise area staff, to include non-supervisory classified employees, all seasonal employees, and all volunteers.
3. Maintain current knowledge of area staffing and scheduling, area events and activities.
4. Interpret park policies, rules or regulations in response to inquiries from the public or area staff.
5. Inspect area for safety hazards, conformance to cleanliness standards, or any other unusual condition, and coordinate corrective action as required.
6. Coordinate and participate in the completion of daily assignments as prescribed or directed by the Area Manager or other park supervisor.
7. Allocate personnel, equipment and other resources as needed.
8. Coordinate staff response to emergency situations.
9. Communicate his activities and whereabouts to area staff to ensure his availability for assistance and guidance.
10. Communicate significant incidents and situations to the Area Manager or park duty officer, as required by Agency incident notification procedures.
11. Coordinate and assist with opening and closing functions for all facilities, to include gates, contact stations, visitor centers, concession operations and restrooms.
12. Verify revenue transmittals and cash deposits.
13. Complete any required shift logs in a thorough, accurate and timely manner.
14. Communicate area status to subsequent Duty Rangers and Area Manager through personal contact or other approved communication methods (shift logs, bulletin boards, etc.).
15. Implement discipline and other personnel actions related to seasonal employees or volunteers, within the limits established by the Park Manager or applicable Agency policy or procedure.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-34
1 July 2013**

BACKCOUNTRY PERMIT SYSTEM

I. General

The purpose of the backcountry permit system is to provide a consistent set of procedures for issuing permits to backcountry users by the Maryland Park Service (MPS). The objectives of the backcountry permit system are multiple, including to:

1. Create additional recreation opportunities in backcountry areas for overnight use
2. Improve stewardship by visitors
3. Manage use in sensitive areas or heavily visited areas
4. Communicate information about use, potential hazards or seasonal events
5. Improve safety of visitors
6. Collect service charges
7. Develop new advocates
8. Create additional opportunities for positive public contact

II. Definitions

A. "Backcountry areas" are defined as those areas that are undeveloped, provide remote, dispersed primitive camping or cabin opportunities, and that often have uncontrolled access. The permit system recognizes two kinds of backcountry areas: unrestricted and restricted.

B. "Unrestricted backcountry areas" are areas where it is not important to manage use in order to protect sensitive areas or to minimize environmental impacts due to heavy use. In these areas, the backcountry permit is a tool for the park manager to:

1. Collect information about who is using the area;
2. Monitor the level of use;
3. Communicate information to the visitor; and
4. Collect service charges.

C. "Restricted backcountry areas" are areas where it is important to manage use in order to protect sensitive areas or to minimize environmental impacts due to heavy use. In these areas, the backcountry permit is a tool for the park manager to:

1. Manage and monitor the level of use;
2. Collect information about who is using the area;
3. Communicate information to the visitor; and
4. Collect service charges.

D. "Backcountry permits" are user permits issued by the MPS that authorize the visitor to use a backcountry campsite or cabin for overnight accommodation. The backcountry permit imparts information regarding low impact camping techniques and other site use information as necessary. The permit appears in two formats:

1. An envelope format for use with self-service deposit boxes in unrestricted areas; and
2. A carbon copy form for use in restricted areas that is issued by MPS staff.

III. Unrestricted Use Area: Guidelines for Issuing a Permit

A. In unrestricted backcountry areas where it is not important to manage use in order to protect sensitive areas or to minimize environmental impacts due to heavy use, an honor system will be utilized. The honor system entails the placement of a deposit box at designated trailheads, to dispense permits and collect service charges. There is no limit on the number of permits available in unrestricted areas, due to the expected low demand and use of the area.

B. Instructions on the deposit box will require visitors to complete the permit envelope form and deposit it with cash or check in the box. Permits will include printed information tailored for each Park, specifying the use of that site (e.g. no open fires) and low impact camping techniques.

C. A tear-off portion of the permit envelope will be displayed on the visitor's vehicle dashboard. To prevent invitation to theft, departure or return dates should not be listed on the portion of the permit that appears in the vehicle dashboard.

D. If visitation of an Unrestricted Use Area increases, as reflected in the number of camping permits collected from self-service boxes, and user conflicts are occurring or the recreation infrastructure (e.g. trails) and natural resources are showing signs of degradation, the regional and park manager may choose to review the area for appropriate management actions, including re-designation as a Restricted Use Area.

E. A backcountry permit holder is permitted access to, and use of, the area's associated day-use facility in lieu of paying the entry service charge.

IV. Restricted Use Area: Guidelines for Issuing a Permit

A. For backcountry areas where it is important to manage visitation in order to either protect sensitive areas and/or to minimize environmental impacts due to heavy use, permits must be obtained by the visitor from the appropriate MPS park office.

B. A copy of Restricted Use permits shall be kept on file at the MPS park office. If the activity involves the use of Maryland's waterways, the permit information is provided by MPS to the Maryland Natural Resources Police. The permit will include site-specific use information and tips on low impact camping techniques.

C. The visitor must have the use permit in their possession during the activity, in order to enable MPS Rangers and Maryland Natural Resources Police to protect sensitive areas from overuse by visitors without a permit.

D. In areas where demand exceeds the number of campsites, the visitor will be provided the opportunity to reserve a permit for a campsite by telephone or in person at the appropriate MPS park office. The permit can be mailed upon payment or be picked-up at the site prior to departing for the activity. Visitors without a reservation will also be able to obtain a permit from the park manager's office or visitor center upon arrival, on a first-come, first-served basis.

E. A backcountry permit holder is permitted access to, and use of, the area's associated day-use facility in lieu of paying the entry service charge.

V. Commercial Vendor or Non-Profit Resource-Based Recreation Business: Guidelines for Issuing a Permit

A. Under Use of State Park regulations (08.07.06.09), all commercial vendors must obtain a permit before using park land for their trade. The Resource-Based Recreation Use Agreement functions as the commercial vendor's permit for all day-use activities on public lands, unless the park manager deems it necessary to issue a day-use permit per activity to accommodate special conditions. Use Agreements are obtained through the Resource-Based Recreation program and signed by the Office of the Attorney General and either the Manager, Regional Manager or Superintendent. Copies of the Use Agreement are kept on file by the Park Manager and Resource-Based Recreation program. Use Agreements are valid for statewide use by the commercial business on DNR's public lands.

B. Commercial Use Agreements do not, however, supersede the requirement for all vendors to adhere to the particular fees and use permits of any given public land site. Therefore, commercial vendors must reserve a backcountry use permit when applicable for overnight camping trips on available public lands.

C. A commercial vendor who has paid for a backcountry permit is permitted access to, and use of, the area's associated day-use facility in lieu of paying the entry service charge.

VI. Service Charges and Uses

A. Site managers may recommend and request service charges for backcountry use permits, based on the specific facilities being used as part of the permit, such as launch sites or primitive campsites. Such service charges will be reviewed and approved by the appropriate MPS staff.

B. Commercial Use Agreements are free; however, commercial businesses will be charged service charges associated with backcountry permits that allow the use of specific Park facilities.

C. A backcountry permit holder is permitted access to, and use of, the area's associated day-use facility in lieu of paying the entry service charge.

VII. Permit Format

A. Drop Box Permit: The MPS will use the Savage River State Forest Use / Camping Permit Envelope as a model, with additional information printed on the envelope for low impact camping tips. The envelope should also include space for the visitor to write in their beginning and end points of their hike, if applicable.

B. Restricted Use Area Permit: The MPS will use the National Park Service Backcountry Use permit as a model (except that MPS version will provide one carbon copy). Carbonless copy paper is preferred.

C. Use Agreement: Use Agreements are drafted by DNR's Office of the Attorney General and obtained from the Chief of Resource Management.

D. Leave No Trace: The Leave No Trace instructions are to appear on all backcountry permits. Variations to these instructions may be necessary as determined by the site manager.

VIII. Forms

Copies of forms associated with the implementation of this policy may be obtained by contacting the Chief of Resource Management.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-35
1 July 2013**

LINE OF DUTY DEATH OR LIFE-THREATENING INJURY

I. General

The purpose of this Policy is to establish procedures that will ensure the proper support and emotional care for an employee's family following a line of duty death or life-threatening injury. It is based on guidelines suggested in the handbook titled "Support Services to Surviving Families of Line of Duty Deaths," by Suzanne F. Sawyer, Concerns of Police Survivors, Inc. (COPS).

II. Policy

It is the policy of the Maryland Park Service (MPS) to provide liaison assistance to the immediate survivors or family of any employee who dies in the line of duty or suffers a life-threatening injury. This assistance will be provided whether the death was felonious or accidental (e.g. automobile accident, hit by a passing vehicle during a traffic stop, training accident, etc.) while the employee was performing a work-related function, either on or off duty, and while the employee was an active member of the Agency. The Agency will also provide a clarification and comprehensive study of survivor benefits as well as other tangible and intangible emotional support during this traumatic period for the surviving family. Funeral arrangements for the deceased employee are to be decided by the family, with their wishes taking precedence over the Department's.

III. Definitions

A. Line-of-Duty Death: Any action, felonious or accidental, which claims the life of an MPS employee who is performing work-related functions, either while on or off duty.

B. Survivors: Immediate family members of the deceased employee (spouse, children, parents, siblings, fiancée, and/or significant others).

C. Beneficiary: Those designated by the employee as recipients of specific death benefits.

D. Benefits: Financial payments made to the family to ensure financial stability following the loss of a loved one.

E. Funeral Payments: Financial payments made to the surviving family of an employee killed in the line of duty, which are specifically earmarked for funeral expenses.

IV. Philosophy and Duties

A. Coordination of events following the line of duty death of an employee is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the employee's survivors.

B. In order to provide the best possible services and support for the employee's family, specific tasks may be assigned to selected members of the Agency. Their titles are:

1. Notification Officer
2. Hospital Liaison Officer
3. Family Liaison Officer
4. Agency Liaison Officer
5. Benefits Coordinator

An explanation of each of these responsibilities is contained in this Policy. An employee may be called upon to perform more than one role.

V. Procedures and Responsibilities

A. Notification

1. The name of the deceased employee must never be released by the Agency before the immediate family is notified.
2. It shall be the responsibility of the Superintendent to properly notify the next of kin of an employee who has suffered life-threatening injuries or has died. The Superintendent may personally make the notification or designate a Notification Officer to inform the survivors.
3. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.
4. Notification must always be made in person and never alone. The Superintendent or a designee, member of the clergy, or a close friend of

the family, could appropriately accompany the Notification Officer. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the demise of the employee, do not wait for the delegation to gather. The family should learn of the death from the Agency first, and not from the media or other sources.

5. Never make a death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. Be sure to use the employee's name during the notification. If the employee has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away."

6. If the family desires to visit the hospital, it is highly recommended that the family not drive themselves to the hospital. If the family insists on driving, the Notification Officer or a designee should accompany them in the family car.

7. If young children are at home, the Notification Officer must arrange for babysitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.

8. Prior to departing for the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone, if possible) that the family is en route.

9. The deceased or critically injured employee's parents should also be afforded the courtesy of a personal notification if possible.

10. If immediate survivors are from out-of-state, request personal death notification from the public safety agency in that area. Logistical arrangements should enable simultaneous telephone contact with the MPS.

11. The Superintendent or a designee must respond to the residence or the hospital to meet with the family as quickly as possible.

12. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the employee's name, they should be advised to withhold the information pending notification of next of kin.

B. Assistance for Affected Employees

1. Employees who were on the scene, or who arrived moments after an employee was critically injured or killed, should be relieved from duty as quickly as possible.
2. Agency witnesses and other employees who may have been emotionally affected by the life-threatening injury or death of another employee will participate in Critical Incident Stress Management as per Agency Policy 13-27.

C. Assisting the Family at the Hospital

1. The first MPS Critical Incident Stress Management (CISM) Team member to arrive at the hospital becomes the Hospital Liaison. The Hospital Liaison is responsible for coordinating the activities of hospital personnel, the employee's family, fellow employees, the media, and others. These responsibilities include:
 - a. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Superintendent, the Notification Officer, and those others requested by the immediate survivors.
 - b. Arrange a separate area for fellow employees and friends to assemble.
 - c. Establish a media staging area, in cooperation with the Department's Public Information Officer.
 - d. Ensure that medical personnel relay pertinent information, regarding an employee's condition, to the family on a timely basis, and before such information is released to others.
 - e. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased employee be directed to the Agency Risk Management Officer. The family should not receive any of these bills at their residence. This may require the Hospital Liaison to re-contact the hospital during normal business hours to ensure that proper billing takes place.
 - f. Ensure that the family is updated regarding the incident and the employee's condition upon their arrival at the hospital.
 - g. Arrange transportation for the family back to their residence.

2. If it is possible for the family to visit the injured employee before death, they should be afforded that opportunity. The Notification Officer, in conjunction with medical personnel, should prepare the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.

3. The Notification Officer(s) should remain at the hospital while the family is present.

4. Do not be overly protective of the family. This includes the sharing of specific information on how the employee met his demise, as well as allowing the family time with the deceased employee.

D. Support of the Family During the Wake and Funeral

1. The Superintendent, or a designee, will meet with the employee's family at their home to determine their wishes regarding Agency participation in the preparation of the funeral or services. All possible assistance will be rendered.

2. With the approval of the family, the Superintendent will assign a Family Liaison Officer. The Superintendent will also designate an Agency Liaison Officer and a Benefits Coordinator.

E. Family Liaison Officer

1. The selection of a Family Liaison Officer is a critical assignment. This will be an MPS CISM team member. This person is the sole agency contact with the family.

2. This is not a decision-making position. This is a role of facilitator between the family and the Agency.

3. Responsibilities of the Family Liaison Officer

a. Ensure that the needs of the family come before the wishes of the Agency.

b. Assist the family with funeral arrangements and make them aware of what the Agency can offer if they decide to have a line of duty funeral. If they choose the latter, brief the family on funeral procedure (ceremonial procedures such as a 21-gun salute, presenting the flag, playing of taps).

- c. Apprise the family of information concerning the death and the continuing investigation.
- d. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting child care and transportation needs, etc.
- e. Remain constantly available to the family.
- f. Determine the services provided by various public safety, church, fraternal, and labor organizations in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.
- g. Notify Concerns of Police Survivors (COPS), if applicable. Members are available to provide emotional support to survivors.
- h. Remain available by pager or telephone.

F. Agency Liaison Officer

1. This position will be assigned to a CISM Team Member.
2. Agency Liaison Officer responsibilities
 - a. Work closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - b. Handle the news media throughout the process. If the family decides to accept an interview, an employee should attempt to screen questions presented to the family, so as not to jeopardize subsequent legal proceedings.
 - c. Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - i. Superintendent and Senior Staff;
 - ii. Funeral Director;
 - iii. Clergy;
 - iv. Cemetery Director;
 - v. Honor Guard.

- d. Direct the funeral activities of the Agency and allied agencies according to the wishes of the family.
- e. If appropriate, issue a teletype, or other appropriate communication, to include the following:
 - i. Name of deceased;
 - ii. Date and time of death;
 - iii. Circumstances surrounding the death;
 - iv. Funeral arrangements (state if service will be private or a police funeral);
 - v. Uniform to be worn;
 - vi. Expressions of sympathy in lieu of flowers;
 - vii. Contact person and phone number for visiting departments to indicate their desire to attend and to obtain further information.
- f. Obtain an American Flag, Maryland State Flag and/or Maryland Park Service Flag. If the family wishes a flag presentation by the Superintendent, notify the Superintendent's Office.
- g. If the family desires a burial in uniform, select an employee to obtain a uniform and all accouterments (except weapons) and deliver them to the funeral home.
- h. Assign members for usher duty.
- i. Arrange for the delivery of the employee's personal belongings to the family.
- j. Brief the Superintendent and appropriate staff concerning all funeral arrangements.
- k. Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- l. Arrange for a stand-by physician for the family, if necessary.
- m. Coordinate traffic management, with other jurisdictions, if necessary, during the viewing, funeral, and procession. Arrange for a tow truck to be available along the procession route.
- n. Assign an employee to remain at the family home during the viewing and funeral.

o. Maintain a roster of all Departments sending personnel to the funeral, including:

- i. Name and address of responding agency;
- ii. Name of the Chief/Superintendent;
- iii. Number of personnel responding;
- iv. Number of personnel attending the reception after the funeral;
- v. Number of vehicles.

p. Assist with necessary accommodations (food, lodging, etc.).

q. Acknowledge visiting and assisting departments.

r. Arrange for routine residence checks by the appropriate jurisdiction of the survivor's home for six (6) to eight (8) weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.

G. Benefits Coordinator

1. The Benefits Coordinator will gather information on all benefits / funeral payments available to the family. The Benefits Coordinator has the Agency's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.

2. Responsibilities of the Benefits Coordinator

a. File Worker's Compensation claims and related paperwork.

b. Contact the appropriate agency personnel representative without delay to ensure that the beneficiary receives death and retirement benefits, the employee's remaining paychecks, and payment for remaining annual and compensatory time.

c. Gather information on all benefit / funeral payments that are available to the family.

d. Set up any special trust funds or educational funds.

e. Notify appropriate organizations such as the Maryland Rangers Association, HEROES, Inc., the Fraternal Order of Police, etc., of the death, and ensure that any and all entitlements are paid to the beneficiary(s). These organizations may also offer legal and financial counseling to the family at no cost.

f. Prepare a printout of the various benefits / funeral payments that are due to the family, listing named beneficiaries, contacts at various benefits offices, and when they can expect to receive payment.

g. Meet with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.

i. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of benefits the child(ren) may be receiving.

ii. Attention should be given to the revocation of health benefits. The majority of health benefit providers allow a thirty (30) day grace period before canceling or imposing monthly payments upon survivors.

h. Meet again with the family in about six (6) months to make sure they are receiving benefits.

H. Continued Support for the Family

1. Members of the Agency must remain sensitive to the needs of the survivors long after the employee's death. The grief process has no timetable. Survivors may develop a complicated grief process. More than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.

2. Survivors should continue to feel a part of the "MPS family." They should be invited to MPS activities to ensure continued contact.

3. Members of the Agency are encouraged to keep in touch with the family. Close friends, co-workers, and officials should arrange with the family to visit the home from time to time as long as the family expresses a desire to have these contacts continue.

4. The Superintendent should observe the employee's death date with a short note to the family and/or flowers on the grave.
5. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
6. The Family Liaison Officer acts as a long-term liaison with the surviving family, ensures that close contact is maintained between the Agency and the survivors, and that their needs are met for as long as they feel the need for support.
7. If no court proceedings surround the circumstances of the employee's death, the Family Liaison Officer will relay all details of the incident to the family at the earliest opportunity.
8. If criminal violations surround the death, the Family Liaison Officer will:
 - a. Inform the family of all new developments prior to press release.
 - b. Keep the family apprised of legal and parole proceedings.
 - c. Introduce the family to victim assistance specialists of the court.
 - d. Recommend that the family attend the trial, and accompany them whenever possible.
 - e. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.
9. Plaques / memorabilia given to the spouse will also be given to the parents.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-36
1 July 2013**

ANNUAL PASSES FOR EMPLOYEES AND VOLUNTEERS

I. General

The purpose of this policy is to define when MPS employees and volunteers may receive annual passes. All MPS employees are eligible to receive annual passes. All volunteers should receive annual passes based on the amount of time they have donated. This policy does not preclude managers from providing a waiver for volunteers to enter their assigned park free of charge.

II. Complimentary Family Pass

In recognition of the benefit to the State provided by allowing MPS employees to observe the operation of MPS facilities other than those to which the employee is assigned, this annual pass will be issued to any MPS employee upon their request through the chain of command. The pass will provide for free use of MPS day-use, boat launch and camping facilities for the employee (and members of their immediate family when the employee is present).

III. Volunteer Appreciation Pass

Annual passes may be presented to any volunteer who has contributed at least 100 hours during the previous calendar year. Volunteers will have until January 31 of each year to record their volunteer hours in the online volunteer system database. Park Managers may recognize a volunteer's contribution of 100 or more hours at any time during the year, with the understanding that the Volunteer Appreciation Pass will be provided according to the procedures identified herein. The pass will be valid for one year from the date of issuance and will provide for free use of MPS day-use facilities for the volunteer only.

IV. Procedure

A. Complimentary Family Pass – Park managers shall submit the names of requesting employees to headquarters at any time of the year.

B. Volunteer Appreciation Pass – On or about February 1 of each year, a statewide database system report will be run to identify those volunteers eligible to receive the pass based on their contribution from the previous calendar year. The passes will be prepared and issued from headquarters.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-37
1 July 2013**

**FREE OR DISCOUNTED USE OF
STATE FACILITIES OR SERVICES**

I. General

The use of services at Maryland Park Service (MPS) properties results in the attainment of revenue. Any discount or gratis service reduces revenue funds for the MPS and the State of Maryland. This policy addresses those times when management staff are contacted by elected officials, charitable organizations, federal, State and local governments, as well as other units within DNR and private citizens, for free or discounted use of MPS facilities and services.

II. Policy

A. Unless authorized by the Superintendent or his designee, no employee has the authority to provide chargeable services free of charge or at a discount, other than as described in this policy.

B. When gratis or discounted status is requested, it should be explained that the MPS is a not-for-profit agency, and charges are used to finance the services people seek at the facility and to support the care of the places we manage.

C. If a park has a special reciprocal relationship with a local government, agency, or group, requested services or facility use should be provided based on mutual operational benefit. Otherwise, such agencies receive no discount or gratis service.

D. For State agencies, including other units of DNR, facilities and services can be made available at our cost. They may receive additional consideration if they qualify for the mutual operational benefit category, as described above. Those units and agencies must be reminded that the care of the site depends upon the revenue and that the use of the site creates cost to our budget.

E. An MPS Educational Waiver may be provided, according to established procedures, to waive day-use service charges for school groups participating in educational field trips. Other facility service charges may also be waived in accordance with the established criteria regarding special reciprocal relationships with local schools.

F. Generally, private citizens shall not receive discounts or gratis services. The primary exception is for those privileges specifically set forth in policy in regard to designated volunteers (e.g. Volunteer Appreciation Pass).

G. Requests are not to be referred to the Superintendent. If someone wishes to appeal for additional consideration, they should write to the regional manager, who will then consult with the Deputy Superintendent regarding the appropriate response.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-38
1 July 2013**

BLACK BEARS

I. General

This policy will guide Maryland Park Service personnel in managing and responding to nuisance Black Bear that enter upon MPS property, or that require immediate attention off-site.

II. Priority Considerations

- A. The safety of MPS personnel.
- B. The safety of our park visitors and of the general public.
- C. The health, safety and welfare of the Black Bear.

III. Black Bear Nuisance Response Plan; Procedures for Nuisance Black Bear Management

MPS personnel, in cooperation with the DNR Wildlife Service and the Maryland Natural Resources Police, will be guided by the provisions of the *DNR Black Bear Nuisance Response Plan* dated 13 November 2001, and incorporated by reference as part of this policy. MPS personnel will, additionally, be guided by the *State Forest and Park Service Procedures for Nuisance Black Bear Management* revised 3.5.03 and incorporated by reference as part of this policy.

IV. Information & Education Manual

A. A black bear I&E Manual will be assembled by MPS Headquarters, Interpretive Services Division. The manual will include:

1. Copy of this Black Bear Policy
2. Copy of *DNR Black Bear Nuisance Response Plan*
3. Copy of *SFPS Procedures for Nuisance Black Bear Management*
4. Sample of handouts – public information developed for campers and day-use visitors
5. Sample “Wildlife Safe” signs with placement guidelines
6. Bear safety checklist for visitors
7. Frequently-asked questions (FAQs)

8. Sample interpretive programs – themes, lesson plans, materials list, etc.

9. Contacts – emergency numbers and resource contacts

B. Two copies of the I&E Manual will be distributed to each Western Region Park Manager. The Manual will be updated periodically as needed. A CD containing the contents of the Manual will be distributed with the Manual.

C. Park Managers will use the Manual to the fullest extent possible, in consideration of the Black Bear concerns at each Park or facility. Park staff training should take place during the month of April. New hires and volunteers should be trained before they begin duty, or shortly thereafter.

V. Training – Aversive Conditioning

A. All MPS Western Region law enforcement officers (LEOs) and other appropriate staff shall be trained in the use and application of Black Bear aversive conditioning.

B. The Western Region Manager or designee, in conjunction with the MPS Training Division, shall coordinate aversive conditioning training with the Wildlife & Heritage Service. Black Bear aversive conditioning training shall be consistent with the training provided to the Maryland Natural Resources Police. MPS staff trained in aversive conditioning must be ready to respond effectively to Black Bear incidents on MPS managed lands.

VI. Food and Trash

A. “Don’t Feed the Bears” shall be a frequent and forceful message expressed at all Western Region facilities.

B. The Western Region shall prepare a plan and schedule for acquiring bear-resistant food storage containers, and make them available for public use once a nuisance Black Bear has been identified and conditions warrant.

C. The Western Region shall continue to upgrade trash storage containers so that all are bear-resistant.

VII. Euthanasia

The MPS Training Division will obtain, from the DNR Wildlife & Heritage Service, the proper training required to euthanize Black Bears consistent with the guidelines of the *DNR Black Bear Nuisance Response Plan*.

VIII. Reference Materials

Copies of the *DNR Black Bear Nuisance Response Plan*, dated November 13, 2001 and *SFPS Procedures for Nuisance Black Bear Management*, revised 3.5.03 may be obtained by contacting the Maryland Park Service Headquarters.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-39
1 July 2013**

VEHICLE STOPS

I. Purpose

The purpose of this policy is to ensure that all investigative and enforcement vehicle stops will be based upon clearly expressed and constitutionally valid suspicions.

II. Definitions

A. For purposes of this Policy, "Ranger" refers to the law enforcement officers of the Maryland Park Service.

B. Investigative stop: a stop based on reasonable, clearly expressed suspicion or knowledge of criminal activity. Information may originate with another law enforcement officer or an independent investigation.

C. Enforcement stop: a stop initiated as a result of an observed violation of the Natural Resources Article, Criminal Law Article, Maryland Vehicle Law or other section of the Annotated Code.

D. Reasonable and clearly expressed suspicion: actions taken by the Ranger must be reasonable under the existing circumstances and based on the Ranger's knowledge at the time. Rangers must be able to point to and describe the specific factors that raised suspicions and led to the action in connection with the vehicle stop.

III. Policy

A. All vehicle stops will be based upon clearly expressed and constitutionally valid suspicions. Rangers have the duty and authority to investigate suspicious activities that may be associated with the violation of natural resources, criminal, and motor vehicle laws. This duty does not include hunches or stereotyping.

B. Any consideration of a person's race, ethnicity, age, or gender in law enforcement actions, including vehicle stops, is prohibited. The only exception to this standard would occur if one or more characteristics were part of a specific lookout for a specific suspect. This applies to passengers as well as drivers.

C. An Investigative and Enforcement Traffic Stop Documentation Form shall be filled out for each traffic stop made as defined by § 25-113 of the Transportation Article (see attached instructions and form). All Rangers will receive training on the policy and procedures for documenting traffic stops.

D. Nothing in this policy should be construed to alter the authority of a Ranger to make an arrest, conduct a search or seizure, or otherwise fulfill the Ranger's law enforcement obligations.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-40
1 July 2013**

LATERAL TRANSFERS

I. Eligibility

Employees may apply for a lateral transfer to any position at any time. If the position is not currently available, requests will be held for future opportunities. Employees on probation may not apply for lateral transfer.

II. Policy

A. When a position is offered for lateral transfer, the individual will be selected on the basis of past performance, which will consider:

1. The most recent Performance, Planning and Evaluation (PPE) review, or other evaluation tool utilized for each candidate.
2. A written update on the current performance of the candidate, prepared by the immediate supervisor, with a copy to the employee.

B. If the review of each candidate's performance does not clearly distinguish one candidate for selection and transfer, competitive interviews will be conducted.

C. Open or promotional candidates may still be considered along with lateral candidates for any position, depending on the position and overall circumstances, at the discretion of the Superintendent.

III. Procedures

A. Requests for lateral transfers are to be submitted to the MPS Personnel Officer and/or Director of Administration, with a copy to the immediate supervisor.

B. Requests will be kept on file and interested candidates will be notified when a requested lateral transfer opportunity is available.

C. Employees must keep their request status up to date, including their removal from consideration for a particular assignment. A reminder to this effect will be sent to all employees on a quarterly basis.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-41
1 July 2013**

VEHICLE TOWING PROCEDURES

I. General

The Maryland Natural Resources Police (MNRP) is the agency of primary law enforcement jurisdiction on Maryland's Public Lands, including Maryland Park Service-managed properties, and will therefore be the lead for the towing and impoundment of vehicles. The following procedures will be followed whenever a vehicle is towed or impounded by the authority of the Maryland Park Service (MPS). For purposes of this Policy, "Ranger" refers to the law enforcement officers of the MPS.

II. Procedures

A. An Incident Report and/or CAD entry will be completed by the Ranger authorizing the tow.

B. A tow report will be completed by the Ranger authorizing the tow. Instructions will be given to the tow operator, regarding the release status of the vehicle, by completing the applicable portion of the tow report form.

C. Prior to removal of the vehicle, a complete inventory of the vehicle will be performed. The inventoried items will be listed in the narrative portion of the incident report, if completed, and any applicable items indicated in the appropriate section of the tow report form. The only exception to this will be when circumstances do not permit the inventory to be conducted safely, or such a procedure is not practical. In those situations, the inventory may be conducted later, as soon as the vehicle reaches the chosen storage location, providing the vehicle does not leave the custody of the Maryland Park Service.

1. All containers will be opened and inventoried. Non-destructive means will be utilized to gain access to locked containers or trunks. Questions in this regard are to be referred to the immediate supervisor.

2. All articles valued at \$50.00 or greater will be removed from the vehicle and secured, following established property handling procedures.

3. All items taken into custody will be so noted on the inventory. Items left in the vehicle will be noted as such.

4. Evidence or contraband found during an inventory may be seized. In the event that evidence is found during an inventory, the inventory will be terminated immediately, and a search warrant obtained. While securing a search warrant, the vehicle will not leave the custody of the MPS.

D. To ensure consistent implementation of procedures concerning the disposition of towed vehicles, §§ 25-201 through 25-210 of the Transportation Article will be strictly adhered to whenever a vehicle is towed, regardless of whether or not the vehicle meets the indicated definition of an abandoned vehicle. The Ranger authorizing the towing of a vehicle will file a supplemental report, or amend the previously entered CAD, as to the final disposition of the vehicle. This section does not apply in instances where the vehicle is being seized as evidence, or pursuant to procedures related to a forfeiture action, in which case the vehicle is being held for a period of time beyond that indicated in the above-referenced sections of the Transportation Article.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-42
1 July 2013**

EXPUNGEMENT OF MATERIAL FROM PERSONNEL FILES

I. General

Adverse material, in the form of a written reprimand or counseling, may be expunged from an employee's official personnel file if the following criteria are met:

1. The document is at least five years old (date of the document, not the incident);
2. The employee has not had any additional adverse material placed in the file in the past five years (from the date of request), and;
3. The employee's Park Manager and Regional Manager approve of the expungement, and comment in writing as to their reasoning.

II. Definition

Adverse material, as used in this policy, is defined as any counseling or disciplinary action, or performance ratings containing one or more unsatisfactory ratings. Performance ratings cannot be expunged or changed through this process.

III. Procedure

- A. The requesting employee must make a written request to expunge specific documents from the personnel file. The request shall go through the chain of command, and is to be initialed by each supervisor as concurring or recommending denial of the request.
- B. The final determination will be made by the Superintendent.
- C. Once this final determination is made, the Superintendent will advise the requesting employee of the decision and action to be taken, if any, and cause the adverse material to be removed, if so decided.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-43
1 July 2013**

LAW ENFORCEMENT RECORDS SECURITY

I. General

A. All law enforcement records are confidential in nature. In order to protect the confidentiality of law enforcement sensitive information and the rights of persons identified in these records, all law enforcement records shall be secured in a manner as to allow only authorized personnel access to the information.

B. This policy applies to field locations of the Maryland Park Service, and to those records stored at those locations. It does not apply to those records stored with the DNR Law Enforcement Records Center.

II. Responsibilities

A. It shall be the responsibility of the Park Manager to designate a person as Law Enforcement Records Custodian. This person may be the manager or any other classified employee.

B. It shall be the responsibility of the Law Enforcement Records Custodian to ensure that only authorized personnel have access to the records. The custodian may authorize other individuals in the unit to have access to the records at the discretion of the manager. However, the overall responsibility for the security of the records will remain with the records custodian.

III. Procedures

A. If records must be removed by Service personnel for court, or for any other reason, a record will be maintained by the custodian of the name of the individual, date and time removed and returned, and reason for removal.

B. If a copy of any law enforcement record is requested by other law enforcement agencies, the request will be forwarded to the DNR Law Enforcement Records Center. The request may be filled by the custodian, at the discretion of the Park manager.

C. The Ranger in the field, upon submitting a report to the manager, may supply a copy of a report directly to other law enforcement agencies at their request. This will be noted on the report (name of the individual, title, agency, date and time).

D. If copies of records are requested by people involved, members of the general public, insurance companies, etc., they must submit their request to the DNR Law Enforcement Records Center, according to established procedures. The request will be reviewed in accordance with the procedures established by the DNR Law Enforcement Records Center, the Freedom of Information Act, and Maryland's Public Information Act.

E. All law enforcement records will be secured by means of a lock, or stored in an area accessible to only authorized personnel.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-44
1 July 2013**

DEPARTMENTAL COURTESY

I. Courtesy to Officials

A. Saluting - Render salute only once, even if person stays in vicinity. Should conversation take place, salute again when person leaves.

B. Persons to salute

1. The President and Vice President of the United States.
2. The Governor and Lieutenant Governor of Maryland.
3. Lead supervisor can vary the above at his discretion.

C. Salute from approximately 6 paces away and accompany salute with appropriate salutation. Hold salute until returned or until official passes.

D. At funerals, salute only as hearse (with coffin) is passing.

E. When in formation, do not salute until given the command "present arms." Hold salute until given the command "order arms."

F. When standing, come to attention before saluting. There is no need to come to attention before saluting when walking.

G. Do not salute when in maintenance or work uniform, indoors, or when guarding prisoners.

II. Bearing and Appearance

A. Hats

1. Outdoors - Hats must be worn, as per procedures and at times directed by Agency Policy 13-09 - Uniforms.

2. Indoors - Hats will not be worn as a general rule, but exceptions can be made at the Superintendent's discretion for special assignments (e.g. casket watch, indoor programming activities).

B. When in dress or work uniform, and in public at a ceremonial function, employees may not:

1. Put hands in pockets
2. Chew gum or tobacco
3. Whistle
4. Smoke
5. Eat or drink

III. National Anthem

A. Hats on - Come to attention, face the flag, render prescribed salute, and hold the salute until the conclusion of the anthem. If there is no flag, face the music and salute.

B. Hats off - Come to attention, face the flag with hand over heart, but don't salute. If there is no flag, face the music with hand over heart.

IV. Pledge of Allegiance

A. Hats on - Come to attention, face the flag, render prescribed salute, and hold the salute until the conclusion of the pledge.

B. Hats off - Come to attention, face the flag with hand over heart but don't salute.

V. Invocation or Prayer

A. Outdoors (hats on) - When invocation or prayer is given, bow head or look directly ahead for duration of prayer.

B. Indoors (hats off) - When invocation or prayer is given, bow head or look directly ahead for duration of prayer.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-45
1 July 2013**

CRIMINAL HISTORY INFORMATION

I. General

The purpose of this policy is to provide for the proper dissemination, security and handling of criminal history information, and to provide information that Agency law enforcement personnel may need for their protection and performance of their law enforcement duties.

II. Reasons to Request Criminal History Information

- A. Any law enforcement investigation or action
- B. Employment for a law enforcement position
- C. Employment when a security clearance is needed

III. Radio Use For Transmitting Criminal History Information

- A. Criminal history information cannot be transmitted via radio in a manner that can be understood by the general public, or in a manner to indicate that a criminal history request is positive.
- B. Upon receiving a request for criminal history information from field personnel, DNR Communications Center staff will communicate that information to the requesting individual by telephone or other secure method.
- C. Civilian staff that call in requests for criminal history information (for law enforcement personnel) need to be informed of the need for security of the information that they receive, and may be denied access to that information.

IV. Printed Copies of Criminal History Information

- A. A request for a printed copy of a criminal history record must be done by phone.
- B. A printed copy of a criminal history record will be mailed in two envelopes (one envelope marked "Confidential," with the law enforcement officer's name, and the

outer envelope with the park office address). A copy of Section V of this policy will be included with each mailed criminal history.

V. Security of the Printed Criminal History Record

A. The law enforcement officer requesting the criminal history information will be responsible for the security of the record.

B. The criminal history record may be shared with other law enforcement or civilian personnel on a need-to-know basis. This includes commissioners, judges, state's attorneys, court personnel, Police Communications Operators and law enforcement officers of other agencies.

C. If the record is left with anyone other than the requesting law enforcement officer, the DNR Communications Center will be notified and will document this information.

D. If the requesting law enforcement officer has the record in his possession when it is no longer needed, he will destroy it.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-46
1 July 2013**

UNIVERSAL DISABILITY PASS

I. General

A. The Universal Disability Pass provides a service charge waiver to qualified individuals with a permanent disability. This service charge waiver is offered in an effort to provide opportunities for people with disabilities who experience limited access to Maryland Park Service (MPS) facilities and programs due to architectural and/or programmatic barriers.

B. The Universal Disability Pass permits the holder, and one other person, free entrance to day-use facilities at State Parks where an attendant collects a service charge or an honor system is in place. It does not cover automated gate systems, or other service charges in the park such as camping, boat launch, rentals, bus parking, or other concession or special charges.

C. The Universal Disability Pass is a free lifetime pass that does not require renewal. Identification may be requested when the Pass is presented.

II. Procedures

A. Applications for a Universal Disability Pass will be available from the DNR Licensing & Registration Service, online through the DNR COMPASS system, at all State Parks, and from the Maryland Park Service Headquarters Office in Annapolis.

B. Applications must be filled out fully and returned to the DNR Licensing & Registration Service.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-47
1 July 2013**

STATE DUTY OFFICER (SDO)

I. State Duty Officer

A. The assigned State Duty Officers (SDOs) are the three Regional Managers and the Director of Support Services, who will also serve as the designated alternate SDOs in the event that the assigned SDO is not available.

B. Rotating Schedule

1. January / May / September – Major Daryl Anthony

2. February / June / October – Major Gary Burnett

3. March / July / November – Major Cindy Ecker

4. April / August / December – Major Mike Riley

5. Should the last day of the assigned month fall on a weekend date, the SDO will retain those duties until midnight on Sunday of that weekend (or midnight on Monday for operational holiday weekends).

II. Procedures and Responsibilities

A. The SDO will be responsible for the duties outlined below outside of regular business hours and whenever the Superintendent and/or Deputy Superintendent are unavailable.

B. The SDO will remain available by cell phone/email. In the event that the assigned SDO is not available, he will seek another SDO to fill in until he is again available to resume SDO functions. If an alternate SDO is not available, a designee can be selected to fill the duty temporarily. The assigned SDO is responsible to communicate the change in assignment to MPS senior staff and all affected DNR personnel.

C. Inquiries that are directed to the Superintendent or Deputy Superintendent in their absence (and they are not available by cell phone or other means) shall be reviewed by the SDO prior to delivering a response.

D. Regional Managers and/or Park Managers shall notify the SDO of any significant incidents and/or issues at field locations as soon as possible.

E. Reports of significant incidents/issues at field locations shall be made promptly and accurately (to degree available at the time) through the proper chain of command to the SDO. Corrected information and follow-up shall be reported promptly and accurately to the SDO.

F. The SDO shall notify the Deputy Superintendent and/or Superintendent of issues/incidents that, in their judgment, warrant the immediate attention of top MPS leadership and/or DNR leadership.

G. The SDO shall compile a report of incidents reported to them each week and forward that weekly SDO report to senior staff by 0800 hours Monday morning (or Tuesday morning on operational holiday weekends).

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-48
1 July 2013**

AGENCY VEHICLES

I. Purpose

A. This Policy identifies the various Agency vehicle types, describes the markings and emblems used to identify the vehicle as part of the Maryland Park Service fleet and approved for display on each of those vehicle types, and identifies the required equipment for each vehicle type.

B. This Policy establishes the guidelines and procedures to be followed in determining those Agency employees to be assigned State-owned vehicles for the purpose of commuting to and from their assigned work location.

C. This Policy establishes guidelines for the operation of Agency vehicles.

II. Scope

This Policy applies to State-owned vehicles assigned to the Maryland Park Service and, in relevant part, conforms with Department of Natural Resources Policy Number 94:12 – Policy for Vehicle Assignment.

III. Agency Vehicle Types

A. Park Operations Vehicle (Civilian Patrol)

1. Marked Park Operations Vehicle - A vehicle used by the Agency for park operations, plainly and prominently marked with the Agency logo, and outfitted with certain equipment. Marking and minimum equipment for a Marked Park Operations Vehicle are as follows:

a. Maryland Park Service logo, 10" x 14" in size, centered on the driver's door and front passenger's door. If the configuration of the vehicle door does not allow the logo to be centered, it shall be placed in another appropriate location on each door. If the specific characteristics of the vehicle will not accommodate the 10" x 14" size logo, another size may be used, but only with the approval of the Regional Manager.

b. Light bar with amber warning lights, or highly visible amber warning lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle. Strobe warning lights are optional, if vehicle configuration allows for installation and proper functioning.

c. Public address system.

d. Two-way radio. Scanners and CB radios are optional.

e. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit, fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

2. Unmarked Park Operations Vehicle - A vehicle used by the Agency for park operations, not displaying the Agency logo, but outfitted with certain equipment. Minimum equipment for an Unmarked Park Operations Vehicle is as follows:

a. Highly visible amber warning lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle. Strobe warning lights are optional, if vehicle configuration allows for installation and proper functioning.

b. Public address system.

c. Two-way radio. Scanners and CB radios are optional.

d. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit, fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

B. Park Law Enforcement Vehicle (Law Enforcement Patrol)

1. Marked Park Law Enforcement Vehicle - A vehicle used by an Agency law enforcement officer, plainly and prominently marked with the Agency logo, and outfitted with certain equipment identifying it as an emergency vehicle. Marking and minimum equipment for a Marked Park Law Enforcement Vehicle are as follows:

a. Gold stripe with black outline, placed horizontally along the top of the fender and top portion of the door(s) or cargo bed. Striping on the rear of the vehicle is optional.

b. "Maryland Ranger" in black block lettering within the gold stripe on the front fender. If the configuration of the vehicle does not allow the lettering to be placed on the front fender, it shall be placed in another appropriate location on each side of the vehicle.

c. Maryland Park Service logo, 10" x 14" in size, centered on the driver's door and front passenger's door, below the gold striping. If the configuration of the vehicle door does not allow the logo to be centered, it shall be placed in another appropriate location on each door. If the specific characteristics of the vehicle will not accommodate the 10" x 14" size logo, another size may be used, but only with the approval of the Regional Manager.

d. Light bar with emergency lights, or highly visible emergency lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle.

e. Grill and/or strobe lights, if vehicle configuration allows for installation and proper functioning.

f. Electronic siren with public address system.

g. Two-way radio. Scanners and CB radios are optional.

h. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit, fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

2. Unmarked Park Law Enforcement Vehicle - A vehicle used by an Agency law enforcement officer, not displaying the Agency logo, but outfitted with certain equipment identifying it as an emergency vehicle. Minimum equipment for an Unmarked Law Enforcement Vehicle is as follows:

a. Plain registration plates in place of the normally issued State government registration plates.

b. Magnetic Maryland Park Service logos, 10" x 14" in size, will be issued to each Unmarked Park Law Enforcement Vehicle, to be displayed at the discretion of the operator. When displayed, the MPS logo will be centered on the driver's door and front passenger's door. If the configuration of the vehicle door does not allow the logo to be centered, it shall be placed in another appropriate location on each door. If the specific characteristics of the vehicle will not accommodate the 10" x 14" size logo, another

size may be used, but only with the approval of the Regional Manager.

c. Highly visible emergency lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle.

d. Grill lights and/or strobe lights, if vehicle configuration allows for installation and proper functioning.

e. Electronic siren with public address system.

f. Two-way radio. Scanners and CB radios are optional.

g. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit, fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

C. Park Support Vehicle (Park Maintenance and all other functions not addressed in sections A or B, above)

1. Marked Park Support Vehicle - A vehicle used by the Agency, plainly and prominently marked with the Agency logo, and outfitted with certain equipment. Marking and minimum equipment for a Marked Park Support Vehicle are as follows:

a. Maryland Park Service logo, 10" x 14" in size, centered on the driver's door and front passenger's door. If the configuration of the vehicle door does not allow the logo to be centered, it shall be placed in another appropriate location on each door. If the specific characteristics of the vehicle will not accommodate the 10" x 14" size logo, another size may be used, but only with the approval of the Regional Manager.

b. Optional Light bar with amber warning lights, other amber warning lighting mounted on the vehicle roof, or highly visible amber warning lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle. Strobe warning lights are also optional, if vehicle configuration allows for installation and proper functioning.

c. Two-way radio.

d. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit,

fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

2. Unmarked Park Support Vehicle - A vehicle used by the Agency, not displaying the Agency logo, but outfitted with certain equipment. Minimum equipment for an Unmarked Park Support Vehicle is as follows:

a. Optional highly visible amber warning lighting mounted in the interior of the vehicle so as to be seen from the front and rear of the vehicle. Strobe warning lights are also optional, if vehicle configuration allows for installation and proper functioning.

b. Two-way radio.

c. Each Manager will develop a park-specific listing of public safety and other equipment to be carried in each vehicle (e.g. first aid kit, fire extinguisher, throw bag, flashlight, flares, emergency blanket, tool kit, etc.).

IV. Agency Vehicle Assignment

A. Vehicle Assignment Review Panel

1. The Superintendent shall delegate the authority to assign Agency vehicles to the Vehicle Assignment Review Panel.

2. The Vehicle Assignment Review Panel shall consist of the Regional Managers and be chaired by the Deputy Superintendent.

B. Vehicle Assignment Review Panel Guidelines

1. No vehicle assignments will be authorized for employees whose primary residence is not located in the State of Maryland.

2. All Agency vehicle assignments will be in the best interest of the State.

3. All Agency vehicle assignments will be consistent with any negotiated employee contract agreements.

4. All Agency vehicle assignments will be reviewed for equitable statewide application of this Policy.

5. All Agency vehicle assignments will be prioritized and authorized as follows:

a. Operational Vehicles

i. All law enforcement employees of the Agency will be assigned an Agency vehicle, without exception.

ii. All classified civilian employees of the Agency residing in an operational house will be assigned an Agency vehicle, with exceptions based on commute distance or any other reason deemed relevant by the Vehicle Assignment Review Panel.

b. Emergency Response Vehicles

i. All Statewide and Regional Emergency Response staff will be assigned an Agency vehicle, without exception.

ii. All Park Primary Emergency Response Staff will be assigned an Agency vehicle, with exceptions based on response time and distance, duplicative response, or any other reason deemed relevant by the Vehicle Assignment Review Panel.

C. Additional Vehicle Assignments

Additional vehicle assignments may only be authorized by the Superintendent, for reasons that may include:

a. Temporary Duty Assignments

b. Acting Capacity duty assignments

c. Other duty assignments as deemed appropriate by the Superintendent.

V. Vehicle (Vessel) Operation

A. Unattended vehicles - When Agency vehicles are left unattended, keys will be removed and all doors will be locked. Unattended means that the Agency employee is not in the immediate vicinity of the vehicle, or that he does not have the vehicle in his clear observation.

B. Passengers authorized in Agency vehicles (vessels):

1. Persons that are being transported as a result of an alleged violation of the law.

2. Employee of other State and federal agencies on official business.

3. Students of an educational institute or service organization serving an internship with DNR as part of their curriculum, when an internship agreement is in effect.

4. Persons connected with any function whereby the Agency has been designated by a proper authority as a mode of transportation.

5. An employee's family that is accompanying the employee either in an in-state or out-of-state travel capacity on State business previously authorized in writing by the Superintendent or his designee.

6. Those persons authorized by Agency Policy 13-28, Authorized Passengers in DNR Vehicles and Vessels.

C. While on or off duty, Agency employees operating or riding in vehicles being used in an approved official capacity will utilize those safety restraint devices provided by the manufacturer. When transporting individuals other than Agency employees in Agency vehicles, it will be the operator's responsibility to ensure that passengers use this safety equipment.

1. The use of safety restraint equipment by children transported in Agency vehicles will be in accordance with § 22-412.2 of the Transportation Article.

2. If an approved safety seat is not available for use as specified in § 22-412.2 of the Transportation Article, and an emergency transport is appropriate, the child will be transported using any available, suitable seat. If no seat is available, the child will be restrained using the safety equipment provided by the manufacturer for the occupant seated in the center of the rear seat. If the child is so small that the manufacturer's safety equipment would not be suitable, the transport, in emergency situations, will be made keeping the safety of the child in mind.

D. Qualified Operators - Managers shall not allow any sworn or civilian employee to operate an Agency vehicle unless the employee possesses a valid driver's license of the proper class for the type of vehicle being operated. In addition, managers shall cause a check to be made of a civilian employee's driving record and, based upon such information, shall authorize the operation of Agency vehicles in accordance with the General Rules for Drivers of State Vehicles issued by the Department of Budget and Management.

E. Only those persons specifically authorized by managers to operate Agency vehicles / vessels may do so. Exceptions may be made for those instances when Agency vehicles / vessels are being tested in connection with bona fide repair services. Civilian personnel shall not be permitted to operate marked or

unmarked emergency vehicles or vessels unless the vehicle has been clearly identified as being "Out of Service."

F. Law enforcement employees shall use discretion in allowing seasonal employees to operate vehicles or vessels. Under no circumstances shall a non-LEO be permitted to operate a vehicle or vessel when law enforcement action is anticipated that involves the stopping or pursuit of vehicles or vessels, or code one or code two responses involving the activation of emergency equipment.

G. Out-of-state, on-duty use of Agency vehicles or vessels must be approved by the appropriate authority.

H. All personnel shall, whenever possible, employ energy-saving methods when operating Agency vehicles. Individuals shall be conscious of their routine driving techniques and make necessary adjustments to reduce fuel consumption, while making safe and efficient use of Agency vehicles.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-49
1 July 2013**

TRAFFIC DIRECTION

I. Purpose

This policy provides guidance to Maryland Park Service (MPS) employees as to their role in ensuring the smooth and efficient flow of vehicular traffic on roadways, parking lots and other areas managed by the Service. For purposes of this policy, said activity will be referred to as “traffic direction,” regardless of any use or meaning applied to that term in other contexts.

II. Policy

A. Maryland Park Service employees may provide traffic direction services, in the interest of public safety and efficient park operations, under the following guidelines:

1. Except as specifically authorized below, MPS employees will not direct traffic, or otherwise order the movement or direction of vehicles, whether on or off MPS-managed property.
2. MPS civilian employees may direct traffic, within the guidelines provided in this policy, only after having completed an appropriate training curriculum conducted by, or approved by, the MPS Training Division, or while acting under the authority of a specific exception granted by this policy.
3. MPS law enforcement employees, by virtue of their relevant training and existing experience, are authorized to direct traffic anywhere in the State, to the extent authorized by their jurisdiction as law enforcement officers and other applicable statute.
4. MPS employees will, whenever possible under the circumstances, utilize personal safety equipment appropriate to those circumstances when directing traffic (e.g. highly-visible clothing, flashlight, flares, etc.). The MPS will make every effort to make these items available to employees authorized to direct traffic, and to ensure that information regarding the proper use of the equipment is included in training provided to the employee.

5. Nothing in this policy shall preclude any MPS employee from directing traffic under extraordinary circumstances, in which said action would further the protection of life or property, provided that the employee's actions do not unduly endanger his own safety, and are consistent with any applicable training and commonly accepted standards of good judgement.

B. Authorized Circumstances

1. MPS civilian employees may direct traffic on roadways, parking lots, or other areas managed by the MPS. Civilian employees may not direct traffic on roadways outside the interior of State Park areas, unless otherwise specifically authorized by this policy.

2. MPS civilian employees may direct traffic anywhere in the State at the request of, or under the supervision of, a law enforcement officer or other authorized emergency personnel acting within that official's law enforcement or emergency response jurisdiction. In the absence of law enforcement personnel, MPS civilian personnel are not authorized to countermand any traffic signal or other traffic control device in affecting the movement or direction of vehicles.

3. MPS civilian employees may temporarily direct traffic to ensure the smooth flow of vehicles within the interior of a State Park, and/or to most efficiently provide adequate ingress and egress to and from park facilities (e.g. contact stations, boat launching ramps, etc.). Should heavy traffic conditions persist, or circumstances dictate the presence of law enforcement personnel, MPS personnel shall request assistance from the Natural Resources Police (NRP) or other law enforcement personnel of local jurisdiction.

4. On the occasion of a motor vehicle accident or other incident affecting the flow of vehicular traffic, and/or which may require emergency services for persons involved, MPS employees will immediately summon the necessary first responders by the most expedient means (e.g. radio, mobile telephone, bystander, etc.). After having done so, and within the parameters of this policy, MPS employees may temporarily direct traffic at the scene until the arrival of emergency personnel, at which time the employee's actions will be guided by the relevant provisions of this policy.

5. On the occasion of their presence at the scene of a road hazard affecting the public safety or flow of vehicular traffic (disabled vehicle, downed tree, downed power lines, etc.), MPS employees will immediately summon the necessary assistance by the most expedient means (e.g. radio, mobile telephone, bystander, etc.). After having done so, and within the parameters of this policy, MPS employees may temporarily direct

traffic at the scene until the arrival of responding emergency personnel or utility personnel, at which time the employee's actions will be guided by the relevant provisions of this policy.

6. During special events, MPS civilian personnel may direct traffic to provide the necessary guidance to drivers regarding the proper route to parking areas and individual parking locations. Every effort will be made to enlist the support of NRP personnel for these events by providing advance notice to the appropriate NRP supervisors.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-50
1 July 2013**

GOLDEN AGE PASS

I. General

The Maryland Park Service (MPS) will issue an MPS Golden Age Pass to all persons 62 years of age and older who meet the following requirements:

1. Completion of the MPS Golden Age Pass application
2. Documentation of age by copy of one of the following:
 - a. Driver's License
 - b. Birth Certificate
 - c. Other proof of age

II. Authority

The MPS Golden Age Pass is issued under the authority of § 5-1009 of the Natural Resources Article, Annotated Code of Maryland.

III. Procedures

- A. All persons 62 years of age and older may request an application for an MPS Golden Age Pass. Applications will be made available at MPS Headquarters, all park offices, and on the DNR website.
- B. The MPS Golden Age Pass application may be submitted to MPS Headquarters, where it will be processed.
- C. The MPS Golden Age Pass will be prepared and mailed or presented in person to the applicant. The pass number will be entered into the appropriate location on the application, and the application will be filed.
- D. MPS field locations may request supplies of MPS Golden Age Passes from the Agency coordinator, and are authorized to issue passes upon receipt of the MPS Golden Age Pass application from a qualifying individual.

IV. Policy

A. The MPS Golden Age Pass entitles the holder (only) to free day-use admittance to Maryland State Parks where a per-person service charge applies.

B. At locations, and at times, when a per-vehicle service charge is in effect, the MPS Golden Age Pass is valid for free admittance for the entire vehicle, provided the pass holder is present.

C. Some MPS facilities utilize coin-operated gates at certain times of the year, and these gates cannot be operated by use of the MPS Golden Age Pass.

D. The MPS Golden Age Pass entitles the holder to half-price camping at MPS facilities, from Sunday through Thursday, excluding holidays. In order to receive the Golden Age discount, reservations must be made in the name of the MPS Golden Age Pass holder and the Golden Age Pass must be presented at the time of check-in at the park campground.

E. Service charges for facilities for which there is an additional cost (e.g. shelters, boat concessions, boat launch, reservations, special events, or other special services) are not covered by the MPS Golden Age Pass. Services that are included in the day-use service charge at certain facilities are also available to holders of the MPS Golden Age Pass (e.g. boat launch).

F. The MPS Golden Age Pass is non-transferable and cannot be used by any person other than to whom it was issued.

G. The MPS Golden Age Pass is a lifetime pass, for those MPS facilities and services identified in this Policy, and does not require renewal. There is a one-time \$10, non-refundable service charge to process the Golden Age Pass application. The pass cannot be replaced if lost or stolen.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-51
1 July 2013**

**USE OF HISTORIC WEAPONS AND
AGENCY-OWNED ARTILLERY PIECES**

I. Historic Weapons Use and Safety

A. Purpose

The Maryland Park Service (MPS) recognizes that the use of historic weapons by employees and volunteers is an important component of interpretive demonstrations at appropriate land management sites and certain off-site locations. The MPS also recognizes that recreational live-fire and competitive matches with historic weapons are legitimate recreational activities in those areas with approved shooting ranges. The purpose of this policy is to establish the general guidelines to be observed when conducting programs involving the use of historic weapons.

B. Certified Historic Weapons Safety Officer / Instructor

A Certified Historic Weapons Safety Officer is an MPS employee, or volunteer, who has successfully completed the MPS Historic Weapons Safety Training Course and who holds a certificate signed by the Superintendent. The course is taught by recognized Certified Historic Weapons Safety Instructors.

C. Policy

1. An MPS Certified Historic Weapons Safety Officer must approve the use of an historic weapon (firing and non-firing) by an employee, or volunteer, for any demonstration or interpretive purpose.
2. The Regional Manager and an MPS Certified Historic Weapons Safety Officer must approve any live-fire historic weapons event conducted at any field site, and an MPS Certified Historic Weapons Safety Officer must supervise the approved live-fire use.
3. It is the responsibility of the Certified Historic Weapons Safety Officer to ensure that all use of historic weapons on MPS lands conforms to the *MPS Standards for Historic Weapons Use*. Certified Historic Weapons Safety Officers may train other employees, and volunteers, to be Historic

Weapons Demonstrators. Historic Weapons Demonstrators must complete annual refresher training conducted by a Certified Historic Weapons Safety Officer or Certified Historic Weapons Safety Instructor.

4. Storage of black powder at MPS facilities must conform to the MPS *Standards for Historic Weapons Use*.

5. Any use of MPS-owned historic weapons off MPS grounds by MPS employees will be conducted while the employee is on official duty. Any use of MPS-owned historic weapons off MPS grounds by MPS volunteers will be conducted while the volunteer is acting in his official capacity as an MPS volunteer.

6. Should non-MPS historic weapons organizations have their own historic weapons safety procedures, and wish to adhere to them on MPS lands, the manager must submit those non-MPS standards to a Certified Historic Weapons Safety Instructor for approval before the event is held, and before they are utilized on MPS lands. If, at the sole discretion of the Instructor, modifications to the non-MPS standards are in order, the manager will forward the required amendments to the non-MPS organization and enforce the modifications. In doing so, the manager may request on-site assistance from a Certified Historic Weapons Safety Instructor or Officer

II. Use of an Agency-Owned Artillery Piece

A. Purpose

The purpose of this section is to describe methods and procedures for the use of Agency-owned period artillery equipment for programs, or in films, events and ceremonies.

B. Policy

1. An Agency-owned artillery piece may be fired on-site, or used off-site at sanctioned interpretive events, in cooperation with, and in partnership with, other park systems or historic interests.

2. MPS staff, or volunteers, who have been properly trained and supervised by an MPS Historic Weapons Safety Officer, may fire an Agency-owned artillery piece on MPS lands. MPS staff, or volunteers, who have been properly trained and supervised by an MPS or National Park Service Historic Weapons Safety Officer, may fire or exhibit an Agency-owned artillery piece off-site, on non-MPS lands.

3. The use of an Agency-owned artillery piece as a prop in historic films is permitted. When used in this manner, a special use permit shall be obtained from the MPS, and the established service charge for the use of the artillery piece and any associated MPS labor, equipment and supplies shall be paid in advance. MPS staff approved by a Historic Weapons Safety Officer must be on-site to supervise the artillery piece.
4. In addition to the required standard compensation detailed above, any third party (e.g. film company) firing an Agency-owned artillery piece must enter into an agreement with the State of Maryland, assuming all liability for the use of the artillery piece.
5. All MPS employees compensated by third parties (e.g. film companies) for services associated with the use of an Agency-owned artillery piece must be approved for secondary employment, as per Maryland Park Service Policy 13-19.
6. The use of an Agency-owned artillery piece for off-site programming, or by a third party, will not take priority over on-site programming or other MPS operational requirements.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**AGENCY POLICY 13-52
1 July 2013**

TECHNICAL TRAIL FEATURES ON MPS PROPERTY

I. Purpose

The purpose of this policy is to identify the Agency's position on the placement or presence of Technical Trail Features (TTFs) on lands or trails managed by the Maryland Park Service (MPS), and to provide procedures for evaluating the appropriateness of TTFs.

II. Scope

A. This policy is applicable to all lands owned or controlled by the Department of Natural Resources (DNR) and managed by the MPS.

B. This policy does not apply to natural or manmade trail features that occur due to the normal business of sustainable trail design and management.

C. This policy applies to the following categories of TTFs:

1. Naturally Occurring TTF – Represented by fallen trees, rocks, and other naturally occurring landscape features.
2. Constructed / Modified TTF –
 - a. Naturally occurring materials that have been modified.
 - b. Constructed TTFs made from natural materials.
 - c. Constructed TTFs made from manufactured materials.

III. Policy

It is the policy of the MPS to promote resource-based recreation in order to connect visitors to their natural and cultural heritage in ways that inspire a stewardship ethic. The MPS will develop and manage trails as a means to support this policy as it relates to resource and visitor protection, and recreational opportunities. Consistent with this objective, the MPS will provide multiple users with trails that are characterized as natural by design, with minimal modification

and development. The MPS will not approve modified individual TTF elements that are inconsistent with the natural trail experience.

IV. Procedure

A. Review Process - The established review process used to evaluate proposals for TTFs requires that all requests must be submitted in writing to the park manager. Requests should include site plans, photographs and/or diagrams of the TTF and proposed site. Upon receipt of the request, the manager will forward the proposal for review and approval within the MPS. That MPS review may result in a recommendation for formal DNR Project Review by an interdisciplinary team of resource professionals. The composition of the team may vary depending on the specific nature of the request.

B. Evaluation Criteria – The following criteria will be used to determine the appropriateness of the TTF in relation to the Agency Mission.

1. TTFs considered for placement on MPS managed lands must have a direct connection to the advancement of the mission, goals, and objectives of the MPS.
2. TTFs will be consistent with, and complement, the MPS trail system management objectives, including:
 - a. Sustainable design
 - b. Multiple-use
 - c. Minimal environmental impact
 - d. Efficient use of limited fiscal resources
 - e. Consistency with natural aesthetic experience
 - f. Positive trail experiences
 - g. Nature or history appreciation
 - h. Compatibility with existing public use
3. The request will be evaluated for its consistency with any applicable land unit plan or trail management plan. In the absence of a plan, the request will be evaluated for its compatibility with existing resources, facilities and public use.

4. The request will be evaluated for its consistency with MPS public safety and visitor protection objectives, as well as any associated State liability law.

C. Design Standards – Additional considerations that will be evaluated during the review process include:

1. Geographic Location / Placement - The proposed TTF must be located in surroundings relevant to, and consistent with, the park's management objectives, with particular emphasis on the ecological, cultural, recreational and historical features of the area in which the TTF is located.

2. The TTF shall not be aesthetically intrusive, the evaluation of which will be based on the following criteria:

a. Proportion - The size, scale and shape of the TTF must match its setting. A TTF shall not dominate, interfere with, or detract from natural features or existing facilities. If it is determined that the saturation point of a trail system has been reached, no new proposals will be considered.

b. Materials used - Materials must not divert attention from the land's natural features and must be compatible in color, texture, and other visual characteristics with the dominant materials of other structures in the area of the TTF.

c. Integrity of setting - A TTF shall not undermine the unity and integrity of the visual setting, and placement must be compatible with the scenic views of the land. Photographs, diagrams and site plans submitted with the proposal will allow for the proper evaluation of this criterion.

D. Approval Process – The results of the review and evaluation by MPS staff, or the Project Review conducted by the interdisciplinary team, and all final recommendations, will be submitted to the MPS Superintendent, or designee, for final approval. DNR becomes the sole owner of any TTF upon final placement on MPS managed land.

**DEPARTMENT OF NATURAL RESOURCES
MARYLAND PARK SERVICE**

**POLICY MANUAL
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