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**PURPOSE**

- 1.0 To establish a policy to deal with employee drug/alcohol abuse.
- 1.1 To provide guidelines for dealing with employees whose job performance may be affected by drug/alcohol use.
- 1.2 To establish conditions under which employees may be subject to drug/alcohol testing.
- 1.3 To establish procedures for conducting drug/alcohol testing.
- 1.4 To establish training and education programs for employees on drug/alcohol abuse topics.
- 1.5 To establish procedures which encourage employees to seek treatment for drug/alcohol abuse problems.

**DEFINITIONS**

- 2.0 *CERTIFIED LABORATORY* - A laboratory which has been certified by the State of Maryland and by the U.S. Department of Health and Human Services to perform job-related forensic testing for drugs and alcohol.
- 2.1 *DRUG/ALCOHOL ABUSE* - The use of illegal drugs, or the misuse of drugs or alcohol.
- 2.2 *DRUG/ALCOHOL TEST* - A procedure to determine if a blood, breath, or urine specimen contains drugs, alcohol, or the metabolites of drugs or alcohol.
- 2.3 *EMPLOYEE ASSISTANCE PROGRAM (EAP)* - A program which offers confidential counseling services to employees, and referral to other resources for treatment. Employees do not pay any fee for the services of EAP counselors. Employees may obtain EAP services on their own or be referred to the EAP by their supervisors or by Occupational Medical Section staff.
- 2.4 *EMPLOYEE MEDICAL EXAMINER* - A qualified physician designated by the Occupational Medical Section (OMS) who shall act as the Medical Review Officer.
- 2.5 *ILLEGAL DRUGS* - Substances which are illegal to possess without a prescription under local, state, or federal law. Section 4.0 L of this procedure lists illegal drugs for which applicants and employees will be tested. Employees may also be tested for illegal substances not listed in Section 4.0 L if information available to the Department or the Occupational Medical Section indicates that this is necessary.

- 2.6 *REASONABLE SUSPICION* - The evidentiary standard which must be met before a "for cause" drug/alcohol test is required of an employee. In order to meet this standard, the police chief or designee must determine, based on specific objective facts and reasonable inferences drawn from those facts, that there is a reasonable basis to suspect that a test would show that the employee has drugs/alcohol in his body.
- 2.7 *COUNTY PROPERTY* - For the purposes of this procedure, County property means the Executive and County Office Buildings and all police facilities.

## **POLICY**

- 3.0 Employees must not have illegal drugs in their bodies while at work. Employees must not take illegal drugs or abuse prescription drugs while on duty, on County property, or in a County vehicle.
- 3.1 Employees must not consume alcohol while at work or on duty. Employees must not be impaired by, or under the influence of, alcohol while at work, on County property, or on duty. For the purpose of this procedure, impairment shall be indicated by a blood alcohol concentration of .05%, and under the influence shall be indicated by a blood alcohol concentration of .10%. Employees who are required to maintain a commercial driver's license as a condition of employment must meet the standards for alcohol stated in § 3.2.
- 3.2 Any employee who is required to maintain a commercial driver's license as a condition of County employment must not, while operating a vehicle, have alcohol in the body beyond the established cutoff level in a test for the presence of alcohol. The established cutoff level is .02%.
- 3.3 Employees will not operate County vehicles or heavy or dangerous equipment with illegal drugs in their bodies or while impaired by, or under the influence of, alcohol. Employees must not operate privately-owned vehicles with illegal drugs in their bodies or while impaired by, or under the influence of, alcohol, if such operation occurs during the employees' work hours or shift.
- 3.4 Employees who are required to drive County vehicles or operate heavy or dangerous equipment must not consume alcoholic beverages during their lunch or other breaks, or within four hours of the start of their work day or shift.
- 3.5 Employees must not consume alcohol or have open containers of alcohol in County vehicles, or in any private vehicle which is being used by an employee during the employee's work hours or shift.
- 3.6 Employees must not possess, manufacture, sell, offer for sale, give or purchase illegal drugs while on duty, on County property, or in a County vehicle.
- 3.7 Employees must not take, for their own use or for sale, drugs prescribed for other persons with whom they come in contact in the course of the performance of the duties of their positions.
- 3.8 Employees must not take, for their own use or for sale, drugs or alcohol for which they are responsible as part of their duties.

- 3.9 An employee must not obtain alcohol or drugs by promises of favors or threats based on the authority of the employee's position with the County.
- 3.10 Employees must not adulterate, tamper with, or substitute a different urine specimen for a drug/alcohol test.
- 3.11 Law enforcement officers may transport alcohol or illegal drugs in official or private vehicles, and consume, possess, offer for sale, sell, give or purchase illegal drugs or alcohol, provided that such actions are taken in accordance with applicable laws and regulations to further law enforcement objectives.
- 3.12 Employees are encouraged to obtain treatment for drug/alcohol abuse and to use the counseling and referral services offered by the Office of Stress Management of the Department of Police.
- 3.13 Employees who seek treatment for drug/alcohol abuse may be allowed to use their accrued sick and annual leave, compensatory time, or leave without pay to obtain treatment.
- 3.14 Employees who obtain treatment for drug/alcohol abuse on their own initiative will not be subject to disciplinary action, absent evidence that they have violated this procedure, federal, state, or local law, or County or Departmental regulations.
- 3.15 Employees must report to their supervisors when they have taken, or intend to take, any drug which they may reasonably expect to affect their performance. Employees should ask their physicians about how prescription drugs may affect their performance, and read any warnings printed on prescription drugs. Employees are encouraged to read warnings printed on non-prescription drugs. The supervisor should consult the OMS or other resources regarding potential effects and recommendations concerning driving restrictions.
- 3.16 Employees who are convicted of a drug/alcohol related offense which occurred in the workplace, on County property, while on duty, or while operating a County vehicle or equipment must report such conviction to their supervisors within five calendar days. Conviction includes probation before judgment, a plea of *nolo contendere*, or any imposition of a sentence for being under the influence of, or for having manufactured, distributed, dispensed, used, or possessed any controlled substance, including alcohol.
- 3.17 [Reserved.]
- 3.18 [Reserved.]
- 3.19 Employees who are required to maintain a commercial driver's license as a condition of employment and who are charged with or convicted of a drug/alcohol related offense must report any such charge or conviction to their supervisors within five calendar days. Conviction includes probation before judgment, a plea of *nolo contendere*, or any imposition of a sentence for being under the influence of, or for having manufactured, distributed, dispensed, used, or possessed any controlled substance, including alcohol.

- 3.20 Subject to the evidentiary standards contained in this procedure, employees who are suspected of violating this policy may be required to submit to drug/alcohol testing.
- 3.21 Employees who violate this policy may be required to submit to periodic drug/alcohol testing as a condition of keeping their positions, or in lieu of disciplinary action.
- 3.22 Employees who violate this policy may be subject to disciplinary action up to, and including, termination or dismissal. Disciplinary actions will be taken in accordance with applicable laws and regulations, including the Personnel Regulations, collective bargaining agreements, and the Law Enforcement Officers' Bill of Rights.

## GENERAL

### 4.0 *DRUG/ALCOHOL TESTING*

#### A. For Cause Testing

- 1. The police chief or designee may direct an employee to submit to drug/alcohol testing if, after reviewing the information presented by the employee's supervisor, the chief has reason to believe or suspect that a test would confirm that an employee has drugs/alcohol in his or her body. The police chief or designee may delegate this responsibility to individuals in the Department who have received training as required by this procedure. Whenever possible, two supervisors at the work site should observe the employee, or review the information about the employee, prior to presenting this information to the police chief or designee.
- 2. Prior to requiring that an employee be tested the police chief must have "reasonable suspicion," which is defined as objective facts which, when taken with the reasonable inferences drawn from those facts, provide a reasonable basis to suspect that a test would show the presence of drugs/alcohol in the employee's body.
- 3. Employees must be placed in an appropriate leave status or assigned appropriate light duties until the results of the test are known. If the results of the drug test are negative, any sick leave, annual leave, or compensatory time which the employee used will be restored. An employee placed on leave without pay will be reimbursed for lost wages and benefits if the test is negative.
- 4. A blood sample and urine sample will be obtained from the employee to be tested.

- B. Random Testing - Police officers assigned to specialized units, the primary purpose of which is the investigation of drug-related offenses, will be subject to random urine tests to detect the use of drugs.

- C. Follow-up Testing - Employees may be subject to periodic drug/alcohol urine tests for a period of not less than 12 months and no greater than 60 months (usually the time for periodic urine tests for alcohol abuse alone shall not exceed 18 months) under the following conditions:
1. The employee refused to be tested, has a confirmed positive drug/alcohol test result, or the employee's drug/alcohol abuse has been confirmed either by the employee's admission of such abuse, or other objective evidence of such abuse; and
  2. The Department has determined that the employee will be subject to disciplinary action or will not be allowed to resume the full range of the duties of his position unless the employee has completed the treatment recommended for the drug/alcohol abuse and has demonstrated through periodic drug/alcohol testing over a specified period that the treatment was successful.
- D. Test Forms/Information - An employee who is tested for drugs/alcohol will be furnished with pre-printed information sheets which describe the test and the use of test results. Employees will be given a carbon copy or photocopy of each completed form. Because laboratories will not perform drug/alcohol tests unless the employee completes and signs the required forms, a refusal by an employee to complete and sign the required forms will be considered a refusal to submit to testing.
- E. Collection of Specimens - Specimens for drug/alcohol testing will be taken under controlled circumstances which reduce the opportunity to tamper with the specimen or substitute a different specimen, with reasonable accommodations to privacy. The Occupational Medical Section or other collection site authorized by OMS will ensure that specimen collection is conducted in accordance with the procedures established by the U.S. Department of Health and Human Services, and that the specimen is properly identified, protected from contamination or tampering, and that the chain of custody is protected and recorded.
- F. Requirements for Laboratories Which Conduct Forensic Testing for Drugs/Alcohol - Tests will be conducted only by laboratories certified by the State of Maryland and by the U.S. Department of Health and Human Services to perform job-related forensic testing for drugs/alcohol.
- G. Substances Tested
1. A urine specimen obtained for drug/alcohol testing will be subject to an immunoassay screen for the following substances:

Amphetamines	Methaqualone (Quaalude)
Barbiturates	Methadone
Benzodiazepines	Opiates
Cannabinoids (Marijuana)	Phencyclidine (PCP)
Cocaine	Propoxyphene (Darvon)
Ethanol (Ethyl Alcohol)	

2. If the immunoassay screen for the substances listed in § 4.0(G.1) is positive, a confirmation test using gas chromatography/mass spectrometry (GC/MS) will be conducted. The presence of ethyl alcohol will be confirmed by either gas chromatography/mass spectrometry (GC/MS) or gas chromatography (GC).
3. If information available to the Department or Occupational Medical Section indicates that it is necessary, a specimen may be tested for any controlled dangerous substance included on the schedules contained in Maryland Annotated Code Article 27, § 279.
4. Specimens may also be tested to determine if they have been diluted or adulterated.
5. Blood specimens will be tested by gas chromatography (GC) to determine the blood alcohol concentration.

#### H. Drug/Alcohol Test Results

1. The laboratory will report test results in writing to the Employee Medical Examiner.
2. A positive test result indicates that the presence of a substance was measured, and confirmed, at or above a predetermined cutoff level. If a substance is present at a level below the predetermined cutoff, the test result will be reported as negative. The cutoff levels are those established for the substances by the National Institute on Drug Abuse (NIDA) or by the test manufacturer.
3. Positive drug/alcohol test results will be reviewed by the Employee Medical Examiner along with the employee's medical history, and other relevant information. An employee may be asked to submit documentation from the treating physician if the Employee Medical Examiner believes that the test results may have been influenced by prescription drugs or other medications or treatments.
4. If the Employee Medical Examiner determines that there is a legitimate medical explanation for a positive test result and no evidence of drug/alcohol abuse, the test result will be reported to the Department as negative.
5. A positive test result will be reported as confirmed only after the Employee Medical Examiner has reviewed the medical history and other information offered by the employee and has concluded that the test results were due to the use of drugs or alcohol in violation of this procedure.
6. The Occupational Medical Section will report whether test results were negative or confirmed positive to the police chief or designee and to the employee. The results will be discussed with the employee first unless the Occupational Medical Section is unable to reach the employee.
7. For "for cause" testing, the blood alcohol concentration will also be reported.

8. For follow-up testing or for any type of testing for employees who must maintain a commercial driver's license as a condition of employment, test results will be reported as confirmed positive for alcohol if the urine alcohol concentration is above .02%, the established cutoff level for the test.
  9. An employee who has a confirmed positive test result will be given a copy of the laboratory report, either in person or by certified mail at the address given by the employee on Form #1, *Authorization to Obtain Specimen for Drug/Alcohol Testing*. This must be done by the Occupational Medical Section within 30 calendar days of the date on which the specimen was collected.
  10. If an employee who has a confirmed positive test result elects to have an independent confirmation test conducted and the result of the independent confirmation test is negative, the test result will be considered negative, and reported as negative, and the employee will be reimbursed for the cost of the test.
  11. Drug/alcohol test results will be maintained by the Occupational Medical Section as part of employee medical records. They will be treated as confidential medical information and will be disclosed only to the following individuals:
    - a. Those who have a bona fide need to know in order to make an administrative decision on the basis of the information, which may include the police chief, the employee's supervisor, and appropriate individuals in the Personnel Office or County Attorney's Office.
    - b. The labor organization or other representative of the employee, if the employee provides written authorization for such release.
    - c. Those to whom release is required by law, or authorized by the employee.
  12. Any specimen which tests positive for drugs/alcohol will be preserved frozen by the laboratory for a period of one year, or until all actions or appeals resulting from the positive test result are exhausted.
- I. Repeat Tests - If the Employee Medical Examiner determines that the results of the test may have been affected by prescription drugs or other substances to which the employee was exposed, the employee may be asked to submit a second specimen, and the results of the first test will be disregarded. A retest may also be required where the first specimen was lost, contaminated, or taken under questionable circumstances. An employee who is directed to undergo a repeat test will be given a written statement by the Occupational Medical Section setting forth the reason(s) for the repeat test.
- J. Refusal to Take Drug/Alcohol Test
1. Law enforcement officers who refuse to be tested are subject to the provisions of the Law Enforcement Officers' Bill of Rights.
  2. An employee who refuses to be tested may be placed in an appropriate leave status or assigned appropriate light duties until the Department has determined that the employee's performance will not be affected by drug/alcohol abuse.



3. The police chief may refer an employee who refuses to be tested to the Occupational Medical Section for a fitness-for-duty examination.

**K. Consequences of Positive Drug/Alcohol Test Results**

1. For an employee, a confirmed positive test result for illegal drugs is a violation of this policy.
2. For an employee who must maintain a commercial driver's license as a condition of County employment and for an employee subject to follow-up testing, a confirmed positive test result for alcohol is a violation of this procedure. For other employees, a confirmed positive test result and a blood alcohol concentration which indicates that the employee was impaired (.05%) or under the influence (.10%) is a violation of this procedure.

**4.1 *ADVERSE ACTIONS FOR VIOLATION OF THIS PROCEDURE***

- A. Probationary employees without merit system status who violate this policy may be subject to termination.
- B. An employee who violates this policy may be subject to termination for failure to meet the medical requirements of his/her position. Prior to making a decision or taking an action based on the medical findings, the chief administrative officer or designee must determine if the problem is correctable and if reasonable accommodation could be made in accordance with the County's policy on the employment of the handicapped or disabled.
- C. An employee with merit system status who violates this policy will be subject to appropriate disciplinary action, up to and including dismissal. In determining what disciplinary action is appropriate, the Department must take into consideration the following factors:
  1. The nature and seriousness of the violation, including the actual harm caused and the potential harm that could have been caused by the violation.
  2. The employee's position and the relationship of the violation to the employee's duties and responsibilities.
  3. Whether other laws, regulations and policies, including Departmental regulations were violated.
  4. The employee's work record and previous disciplinary actions.
  5. Whether the employee has sought or is willing to seek treatment or rehabilitation.
- D. The police chief may, as an alternative to discipline or in addition to discipline, require the employee to be assessed for a substance abuse problem through the Occupational Medical Section, the EAP, or other resource, to complete any recommended treatment or rehabilitation, to submit documentation of successful completion of the recommended treatment or rehabilitation program, and submit to follow-up drug/alcohol testing.

#### 4.2 *EMPLOYEE RIGHTS*

- A. An employee subject to any type of drug/alcohol testing must be advised of the following, prior to the collection of the specimen:
  - 1. The reason(s) for requiring the test;
  - 2. If he/she refuses to be tested, that he/she may be subject to disciplinary action;
  - 3. The name and address of the laboratory that will perform the test;
  - 4. That, if the result of the test is confirmed as positive, he/she is entitled to have a test conducted on the same specimen by a different certified laboratory at his/her own expense.
- B. An employee who has a confirmed positive drug test result must be given the following, either in person or by certified mail, within 30 calendar days of the date on which the specimen for the drug test was taken:
  - 1. A copy of the laboratory report;
  - 2. Notice that he/she is entitled to have a test conducted on the same specimen by a different certified laboratory at his/her own expense;
  - 3. A copy of this policy, and any applicable Departmental regulation or procedure; and
  - 4. If applicable, written notice of the Department's intent to terminate, or take disciplinary action against the employee, or change the conditions of employment.
- C. If the result of the independent confirmation test requested by the employee is negative, the test result will be considered negative, and reported as negative, and the employee will be reimbursed for the cost of the test.
- D. If the Department interviews or questions a bargaining unit employee about his drug or alcohol use or the possible violation of this procedure, the employee must be notified of and accorded the right to representation by the Fraternal Order of Police, if the employee requests such representation. The employee will be given a reasonable period of time to obtain representation but no longer than two hours.
- E. If the employee requests representation, the Department must allow a bargaining unit employee to be represented in any meetings or discussions between the employee and the Department regarding whether the employee will agree to undergo treatment in lieu of discipline or as a condition of retaining his/her position.

- 4.3 *APPEAL RIGHTS* - An employee who is disciplined or whose conditions of employment are changed as a result of refusal to take a drug/alcohol test or for violation of this policy may appeal such actions in accordance with the provisions of the Law Enforcement Officers' Bill of Rights or by filing a grievance under the provisions of this Agreement, as applicable.

#### 4.4 *REMOVING EMPLOYEES FROM THE DUTIES OF THEIR POSITIONS*

- A. When an employee is found to have violated this policy, the Department must place the employee in an appropriate leave status or assign the employee appropriate light duties until the Department has taken disciplinary action against the employee, or is satisfied that the employee has successfully completed the recommended treatment program, if any.
- B. The Department may also require the employee to submit to follow-up drug/alcohol testing for a period of not less than 12 months and no greater than 60 months (usually the time for periodic urine tests for alcohol abuse alone shall not exceed 18 months) as a condition to resuming the duties of his/her position. The employee may be required to sign an agreement to successfully complete the recommended treatment program for the drug/alcohol abuse problem, submit documentation of successful completion of the recommended treatment or rehabilitation program, and submit to follow-up testing as a condition to being allowed to resume the duties of his/her position. An employee who fails to comply with the terms of the agreement will be subject to disciplinary action or termination in accordance with the terms of the agreement or appropriate regulations.

#### 4.5 *EMPLOYEES WHO REFER THEMSELVES FOR TREATMENT*

- A. Employees who refer themselves for treatment for drug or alcohol abuse will not be subject to disciplinary action, absent other evidence of violation of this policy, federal, state, or local law, or County or Departmental regulations.
- B. Such employees may be granted leave without pay, or allowed to use their accrued leave to obtain treatment. Requests for leave for such purposes will be regarded as confidential and the employee's supervisors will not divulge to others the reason for the employee's absence.
- C. An employee may be granted two hours of administrative leave to confer with EAP staff, with the approval of the supervisor.

MEMORANDUM

February 13, 1984

TO: Walter Bader, President, Fraternal Order of Police, Lodge 35  
FROM: Lewis T. Roberts, Chief Administrative Officer  
SUBJECT: Contract Grievance -

The following is a response to a contract grievance filed by the Fraternal Order of Police (FOP), Lodge 35, on December 17, 1983, and submitted for review to this office consistent with Section V, Contract Grievance Procedure, Paragraph C, Second Step of Grievance Procedure, of the Collective Bargaining Agreement.

Summary of Grievance

Police Officer III scheduled days off were changed during the week of November 27, 1983, from Sunday, November 27, 1983 and Monday November 28, 1983, to Sunday November 27, 1983 and Friday December 2, 1983, as a result of a Circuit Court summons for Monday, November 28, 1983. PO III has requested payment of court time compensation (a minimum 3 hours overtime) for his court attendance on a regularly scheduled day off.

Discussion of Issue

The net effect of requiring PO III to work on Monday, November 28, 1983, was to require the officer to appear in court on a day which was otherwise scheduled as a regular day off. Section VI, Court Time, of the Collective Bargaining Agreement states in part:

"Each officer attending court on his or her regular day off or during non-regularly scheduled working hours shall be guaranteed minimum compensation of three (3) hours at the rate of one and one-half (1.5) times the members regular hourly rate ..."

Court attendance on a previously scheduled, i.e. regular, day off therefore entitles Officer to a minimum three hours compensation at the overtime rate. No further overtime is required for work performed on Monday, November 28, 1983, as the officer was given an alternate day off.

Decision

It is my understanding that Officer has previously received one and one half hours overtime for work performed on the day in question, therefore the Department of Police is directed to pay Officer an additional one and one half hours at the overtime rate, consistent with the minimum compensation for a court appearance covered by Section VI, Court Time, of the bargaining agreement.

LTR:bjm

APPENDIX B

## Inclement Weather/General Emergency Policy

### Purpose

To ensure proper notification, communication, compensation and work status of County government employees when public services may be limited due to inclement weather or other unusual conditions.

### Definitions

- 1.0 Administrative Leave - paid leave granted to employees who are not required to work during a General Emergency or exigency.
- 1.1 Essential Employees - employees in designated job classes/positions required to perform work during a period of General Emergency.
- 1.2 Exigency - any period determined by the County Executive, Chief Administrative Officer or designee to be a period of emergency localized to a particular service or building, due to inclement weather or other unusual conditions, which require specific government offices to close and specific public services to be limited or discontinued.
- 1.3 General Emergency - any period determined by the County Executive, Chief Administrative Officer or designee to be a period of emergency, due to inclement weather or other conditions, which require that government offices close and public services be limited or discontinued.
- 1.4 General Emergency Pay - compensation at the regular rate (pay or compensatory leave) in addition to regular pay received by those employees who are required to work only during the period of a general emergency.
- 1.5 Liberal Leave - paid or unpaid leave (annual, compensatory or leave without pay) taken by an employee which is unscheduled and is permitted based upon a declaration of inclement weather or other condition by the County Executive, Chief Administrative Officer or designee. Liberal leave does not require prior approval of the supervisor, however, supervisors are to be notified of the leave status of the employee within the scheduled work day.

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- 1.6 Non-Essential Employees - employees not required to perform work during a period of a general emergency. This includes employees not in job classes/positions designated under this procedure (Appendix I) as ESSENTIAL.
- 1.7 Normal Business Hours - Monday through Friday, 8:30 a.m. to 5:00 p.m.

Policy

- 2.0 In the event of inclement weather conditions (such as, snow, ice, severe storm or hurricane warnings) employees will be notified of the opening/closing of government offices through public service announcements on local radio/television stations. If inclement weather conditions arise during the course of normal business hours, and a general emergency or liberal leave period is designated, employees will be notified through departmental channels.
- 2.1 Public service announcements will be made over the following radio stations:  

WMAL	630	AM
WTOP	1500	AM

In addition to the above stations being specifically notified, the Associated Press (AP) and United Press International (UPI) wire services will be notified for distribution to all subscribing radio and television stations in the Washington D.C. metropolitan area.
- 2.3 Due to the changing nature of weather conditions, specified times for the determination and announcement of employee reporting requirements cannot be guaranteed. The County will attempt to give employees the earliest possible notice and will remain cognizant of commuting times and work schedules.
- 2.4 Public announcements of reporting requirements will be limited to general emergencies and authorization for liberal leave. Public announcements will not be made for exigencies resulting in the closing of specific government offices.
- 2.5 Notice of early closings occurring during the course of normal business hours will be announced by the Personnel Office.

APPENDIX C

- 2.6 Announcement of a general emergency will require all employees previously designated as essential to report to work as scheduled. Only employees required to work during a general emergency will receive Emergency Pay. Non-essential employees will be placed on administrative leave for the period of their work schedule covered by a general emergency.
- 2.7 An announcement of liberal leave permits employees to use leave when reporting late, leaving work early or electing to remain at home. Employees at work must notify their supervisor prior to leaving work when a liberal leave policy is in effect. Supervisors must not take adverse actions against employees electing to use leave under this policy who are not otherwise designated as essential or have not been specifically directed by a supervisor to be at work. Essential employees are permitted to use liberal leave only when inclement weather causes the employee to report late.
- 2.8 The designation of a General Emergency or period for which liberal leave is in effect is at the discretion of the County Executive, Chief Administrative Officer or designee. In making these determinations, weather, road conditions, and school closings will be factors which will be taken into consideration.
- 2.9 Whenever possible, requests for annual leave to be used to attend to children during school "snow days" (closings, late openings, and early dismissals) should be favorably considered. The amount of leave granted should be commensurate with the school schedule.
- 2.10 During a period of a General Emergency:
- A. Employees designated as essential or who are otherwise required to report to work as scheduled must receive Emergency Pay;
  - B. Employees designated as non-essential shall receive their regular pay if working or be placed on administrative leave;
  - C. Employees on scheduled paid leave (such as annual, compensatory or sick leave) shall be placed on administrative leave;
  - D. Employees on a regular day off shall not be placed on administrative leave.

## APPENDIX C

- 2.11 During a period of an exigency in one or more work locations:
- A. Employees scheduled, but not required to be at work shall be placed on administrative leave;
  - B. Employees required to work shall receive regular pay.

### Responsibilities

- 3.0 County Executive, Chief Administrative Officer or Designee
- Determines the period of a general emergency, exigency or liberal annual leave.
- 3.1 Chief Administrative Officer
- Designates essential job classes/positions.
- 3.2 Information Office
- Notifies designated radio stations and wire services concerning County government closings or liberal leave status.
- 3.3 Personnel Office
- A. Notifies department/agency heads of County government closings or liberal leave status when determined during normal business hours.
  - B. Maintains a list of all essential and non-essential job classes/positions.
- 3.4 Department/Agency Head
- A. Identifies essential and non-essential job classes/positions within their department.
  - B. Provides reasonable notice to employees of essential and non-essential job class/position designations
  - C. Notifies work locations of General Emergency, exigency or liberal leave status, if determined during normal business hours.

APPENDIX C



Montgomery County Government  
Inclement Weather/General Emergencies  
ESSENTIAL JOB CLASSES

The following classes are considered essential for the purposes of the implementation of the Inclement Weather/General Emergency Administrative Procedure. Employees assigned to these classes must report to work as scheduled during a period of general emergency unless previously excused by their supervisor.

CLASS CODE	CLASS TITLE
003057	POLICE SERGEANT
003074	MASTER POLICE OFFICER
003030	POLICE OFFICER III
003032	POLICE OFFICER II
003034	POLICE OFFICER I
003033	POLICE TECHNICIAN SUPV
003034	POLICE TECHNICIAN III
003035	POLICE TECHNICIAN II
003036	POLICE TECHNICIAN I
003521	POLICE SERVICES AIDE

NOTE: Specific positions may be included or excluded from the above list. Consistent with the Administrative Procedure, department heads should identify such positions and submit them through the Personnel Office, to be approved by the Chief Administrative Officer.

(REVISED 10/22/90)

APPENDIX C

### 3.5 Supervisor

Approves employee timesheets for emergency pay, administrative leave or liberal leave in accordance with this procedure.

### Procedure

- |     |                    |  |
|-----|--------------------|--|
| 4.0 | CAD or Designee    | Determines the period of general emergency, exigency or liberal leave. Notifies the Information Office, Personnel Office or specific departments as appropriate. |
| 4.1 | Information Office | Contacts the appropriate radio/television stations or other media when general emergency or liberal leave status is in effect.                                   |
| 4.2 | Personnel Office   | Notifies department/agencies when general emergency or liberal leave status is determined during normal business hours.  |
| 4.3 | Department/Agency  | Notifies work locations when general emergency, exigency or liberal leave status is declared.  |
| 4.4 | Supervisor         | Approves Emergency Pay, Administrative Leave or Annual Leave as appropriate.   |

### Departments Affected

- 5.0 All Departments/Agencies of the County Government

### APPENDIX

List of Essential Job classes

APPENDIX C

## ARTICLE 24 §D

### BENEFIT SUMMARY

#### IN-NETWORK BENEFITS

All services and supplies must be provided or authorized by your network Primary Care Physician

#### OUT-OF-NETWORK BENEFITS

All eligible charges are subject to an annual deductible.

### MONTGOMERY COUNTY PUBLIC SCHOOLS BENEFIT SUMMARY

#### PRUDENTIAL PLUS

[Effective January 1, 1999, administration of the negotiated health plan was turned over to Blue Cross/Blue Shield. Except as provided otherwise in Article 24, all health benefits, provisions, and conditions remain unchanged.]

Ed. 1/94

APPENDIX D

**APPENDIX E** Employee Claim Form  
Workers Compensation Commission

Deleted July 1, 2010

For current claim form go to [www.wcc.state.md.us/WFMS/C1\\_WebForms.html](http://www.wcc.state.md.us/WFMS/C1_WebForms.html)

**APPENDIX F Sick Leave Donor Program deleted July 1, 1996**

**See Contract Article 19 *Sick Leave & Sick Leave Donor Procedure***

## APPENDIX G MEDICAL EXAMINATION

**PURPOSE:** This appendix sets forth the procedure for medical examinations for employees administered by the Employee Medical Examiner (EME). The medical examination program ensures that each employee is physically able to perform his/her position with the least possible risk to the health or safety to self or others. As a preventive program, it is designed to assess current health status and functional capabilities and provide the employer with a written recommendation on whether the employee is fit for duty.

**CONTENTS:**

- I. Medical Standards and Guidelines for Medical Examinations
- II. Medical Exam Protocols
- III. Periodic Medical Exams
- IV. Notification of Employees
- V. Rescheduling
- VI. Missed Appointments
- VII. Medical Examination Scheduled During Off-Duty Hours
- VIII. Cancellation

### **I. MEDICAL STANDARDS AND GUIDELINES FOR MEDICAL EXAMINATIONS**

**(a) Policy on medical standards and guidelines.**

(1) Medical standards and guidelines for medical examinations must be:

(A) job-related and used to determine if the employee can perform the job with or without accommodation; and

(B) applied uniformly and consistently to all employees who are employed in the same job class or occupational class.

(2) When performing medical examinations or inquiries, the EME must conduct an individualized assessment of an individual's current health status and functional capabilities:

(A) in relation to the functions, physical and psychological demands, working conditions, and workplace hazards of a particular occupation or position; and

(B) under appropriate occupational health guidelines and practices.

(3) The EME may refer an employee to another health care provider for an independent medical evaluation as necessary. The employer shall reimburse the employee for any co-pay and other costs of the independent medical evaluation, including pay for the actual time spent at the appointment at the regular or overtime rate (for a minimum of two hours), whichever is applicable.

(4) The EME must not conduct medical examinations to determine if an applicant or employee has a disability or the nature or severity of the disability unless the examination or inquiry is job-related and consistent with business necessity.

(5) The EME must:

(A) maintain records of medical equipment maintenance and calibration in accordance with manufacturer's recommendations;

(B) comply with regulatory medical testing requirements;

(C) educate Occupational Medical Services (OMS) staff in proper examination and testing procedures; and

(D) use certified laboratories for applicant and employee testing.

(b) **Standards and guidelines.** The EME must comply with all applicable federal and state statutes and regulations and this collective bargaining agreement.

(c) **Consultant's guidelines.** Subject to sufficient prior notice of any changes and the opportunity to bargain if applicable, the EME may rely on guidelines recommended by professional occupational and environmental health consultants under contract with the County who assist in the development of medical standards for County occupations.

## **II. MEDICAL EXAM PROTOCOLS**

### **(b) Medical exam protocols**

#### **(1) How medical exam protocols are established.**

(A) The EME must establish a medical exam protocol for each County occupational class. The EME may include a medical history review, a physical evaluation, medical or physical tests, and consultations in a medical exam protocol.

(B) The EME may require additional medical evaluations not included in the assigned medical exam protocol or may apply a different medical exam protocol, as appropriate:

(i) if one or more of the duties of a particular position or the conditions under which the duties are performed present risks or hazards not present in the duties assigned to other positions in the occupational class; or

(ii) if necessary to determine the employee's ability to perform the job with or without accommodation.

(C) For vision and hearing tests that are part of a medical exam protocol, the EME must use guidelines that are relevant to ~~essential~~ job duties, working conditions, and work hazards that are based on:

(i) a validated job analysis and the consensus opinion of medical experts;

(ii) applicable Federal and State regulations; or

(iii) standards or recommendations of national or state professional medical associations.

#### **(2) Types of medical exam protocols.**

(A) **Core Exam.** This protocol includes a medical history review, vision and hearing tests if the employee's position requires driving. Depending on the risks associated with the employee's job, other tests may be required. A hepatitis B and flu vaccination will be offered per Article 32. This protocol also includes a physical examination by a physician, EKG, additional blood tests, and may include additional tests for the following communicable diseases: tuberculosis, titers for hepatitis B, hepatitis C, measles, mumps, rubella (MMR), and varicella (chicken pox). A rabies vaccination may be offered depending on the risks associated with the job. This protocol is for employees for positions in occupational classes that involve:

(i) moderate or heavy physical demands;

(ii) significant exposure to potentially aggressive or combative people;

(iii) emergency communications; or

(iv) frequent shift rotation.

(B) **Core I Exam.** The elements of the Core I Exam may include the elements of the Core Exam and an exercise treadmill test, a test to determine blood type, and a respiratory function test. A Core I Exam is required for ~~public safety~~ classes that require formal medical monitoring under OSHA regulations or periodic health assessments to insure continued fitness for duty in occupations that involve high risks or occupations that require confined space entry and use of self-contained breathing apparatuses. The current procedure related to self-contained breathing apparatus shall remain in effect.

### **III. Periodic Medical Exams**

A. Employees must participate in periodic health assessments conducted by the Employee Medical Examiner.

B. Employees requiring a Core I examination will be given periodic examinations according to their age:

- **Age 40 and older-** not less than one (1) complete physical every year.
- **Age 31-39-** not less than one (1) physical every two (2) years.
- **Age 30 and under-** not less than one (1) complete physical every three (3) years.

C. In those years employees are not scheduled to undergo physical examinations, annual hearing exams will be performed upon request by the employee.

### **IV. NOTIFICATION OF EMPLOYEES**

Occupational Medical Services will send to the Department a list of names of employees due for periodic physical examinations. The Department will schedule physical examinations with OMS and notify the employee of the scheduled appointment, at least three weeks in advance, even if the appointment will occur during the employee's published work schedule.

### **V. RESCHEDULING**

An employee unable to keep a scheduled examination appointment will contact his/her supervisor and the supervisor will contact OMS to request a new date. Except in emergency situations, the employee will make best efforts to notify the supervisor of anticipated inability to keep a scheduled appointment will be made at least 48 hours in advance of the appointment. If the new appointment occurs during the published work schedule, then no less than 48 hours notice will be provided. If the new appointment is rescheduled for a time outside the published work schedule, then, unless voluntarily waived by the officer, at least three weeks notice will be provided.

### **VI. Missed Appointments**

Appointments missed because of inexcusable circumstances may be reviewed by the Commanding Officer who may take appropriate action.

### **VII. Periodic Medical Examination Scheduled during Off-Duty Hours**

An employee scheduled for a periodic medical examination and/or a Physical Fitness Testing Program appointment during off-duty hours shall:

1. Submit an Overtime Pay-Compensatory Leave Request Form (MCP #44) requesting compensatory leave at the overtime rate and indicating that a medical examination took place while in an off-duty status.
2. Compensation shall be in the form of compensatory leave, a minimum of two (2) hours at the overtime rate. In the event an employee remains longer than two (2) hours for a medical examination, OMS will provide the employee with a written explanation. The explanation will be



attached to the overtime request form supporting any additional Compensatory Leave requested in excess of ~~the~~ two (2) hours.

## Appendix H

### Internet, Intranet, & Electronic Mail Use By FOP Bargaining Unit Members

#### I. PURPOSE.

This is Montgomery County's policy (hereafter referred to as the "Policy") for proper use of Internet/intranet access and electronic mail (e-mail) systems provided by the County for the use of FOP bargaining unit members (hereafter referred to "employees"). "Employer" means the County Executive and designees.

Nothing in this policy is intended to imply or constitute a waiver of an Employees constitutional, contract, or statutory right.

Internet/intranet access and e-mail systems are provided for employees and persons legitimately affiliated with the business of the County government for the efficient exchange of information and the completion of assigned responsibilities that are consistent with the County's purposes.

#### II. APPLICABILITY.

The provisions of this policy apply to all employees in the FOP bargaining unit.

#### III. POLICY.

Internet/intranet access and e-mail systems are provided to bargaining unit employees for use in conducting the County's official business. Each employee shall be accountable to check email while on-duty and at work, and the employer shall be accountable to ensure that each employee governed by this appendix is provided the time and means to adequately access and process employer provided email. Unless an exception is specifically approved by the Employer, employees are expected to use these resources responsibly and professionally, and must not use Internet/intranet access or e-mail systems in a manner that violates any federal, State of Maryland, or Montgomery County Law, County regulation applicable to the bargaining unit, or departmental directive applicable to the bargaining unit. Although the use of County provided Internet/intranet access or e-mail systems for personal use is discouraged, it is recognized that circumstances sometimes arise that necessitate personal use of these systems. Such use is to be kept to a minimum and should not disrupt the conduct of service or performance of official duties. Employees are to devote their entire working time to the performance of their duties. A County employee may make reasonable and limited personal use of County provided Internet/intranet access and or e-mail systems in accordance with this Policy.

County employees who violate this Policy may be subject to disciplinary and other actions under Section III. D. of this Policy.

##### A. Internet, Intranet, and E-mail Connections

Connections to County provided Internet/intranet access or e-mail systems must be made

only in the following manner;

1. PC's (desktops and laptops) connected to the County's computer network ("network") may connect to the Internet only via the County's secure central Internet service connection.
2. Stand-alone (non-secure-connected) PC's do not have access to the County's secure central Internet services connection; therefore, stand-alone PC's may connect to the Internet through a private Internet Service Provider (ISP), such as America On-Line (AOL). Stand-alone PC's connecting to the Internet must have anti-virus software active on them. If a stand-alone PC is to be connected to the County's computer network after it has been in Internet service, then the using department must check the entire data contents of the PC for viruses before connecting it to the network.
3. Costs incurred by the County for ISP connections to stand-alone PC's are the responsibility of the using department and must be in accordance with that department's policy. Employees must obtain department approval prior to obtaining a County provided ISP connection.

B. Appropriate/Inappropriate Use

The following conduct is prohibited by this policy:

1. Sending, forwarding, storing, or saving on a County PC's or servers any material:
  - a. The possession of which is illegal, or that advocates illegal conduct;
  - b. That is obscene or pornographic as defined by law;
  - c. That is untruthful, non-job related and defamatory;
  - d. That knowingly advocates that a unit member disobey a lawful direct order from a supervisor, or knowingly advocates the violation of County laws, or regulations, procedures, and policies applicable to the bargaining unit;
  - e. That when viewed or heard by other employees, causes actual, significant disruption to the efficiency of the work unit;
  - f. That threatens or advocates physical harm to an individual, or threatens the safety of the public;
  - g. That threatens or advocates unauthorized physical damage to personal or real property;
  - h. That advocates unlawful discrimination against an individual on the basis of race, color, creed, sex, marital status, religion, country of origin, age sexual orientation, or disability;
  - i. That expresses clearly racist or discriminatory sentiments regarding race, color, creed, religion, country of origin, age sexual orientation, or disability;
  - j. That is reasonably perceived as constituting unlawful harassment on the basis of race, color, creed, sex, marital status, religion, country of origin, age sexual orientation, or disability;
  - k. That threatens or advocates the violent overthrow of the government.
2. Using the County's Internet/intranet access or e-mail system in connection with secondary employment or for personal financial or commercial gain.
3. Using the County's Internet/intranet access or e-mail system to gain unauthorized access to resources via the Internet or intranet.

4. Using the County's Internet/intranet access or e-mail system for gambling or any illegal activities.
5. Infringing upon computer software and data protected by copyright and license laws.
6. Sending broadcast messages to all County e-mail users without obtaining prior approval from the CAO's designee who administers the County's e-mail system for broadcast messages.
7. Connecting a PC to the County's computer network in a manner that is not authorized by sub-section III. A., above.

However, the prohibitions stated above do not apply to an employee's use of the County-provided Internet/intranet access and e-mail systems for purposes of the conduct of official business, including police investigations.

#### C. Ownership, Privacy, and Monitoring

All County-provided electronic systems, hardware, software, temporary or permanent files and any related systems or devices used in transmission, receipt or storage of Internet, intranet, or e-mail communications are the property of, or are licensed to, the County. All electronic communications generated by employees using the County's Internet/intranet access and e-mail systems, or downloaded and stored on the County's computer resources, are the property of the County and, therefore, are not considered private. This includes e-mail from an employee's personal account, such as Hotmail or AOL, if that e-mail is accessed and stored on the County's computer resources. E-mail messages and electronic files may be retrieved from storage by the County and its agents without prior notice, even if messages and files have been deleted the sender and receiver. The messages and files may be used in disciplinary or other proceedings. Furthermore, appropriate measures must be taken by employees to prevent unauthorized access to confidential information when using the County's Internet/intranet access and e-mail system.

To the extent not prohibited by law, the County may monitor the employees' use of County provided Internet/intranet access and e-mail systems and access employees' e-mail messages and computer files at its sole discretion. This includes e-mail messages from an employee's personal e-mail account, such as Hotmail or AOL, if the personal e-mail uses the County's computer resources. The police department may monitor and access employee's use of County-provided Internet/intranet access and e-mail system in connection with the conduct of a criminal investigation of the employee's activities. To the extent not prohibited by law, only after an IAD case is opened and a case number assigned, the police department's Internal Affairs Division may monitor and access employees' use of County-provided Internet/intranet access and e-mail system when the Director of Internal Affairs reasonably suspects that an employee's e-mail messages and computer files contain evidence that the employee has committed an act that subjects the employee to disciplinary action under applicable laws, applicable regulations, applicable departmental directives, or the provisions of this Policy.

In certain situations, the County may be compelled to access and disclose to third parties messages sent over its Internet, intranet, or e-mail systems. The Maryland Public Information Act (MPIA), Maryland Code Ann., State Gov't Art §§ 10-611 to 10-628 (1998 Repl. Vol.) applies to an electronically stored e-mail message or a hard copy of the message in the custody and control of a public officer or employee, if the message is

related to the conduct of public business. 81 Op. Att’y Gen, Op No. 96-016, 1996 WL 305985 (1996).

System administrators in DTS or other departments may access an employee’s e-mail messages and computer files related to an employee’s use of the County’s Internet/intranet access and e-mail system, even though the employee uses a privately held password to access his/her County-owned computer and e-mail. The existence of passwords and “message delete” functions do not restrict or eliminate the County’s ability or right to access electronic communications.

To the extent permitted by law, the County may monitor and control the flow of Internet/intranet and e-mail traffic over the County’s network for security and/or network management reasons or other business purposes.

The employee’s use of the Internet, intranet and e-mail system indicates consent to this Policy, and to the employer’s (County) review of his/her electronically stored e-mail messages and computer files related to the employee’s use of the County’s Internet/intranet access and e-mail system.

**D. Enforcement of Policy.**

1. Employees are responsible for ensuring that their use of County-provided Internet/intranet access and e-mail is in accordance with this Policy.
2. The Police Department is responsible for enforcing employees’ compliance with the provisions of this Policy, and for investigating non-compliance.
3. Employees who violate this Policy may be subject to disciplinary action, up to and including dismissal, in accordance with Montgomery County laws and applicable regulations, including applicable Personnel laws and applicable Ethics Laws and applicable Ethics Regulations, and the collective bargaining agreement. If a violation of this policy constitutes a crime, the violator may be subject to prosecution. The County also reserves the right to pursue other legal remedies to obtain reimbursement from employees if a violation of this policy results in financial loss to the County, or results in a financial obligation owed by the County.
4. Employees must not access another user’s e-mail account without authorization from the Employer or the employee to whom the e-mail account is assigned.
5. Employees must obtain department approval prior to acquiring a County provided ISP connection for a stand-alone PC.
6. Prior to sending broadcast messages to all County e-mail users, employees must obtain approval in accordance with the Electronic Broadcast Policy and Procedures (available through DTS).
7. This policy shall be administered fairly, equitably and consistently both within the unit and with the County’s general policy, to the extent that policy is not inconsistent with this one.

(Revised 7/2012)  
**APPENDIX H**

## APPENDIX I

### *Article 30 Uniforms and Equipment*

#### ISSUED CLOTHING AND EQUIPMENT

---

##### CATEGORY: Academy

- 1      Sweat suit

##### CATEGORY: All Sworn

- 1      Class A cap
- 1      Black Sweater
- 1      Black, windproof, waterproof, duty jacket
- 1      Class A dress blouse
- 2      Class A tan pants
- 2      Class A tan short sleeve shirts
- 2      Class A tan long sleeve shirts
- 1      Light weight black duty jacket
- 8      Long sleeve black shirts
- 8      Short sleeve black shirts
- 1      Pair hi-gloss dress shoes
- 1      Reversible hi-**visibility**, waterproof, long black raincoat
- 1      Class A cap rain cover
- 3      Black clip on ties
- 8      Black Trousers
- 1      Winter knit hat with "**POLICE** cloth badge
- 1      Black baseball style cap with "**POLICE** cloth badge
- 1      Shoulder microphone (subject to availability)
- 3      Handgun magazines
- 1      Transportation Article
- 1      Fine book
- 1      Criminal Digest
- 1      Pair black waterproof **duty** boots
- 4      Black belt keepers
- 2      Black "D" ring
- 1      Black handcuff case
- 1      Black Handgun holster
- 1      Black rechargeable flashlight ring holder
- 1      Black "Sam Browne" belt
- 1      Black synthetic outer duty belt
- 1      Velcro inner belt
- 1      Black shoulder strap

- 1 Black double handgun magazine holder
- 1 Black OC holder
- 1 Black leather ASP holder
- 1 Black **ID** case
- 1 Black key keeper
- 1 **Pair** black cut resistant gloves
- 1 Black Garrison belt (Honor Guard, **Captains and Chief Officers**)
- 1 **High visibility yellow arm band imprinted with POLICE**

Serialized Equipment:

- 1 Flashlight: black, rechargeable, additional batteries, **orange wand**, and use as protective instrument
- 1 **Ballistic vest with 1 hard trauma plate and 1 soft trauma plate**
- 1 **Ballistic** vest black outer carrier
- 2 **Ballistic** vest inner carriers
- 1 Pair handcuffs
- 1 Semi-automatic handgun gun plus ammunition
- 1 Portable radio
- 2 **Portable radio battery**
- 1 **Radio Earpiece for portable radio**
- 1 **Shoulder Microphone**
- 1 Long gun (**when available**)

Other:

- 1 County brass Police badge
- 1 Maryland Seal Collar Pins; Class A
- 1 County street map
- 1 Equipment bag
- 1 Fingerprint kit
- 1 First aid kit and bag
- 1 Gas mask with carrier bag
- 1 Class A hat brass badge
- 1 Brass marksman badge
- 2 Brass name plate
- 2 Brass name plate "Serving Since" pin
- 2 Velcro nametag
- 2 Pair white cotton gloves
- 2 Plastic handcuffs (flex cuffs)
- 1 Portable radio holder
- 1 Ballistic helmet with face shield
- 1 Hi-Visibility reflective traffic vest
- 1 Traffic orange wand (flashlight attachment)
- 2 Plastic whistle
- 1 Collapsible ASP
- 1 OC Spray
- 1 Black **disposable glove** pouch

**Patrol Sergeants:**

- 1      **Black Backpack**
- 1      **Sledgehammer**
- 1      **Halligan bar**
- 1      **Pair bolt cutters**

**CATEGORY: Tactical**

- 1      **9x19mm** Semi-automatic handgun and ammunition
- 1      Pair summer boots with vibram soles
- 1      Pair winter boots with vibram soles
- 1      Flashlight/mini-laser product light
- 1      Black modular holster for **9x19mm** Handgun
- 1      Pair binoculars
- 8      Sets of black uniforms
- 4      **Performance** combat pants **Crye Precision, OD Green**
- 4      **Performance** combat Long Sleeve Shirt, **Crye Precision, OD Green**
- 1      Tactical/ballistic vest with pouches
- 1      **Special Threat Plate Carrier with Rifle Plates**
- 1      **Flight type** winter jacket
- 1      Black Velcro Sam Browne belt
- 1      Tactical equipment bag
- 1      Ballistic helmet; tactical
- 1      Set hardware & harness for repelling (including figure eight ring/carbineer)
- 1      Set windproof/waterproof cold weather outerwear (jacket & pants)
- 1      .308 counter sniper rifle
- 1      Fully automatic M-4 carbine with magazines and ammunition
- 1      **Holographic sight for M-4**
- 1      **Infrared/white weapon light for M-4**
- 1      **Infrared aiming laser for M-4**
- 1      Portable radio headset with ear/mouth piece; push to talk
- 2      Diversionary device
- 1      Set each elbow/knee pads
- 1      Pair padded/tactical gloves
- 1      Fire retardant jumpsuit (Nomex)
- 1      Pair fire retardant gloves
- 1      Breaching Shotgun
- 1      UTM Simunition bolt
- 1      Simunition Face mask
- 1      Binocular IR night vision goggle
- 1      **Electronic Control Weapon (i.e.,Taser)**
- 2      IR reflective call sign patches
- 1      Gas mask with voice emitter



**CATEGORY: Special Events Response Team (When Available)**

1	Level 1	Public Order Helmet
1	Level 1	Public Order 24 Inch Baton
1	Level 1	Public Order Forearm/Elbow Guard
1	Level 1	Public Order Metatarsal Guard
1	Level 1	Public Order Groin Guard
1	Level 1	Public Order Knee/Shin Guard
1	Level 1	Public Order Shoulder/Upper Arm Guard
1	Level 1	Public Order Thigh Guard
1	Level 1	Airpower XR2 Boot
1	Level 1	Public Order Combat Gloves
1	Level 1	Yaffy Balaclava
1	Level 1	Yaffy Suit
1	MFF	Hatch Centurion Upper Body Protector
1	MFF	Hatch Groin Protector
1	MFF	Hatch Forearm Protector
1	MFF	TS70 Hard Shell Shin Guard
1	MFF	Oakley SI Assault Gloves
1	MFF	Baton Ring
1	MFF	Gear Bag

**CATEGORY: Canine**

8	Sets of black BDU uniforms of rip stop material, with sort sleeve shirts
1	Protective Eyewear
1	Heated water <b>Bucket</b>
1	<b>Stainless steel water bucket</b>
1	Stainless Steel Food Bowl
2	<b>IR Strobe Light</b>
1	Surfire X Series gunlight w/ <del>pressure mounted grip switch</del>
1	Compact rechargeable tactical flashlight
1	Drop down tactical gun holster, level 3
1	<b>Light weight nylon duty belt with inner belt and nylon keepers</b>
1	<b>Drop down magazine holder and pouches</b>
1	Pair black summer boots
1	Pair black winter boots
4	Sew on name tags
4	Velcro name tags
1	Rain jacket Gortex or equivalent
1	Rain pants Gortex or equivalent
1	<b>Scratch Pants</b>
1	Tactical tracking gloves
1	<b>Ballistic Helmet with NVG Mount</b>
8	<b>5.11 Stryke/TDU L/S Shirt</b>
8	<b>5.11 Stryke/TDU Pants</b>
1	<b>Waist lead</b>

- 1     **6 foot training lead**
- 1     **15 foot Tracking lead**
- 1     **20 foot tracking lead**
- 1     **30 foot tracking lead**
- 1     **Retractable lead**
- 1     **Multipurpose Harness**
- 1     Tracking harness
- 1     Electronic Remote collar
- 1     **Bark Control Collar**
- 1     **Stainless Steel Pinch collar**
- 1     Police K-9 ID Collar
- 1     **Training Food Pouch**
- 1     **Working Muzzle**
- 1     **Emergency Medical Muzzle**
- 2     **Tug Toy**
- 2     **Ball on rope**
- 1     Linen bite sleeve
- 1     Grooming **tool**
- 1     Self-contained kennel/dog house unit
- 1     **Heavy Duty Kennel Tarp 10' x 12'**
- 1     **Flight type winter jacket**

**CATEGORY: Motor Units**

- 1     Black leather motor jacket
- 1     Motor helmet with ear muffs
- 1     Heated clothing (1 pair pants, 1 jacket liner, 1 pair gloves, 1 pair socks and thermostat)
- 1     Pair motor boots
- 1     Pair safety glasses
- 8     Pairs riding britches
- 1     **High Visibility** Rain coat/suit and pants

*Note: Putts may be worn, but will not be issued.*

**CATEGORY: Detective**

- 1     Detective badge
- 1     Badge belt clip
- 1     Black leather **concealment** holster
- 1     Single black leather magazine holder
- 1     Jumpsuit with cloth badge
- 1     **Digital Voice Recorder**
- 1     **Compact Rechargeable Flashlight**

**Collision Reconstruction Unit / Decentralized Collision Reconstruction Unit**

- 1     **Yellow Blauer reflective rain jacket with liner**
- 1     **Pair black Blauer rain pants**
- 1     **Blue coveralls (CRU only)**

**1 Compact rechargeable flashlight**

**CATEGORY: Mountain Bicycles – All Mountain Bicycles shall be equipped with the following items:**

- 1 Black Rack**
- 1 Black police bag**
- 1 Black bicycle bell**
- 1 Black rear light/red lens**
- 1 Rear mount kickstand**
- 2 Black water bottles**
- 1 Light system**
- 1 Cable lock**

**Full-Time Bicycle Rider**

- 1 Black helmet with white “POLICE” logo**
- 2 Water bottle**
- 1 Pair protective sunglasses “511” Tactical aileron shield ballistic glasses**
- 1 Saddle**
- 1 Windproof/waterproof Fall/Winter foul weather suit (to include: 1 windproof/waterproof pants and jacket, cycle vest and pants)**
- 2 Black BDU long pants**
- 5 Pairs black bike short pants**
- 5 Polo shirts**

**Part Time Bicycle Rider**

- 1 Black helmet with white “POLICE” logo**
- 1 Black BDU long pants**
- 2 Pairs black bike short pants**
- 2 Polo Shirts**

**CATEGORY: SAT**

- 1 Wireless earpiece with push to talk feature**
- 1 Compact Rechargeable flashlight**
- 1 Pair Steiner Police Model 10x50 Binoculars**
- 1 Digital Recording Device**
- 1 Aimpoint Micro T-1 red dot optic standard mount**
- 1 Tactical outer vest carrier**

**CATEGORY: Community Engagement Section**

- 1 Black concealment holster**
- 1 Black single magazine and handcuff case**

**CATEGORY: Range Staff**

- 1 One piece winter suit**
- 1 High Visibility rain jacket and pants**
- 4 Grey Range Pants**
- 1 Pair heavy winter waterproof boots**

**CATEGORY: Other**

- 2 MPO Rank insignia pins**
- 2 PO3 insignia pins**
- 2 SGT insignia pins**
- 3 Black Turtleneck shirts**

**CATEGORY: Sworn Academy Instructor**

- 2 Red Hoodie Sweatshirts**
- 8 Red Short Sleeve T-Shirts**
- 4 Red Long Sleeve T-Shirts**
- 1 Red Winter Jacket**

**CATEGORY: Managed Search Operations Team**

**Centralized**

- 1 24 Hour backpack (NASAR Standard)**
- 1 Gloves (Rappelling and Ropes)**
- 1 Eye Protection**
- 4 Golf Shirt**
- 4 Performance Combat Pants, Crye Precision, OD Green**
- 4 Performance Combat long Sleeve Shirt, Crye Precision, OD Green**
- 4 High visibility shirt**
- 1 Pair Salomon Quest 4D 2 GTX Boots (Replaced when unserviceable)**
- 1 Thermal imager with helmet mount**
- 1 Night Vision Binocular Goggles with Helmet Mount**
- 1 Protective Bump Helmet**
- 1 Rope Kit**
- 1 Rappel Harness and Hardware with D Ring and Figure 8**
- 4 Carabiners**
- 1 Personal Flotation Device**
- 1 Dry Suit**
- 1 Dry Suit Liner**
- 1 Gloves (Water)**
- 1 Boots (Water)**
- 1 Fins**
- 1 Water Mask**
- 1 Snorkel**
- 1 Large Mesh Bag**
- 1 Throw Bag (50 foot Water Rope)**
- 1 Water Knife**

- 1 Water Whistle
- 1 Mobile Phone

**Decentralized**

- 1 24 Hour backpack (NASAR Standard)
- 1 Gloves (Rappelling and Ropes)
- 1 Eye Protection
- 2 Golf Shirt
- 2 Performance Combat Pants, Crye Precision, OD Green
- 2 Performance Combat Long Sleeve Shirt, Crye Precision, OD Green
- 2 High visibility shirt
- 1 Pair Salomon Quest 4D 2 GTX Boots (Replaced when unserviceable)
- 1 Protective Bump Helmet
- 1 Rope Kit
- 1 Rappel Harness and Hardware with D Ring and Figure 8
- 4 Carabiners
- 1 Personal Flotation Device
- 1 Dry Suit
- 1 Dry Suit Liner
- 1 Gloves (Water)
- 1 Boots (Water)
- 1 Fins
- 1 Water Mask
- 1 Snorkel
- 1 Large Mesh Bag
- 1 Throw Bag (50 foot Water Rope)
- 1 Water Knife
- 1 Water Whistle
- 1 Mobile Phone

**CATEGORY: Emergency Services Unit**

**Centralized Medic**

- 4 Performance Combat Pants, Crye Precision, OD Green
- 4 Performance Combat long Sleeve Shirt, Crye Precision, OD Green
- 1 Knee/Elbow Pads
- 1 Pair Summer Boots (Annually)
- 1 Pair Winter Boots (Annually)
- 1 Tactical Gloves
- 1 Green Nomex Jump Suit with Gloves
- 1 Ballistic Helmet
- 1 Ballistic Body Armor with carriers (SWAT Equivalent)
- 1 Helmet Mounted Light
- 1 Tactical Leg Holster
- 1 Protective Bump Helmet
- 1 Tactical Rain Gear
- 1 Cold Weather Gear

- 1 Binoculars
- 1 Rappel Harness and Hardware with D Ring and Figure 8
- 1 Gas Mask with voice emitter
- 1 Full SCBA
- 1 SCBA Face Piece
- 1 Mobile Phone
- 1 2<sup>nd</sup> Portable Radio with dual comms and headset
- 1 Night Vision Goggles
- 1 Handgun Mounted Light
- 1 Tactical First Aid Bag (M-9 or Equivalent)
- 1 Woodlands Extended Operations Bag
- 1 Tactical Oxygen Bag
- 1 Tactical Litter (Foxtrot)
- 1 Patient Litter (Sked/Reeves)

#### **Decentralized Medic**

- 2 Performance Combat Pants, Crye Precision, OD Green
- 2 Performance Combat long Sleeve Shirt, Crye Precision, OD Green
- 1 Knee/Elbow Pads
- 1 Pair Summer Boots (Annually)
- 1 Pair Winter Boots (Annually)
- 1 Tactical Gloves
- 1 Green Nomex Jump Suit with Gloves
- 1 Ballistic Helmet
- 1 Ballistic Body Armor with carriers (SWAT Equivalent)
- 1 Helmet Mounted Light
- 1 Tactical Leg Holster
- 1 Protective Bump Helmet
- 1 Tactical Rain Gear
- 1 Cold Weather Gear
- 1 Binoculars
- 1 Rappel Harness and Hardware with D Ring and Figure 8
- 1 Gas Mask with voice emitter
- 1 SCBA Face Piece
- 1 Mobile Phone
- 1 2<sup>nd</sup> Portable Radio with dual comms and headset
- 1 Night Vision Goggles
- 1 Handgun Mounted Light
- 1 Tactical First Aid Bag (M-9 or Equivalent)
- 1 Woodlands Extended Operations Bag
- 1 Tactical Oxygen Bag
- 1 Tactical Litter (Foxtrot)

#### **Decentralized Operator**

- 1 Ballistic Helmet
- 1 Tactical Rain Gear
- 1 SCBA Face Piece

**1 Mobile Phone**

**CATEGORY: Firearms Investigative Unit**

**1 Type III Rifle Plates and Carrier**

**CATEGORY: Vehicle Recovery Section**

**1 Compact Rechargeable Flashlight**

**CATEGORY: Fugitive Unit**

**1 Bianchi Model 82 Carrylok Auto Retention Belt Slide Holster**

**CATEGPRY: Repeat Offenders Unit**

**1 Wireless earpiece with push-to-talk feature**

**NOTES:**

1. Officers who bought their own black sweaters can continue to wear them.
2. Trousers must have "utility" pockets
3. Where "Gortex": is specified, an equivalent (windproof/waterproof) may be issued.
4. Where Safety Committee recommends and parties agree, other substitutions may be made.
5. Sam Brown and Garrison belt can be issued in lieu of Uncle Mike Velcro

DEPARTMENT OF POLICE  
MONTGOMERY COUNTY, MARYLAND



SUBJECT: LAUNDRY AND DRY CLEANING  
PROCEDURES

DO 85-13  
FUNCTION CODE: 305.8  
DISTRIBUTION: A  
EFFECTIVE DATE: 7-1-85

Purpose: To establish laundry and dry cleaning procedures and regulations.

Contents:

- I. Procedure for Placing and Removing Laundry
- II. Marking and Labeling Clothing
- III. Restrictions
- IV. Claims
- V. Responsibilities
- VI. Cancellation

---

I. Procedure for Placing and Removing Laundry

A. Master Sheet

1. Completed with an original and two copies. (Original and one copy for the laundry company, one copy for the station or unit).
2. Each employee will list his/her name, identification number, and the quantity of all items being placed in the laundry.
3. Upon delivery of the laundry, the individual assigned to check the master sheet against incoming laundry will verify that all laundry has been returned.

B. Laundry Ticket

1. Print all required information:
  - o Month, day, and year as recorded on the master sheet
  - o Name, identification number, and location of assignment
  - o Quantity of items
  - o Any requests for minor repairs or special instructions for spots or stains
2. Tie the clothes in a bundle and attach the laundry ticket securely.

NOTE: All officers are reminded that the "plastic" liner must be removed from the duty jacket prior to the jacket being placed in the laundry for cleaning.

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\* Indicates significant additions/revisions.

APPENDIX J.



- C. All clothing will be removed from the laundry room within five (5) working days of delivery.

\*II. Marking and Labeling Clothing

- A. All personnel placing items for laundry service will ensure that each individual article bears his/her identification number.
- B. All members will utilize either a laundry marking pen, indelible pen, or non-removable label to mark clothing. Items will be marked in the following specific areas:
1. Coats: On or near the manufacturer's label, usually located in the lining, or on the inside right-hand pocket located in the lining
  2. Vests: Same as coat markings
  3. Ties: On the manufacturer's label or the inside lining
  4. Shirts and Blouses: On the shirt-tail
  5. Pants, slacks, and skirts: On the inside waistband near the right pocket or the inside of the right pocket
  6. Sweaters: On or near manufacturer's label.

III. Restrictions

- \* The placing of gloves, plastic raincoats, fluorescent vests, leather and suede clothing for laundry service is prohibited. No member will place any item of clothing in the laundry for the purpose of alterations.

IV. Claims

- A. The Central Property Section of Management and Budget Division will be responsible for filing all claims against the laundry company for lost and/or damaged items. They will be advised in writing of any problem arising concerning the laundry.
- B. The value of all uniform items and accessories damaged or lost will be determined by Central Property and a claim for reimbursement in that amount will be filed.

## NOTICE

You may ACCEPT or NOT ACCEPT the punitive action offered. If you choose to NOT ACCEPT the punitive action offered, you are entitled to a regular LEOBR hearing board or an alternate hearing board. Pursuant to your collective bargaining agreement:

1. You have the right to select an alternate hearing board within seven (7) calendar days. a Notice of Election of Hearing Board is set forth below.
2. The alternate hearing board consists of:
  - o A police officer selected by FOP Lodge 35 (MPO or below), and;
  - o A police officer selected by the chief of police, (Sergeant or above), and;
  - o A neutral labor arbitrator selected from a list previously agreed to by FOP Lodge 35 and the County.
3. If you do not select an alternate board, your case will be heard by:
  - o Three police officers all selected by the chief of police. One of these police officers must be Of your same rank.
4. You are urged to discuss your options with your steward or other FOP Lodge 35 official right away.
5. Once you make your decision, it cannot be revoked.
6. You must deliver this document to the chief of police within seven (7) calendar days from the date you received this notice.

INSTRUCTIONS: Check the appropriate box(es) and sign on the appropriate line.

- ( ) I ACCEPT the punitive action offered and WAIVE my right to an administrative hearing.

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

- ( ) I DO NOT ACCEPT the punitive action offered and demand an administrative hearing.  
(Complete Notice of Election of Hearing Board)

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

### NOTICE OF ELECTION OF HEARING BOARD

I desire an alternate hearing board consisting of officers selected by the chief of police, FOP Lodge 35 and a neutral chairperson.

Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by FOP Lodge 35:

Authorized Representative \_\_\_\_\_

I desire a regular LEOBR hearing board consisting of three police officers selected by the chief of police.

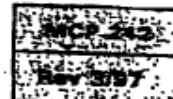
Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX K



Montgomery County, Maryland  
Department of Police

APPENDIX L



**Internal Investigation Notification Memorandum**

TO:

[Redacted]

FROM:

[Redacted]

SUBJECT: **INTERNAL INVESTIGATION NOTIFICATION MEMORANDUM**

DATE:

\_\_\_\_/\_\_\_\_/\_\_\_\_

OIA #

\_\_\_\_\_

In compliance with the Law Enforcement Officers' Bill of Rights, Article 27, Sections 727 through 734D, and the Department Directive on disciplinary process, Function Code 301, you are hereby notified that you are the subject of an internal investigation being conducted by this Department.

The nature of the investigation is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigating Officer

Assignment

**NOTICE OF RIGHTS**

You have the right to the presence and assistance of a responsible representative or attorney of your choice during the questioning. If you are an active member of F.O.P. Lodge 35, the Lodge will represent you in this matter. The interrogation shall be suspended for a period of time not to exceed ten (10) days until representation is obtained. Before making a statement, contact your Steward or the Lodge office at 948-HELF (4357). Your F.O.P. may be able to provide you with valuable assistance in this matter.

**NOTICE OF INTERROGATION**

YOU ARE DIRECTED TO REPORT TO THE OFFICE OF INTERNAL AFFAIRS ON \_\_\_\_\_  
AT \_\_\_\_\_ HOURS FOR YOUR SCHEDULED INTERROGATION. TO REQUEST ANY CHANGE OF  
YOUR SCHEDULED INTERROGATION, YOU MUST CONTACT THE OFFICE OF INTERNAL AFFAIRS

I hereby acknowledge receipt of a copy of this form and have noted the assigned interrogation date and time.

Officer's Signature (Optional)

Date

Time

Serving Officer's Signature (Required)

Date

Time

Function Code: 301; 350
CALEA: 52.1.6
Proposed Unit: OIA

Original Copy -	Officer
Yellow Copy -	OIA Case File
Pink Copy -	Investigator

APPENDIX L

APPENDIX L

STATEMENT OF CHARGES FOR BARGAINING UNIT EMPLOYEE

Date

TO: (Employee)\*  
FROM: (Department)\*  
SUBJECT: Statement of Charges

You are hereby notified that the following reasons may serve as the basis for (specific type and level of disciplinary action)\*. This constitutes a statement of charges as required by Article 43 of the Collective Bargaining Agreement.

You may respond to the charges as stated below either in person and/or in writing to this office by the close of business (minimum five work days from receipt of notice)\* prior to final action being taken on this matter.

1. State specific charges; cite Personnel regulations, department procedures as appropriate. Include specific reasons with times, dates, places, and/or persons involved in the infraction.
- 2.
- 3.

Include in a separate paragraph a recitation of any related disciplinary actions occurring within two years of the current charges.

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\* To be filled in by the department as appropriate.

NOTE: Notice to bargaining employee should be attached to SOC.

81.2

Montgomery County Government	ADMINISTRATIVE PROCEDURE	NO 4-19
TITLE: Reduction-in-Force (Revised, Interim)		
NO 1 OF 15	DATE: 5/7/84	APPROVED: 5/7/84
CO-APPROVED: <i>SL</i>		

**INTERIM PROCEDURE**

**PURPOSE**

1.0 To establish procedures necessary to carry out reduction-in-force policy as set forth in Section 33-7.1(4) of the Montgomery County Code and Section 19 of the Personnel Regulations for Merit System Employees (Personnel Regulations).

**POLICY**

2.0 The conditions which may give rise to a reduction-in-force can sometimes be addressed through other means (e.g., effective position management and employee placement, reduced working hours, restructuring positions and retraining incumbents, administrative retirement, etc.) These alternatives are to be exhausted before reduction-in-force is initiated.

2.1 Reduction-in-force is to be accomplished in a way which will reduce adverse impact on employees to the greatest extent which is reasonably necessary under the circumstances, and in a manner consistent with the County's Affirmative Action commitment.

2.2 In carrying out reductions in force every effort will be made to maintain or restore, but not to improve, the employment status of affected employees.

2.3 Authority to administer this Procedure is delegated to the Personnel Director by the Chief Administrative Officer.

**DEFINITIONS**

3.0 **AFFECTED CLASS** - Class (see definition 3.4 below) within a Department from which position(s) are to be eliminated, and where the elimination of such positions may require the demotion or termination of employees.

3.1 **AFFECTED EMPLOYEES** - Employees who are assigned to positions in affected classes, and who have received a "notice of intent" (see 3.10).

3.2 **ALTERNATIVE PLACEMENT** - The process of providing placement and other assistance to affected and displaced employees (see definitions 3.1 and 3.6) under authority delegated by the Chief Administrative Officer. Alternative Placement activity will be primarily the responsibility of the Division of Employee Services, and will involve participation by the Division of Employee Services, the Labor and Employee Relations Unit, the Employee Assistance Program, and the

\*Revised

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CO-APPROVED: <i>SL</i>		

**INTERIM PROCEDURE**

Office of Management and Budget. (Services may include, but are not limited to, job placement, both within and outside of the Montgomery County Government; training in resume preparation, job search skills, interview techniques, etc.; personnel and family counseling; formal and informal grievance counseling and assistance; and benefits counseling concerning unemployment compensation, retirement, health and life insurance coverage, etc.)

3.3 **BUDGET LEVEL** - The highest-graded class in an occupational series to which employees may be promoted non-competitively. The budget level of an occupational series is designated with an asterisk in the Classification Plan. For purposes of reduction-in-force, all classes in an occupational series at or below the budget level are treated as a single class.

3.4 **CLASS** - For the purposes of reduction-in-force, class will be defined as all positions in an occupational class as defined in Section 7.2(a) of the Personnel Regulations and all occupational classes in an occupational series at or below the budget level. Such classes shall include all positions within the series, including but not limited to the categories full-time year-round, full-time school year, part-time year-round or part-time school year. (See also, "Budget Level," definition 3.3.)

3.5 **DEMOTION** - As used in Section 19.2 of the Personnel Regulations and in this Procedure, demotion refers to voluntary demotion to vacant positions as defined in Section 20.3 of the Personnel Regulations.

"Voluntary demotion may occur with the written consent of an employee. Such demotions shall be without prejudice and may be used to retain an employee whose position has been abolished or downgraded. Such demotion shall not be detrimental to an employee's work record and shall not adversely affect the employee's opportunity for future promotions to a position for which qualified. An employee whose position has been downgraded shall, upon request, be given priority consideration for any position for which qualified in the same manner as provided in Section 19.4 of these Regulations.

3.6 **DISPLACED EMPLOYEES** - Employees formally notified through reduction-in-force procedures that they are to be removed from their assigned classes, and employees who have been demoted or terminated through reduction-in-force. Employees who are demoted in pre-1977

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### INTERIM PROCEDURE

Placement efforts as described in Section 8 of this Procedure are displaced employees.

- \*3.7 EXCLUDED EMPLOYEES - Employees who are excluded from consideration under Reduction-in-Force procedures. Excluded employees are employees occupying Term positions as defined in Section 3.6 (a) and 3.8 (4) of the Personnel Regulations and Section 3.23 of this Procedure. The following positions and Term positions will be retained or eliminated as determined at the time the positions are established. Such positions are eliminated upon the occurrence of the events which condition their survival, and only upon such occurrence. The appointments of employees assigned to these positions are (assuming satisfactory performance and conduct) contingent on the duration of the positions. These employees may have a legitimate expectation of continued employment for as long as their performance and conduct are satisfactory and their positions exist, but are not entitled to retention or placement in other County positions beyond that time. Employees who were appointed as "Merit System Candidates" are excluded employees.

NOTE: When it is necessary to eliminate Term positions, these procedures will be followed in identifying employees to be displaced. The method for identifying such employees will include consideration of: department, class, program or function and source of funding. In other provisions of these Procedures apply to excluded employees. However, the County will make a reasonable effort to find alternative positions for such employees through transfer, demotion, or non-competitive re-appointment subject to the following conditions:

1. Employees affected by RIF who are legally entitled to priority consideration have not expressed interest and/or are not qualified for the vacancy under consideration.
2. Term employees were hired to perform duties which were anticipated to be supplied in nature and which were funded by outside sources, not for assignments which were for specific projects of limited and/or specified duration.
3. The vacancy is at or below the employee's current grade level.
4. The employee is qualified.
5. The selection of a Term employee does not abridge bona fide promotional opportunities of other full and part-time employees.

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### INTERIM PROCEDURE

- \*3.8 LAY-OFF - As used in Section 19.2 of the Personnel Regulations, means termination or demotion as a result of a reduction-in-force, including demotions in pre-RIF placement efforts described in Section 8 of this Procedure.

- \*3.9 NEW EMPLOYEE - As used in Section 19.4 of the Personnel Regulations, a new employee includes all individuals making initial appointments to a full or part-time position as well as former employees who seek reappointment.

- \*3.10 NOTICE OF INTENT - A letter issued by the Personnel Director to all employees in departments and classes identified for position elimination. Such notice will advise employees of potential terminations and provide such employees a right to placement on special eligible lists. When circumstances necessitating a reduction-in-force are eliminated, letters of intent to affected employees will be rescinded by the Personnel Director.

- \*3.11 NOTIFICATION - Notification, as required in Section 19.3 of the Personnel Regulations shall mean a written notification advising employees of termination as a result of a reduction-in-force. Such notice shall be issued no less than 30 days prior to the effective date of the termination. Such notice shall be issued by the Personnel Director.

- \*3.12 PRIORITY CONSIDERATION - As used in Section 19.4 of the Personnel Regulations and in this Procedure, refers to the right of all qualified affected and displaced employees to be considered for vacancies at or below the grade they held as affected employees or from which they were displaced. Affected and displaced employees who apply for any vacancy at or below their grade and for which they are found qualified will be placed on a special eligible list (see 3.20) for that position. Appointing authorities must make appointments from special eligible lists in lieu of filling vacancies by any other means. Employees will be entitled to priority consideration for vacancies in the same branch of government as that from which they were affected or displaced. However, employees of the Legislative and Judicial Branches hired prior to August 1, 1983, shall have priority consideration for all vacancies in all branches. Employees of the Executive Branch who are on the Re-employment List as of December 8, 1983, shall retain priority consideration rights for all positions in all branches of the government until removal from that list as otherwise provided in these procedures (see Section 3.17).

Full-time employees whose hours have been reduced will be given priority consideration for all full-time vacancies at or below their

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hours/status and status for a minimum period of two (2) years, or until the rights and benefits (e.g., grade, salary, number or range of hours and tenure) enjoyed prior to the reduction-in-force are reinstated, whichever comes first (see Section 7.3).

3.10 SENIORITY - Seniority, as used in Section 19.2 of the Personnel Regulations and in this Procedure, shall mean all paid services in a full or part-time position as defined in Sections 3.6 and 3.8 of the Personnel Regulations. Seniority shall not include service as a temporary employee (see 3.22), or in a non-pay status (e.g., breaks in service, leave without pay, etc.). Seniority shall be calculated from the date of appointment to a full-time or part-time position to a fixed date established by the Employment Division for all affected employees in a Department and class of work. Part-time employees will be prorated seniority on the basis of the number of hours worked per week. Seniority will be calculated to the day.

3.11 SERVICE RECORDS - Are the specialized duties or functions which will be performed after a reduction-in-force has taken place. These specialized duties or functions are unique and different from other positions and are not performed by all incumbents of the class and Department. Service records may provide the basis for an exception to the seniority and/or performance based criterion for lay-off. Service records will require knowledge, skills, and abilities which are imperative to satisfactory performance but will not include capabilities which can be acquired readily within a brief period of time (approximately six months or less). A Department/Agency may request an exception to retain the unique functions of a particular position within a class by providing documentation as to how the position differs from others in the class and Department and substantiating the service need for such position. The Personnel Office will then conduct a job analysis to evaluate the tasks, the required qualifications, and the qualifications of remaining employees.

3.12 SPECIAL ELIGIBLE LIST - An eligible list which sets forth employees who will receive priority consideration for a vacancy. (See Section 3.12 for explanation of priority rights and eligibility requirements.) Affected and displaced employees may apply for placement on a special eligible list for positions at or lower than the grade they held as affected employees, or from which they were displaced (employees who are demoted through classification action may also be placed on special eligible lists under authority of Section 20.3 of the Personnel Regulations). Such employees will be placed on a special eligible list if they are found qualified for the position in question.

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grade level provided they are qualified. Full-time affected employees will have priority over part-time affected employees for all full-time vacancies. Part-time employees will have priority for part-time vacancies.

3.13 PROBATIONARY EMPLOYEES - "Probationary Employees" as used in Section 19.2 of the Personnel Regulations, shall mean all persons appointed to full-time or part-time Merit System positions, who have not become Merit System employees (i.e., completed their probationary period) prior to the effective date of their notification of termination as defined in paragraph 3.11. Probationary employees are not entitled to priority consideration or reinstatement. Merit System employees who are promoted, transferred, demoted, or reinstated do not serve an additional probationary period.

3.14 QUALIFIED - As used in Section 19.4 of the Personnel Regulations and in this Procedure, the term "qualified" shall mean a determination by the Employment Division, Office of Personnel, that an individual who is entitled to priority consideration meets the minimum qualifications as well as any bona fide position-specific requirements as determined by job analysis. The employee may be required to successfully complete examinations as required by the Personnel Director in order to establish qualifications for particular positions.

3.15 RECALL - The right of a displaced employee to reinstatement to a vacant position in the same class and Department as that from which laid-off for so long as the employee remains on the reemployment list. Selection for recall among employees laid-off will be in inverse order of their selection for lay-off. Employees who are demoted in pre-lay placement efforts as described in Section 5 of this Procedure will be assigned the place in the recall order they would have been assigned had they not elected demotion. The right of recall supersedes the right of priority consideration for other affected employees.

3.16 REDUCTION-IN-FORCE (RIF) - Reduction-in-force is the elimination of a position or positions because of a lack of sufficient funds, a change in the approved work program/priorities for a Department/Office/Agency, or a technological change or advancement that impacts on work force needs.

3.17 REEMPLOYMENT LIST - As used in Section 19.4 of the Personnel Regulations and in this Procedure, employees who remain eligible for priority consideration. Placement on the reemployment list begins with the effective date of demotion, termination or loss of

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- 3.21 STATUS** - The conditions of employment enjoyed by employees, i.e., grade, salary, seniority, number and distribution of hours and leave.
- 3.22 TEMPORARY EMPLOYEES** - As used in Section 19.2 of the Personnel Regulations, "Temporary employee" shall mean an incumbent of a position required for a specific task for a period not to exceed twelve months, or of a position that is used intermittently as an ad-hoc basis (seasonal, substitute, etc.). Temporary employees include, but are not limited to, all employees afforded no-notice appointments prior to the December 31, 1980, transition to the Personnel Regulations. Temporary employees are not eligible for priority consideration or reinstatement.
- 3.23 TEMPORARY PLACEMENT** - Affected employees may be placed in a temporary position as a temporary placement when no other placements are available. Such employees will retain their right to priority consideration as provided in Section 3.12 of this Procedure.
- 3.24 TEN EMPLOYEES** - Full or part-time employees who occupy positions which are created for a special term, project or program or which are funded in whole or in part by Federal, State or Local Government, State or private funds or organizations (see Personnel Regulations, Subsections 3.6(a) and 3.6(b)).
- 3.25 TRANSFER** - As used in Section 19.2 of the Personnel Regulations, "Transfer" shall mean "...the movement of an employee from one position or task assignment to another position or task assignment at the same grade and salary level within a department/office/agency or between departments/offices/agencies. Transfers usually involve one or more of the following factors:
- (1) A change from one Merit System position to another,
  - (2) A change in physical location of the job or position,
  - (3) A change in duty assignment but within the same occupational class,
  - (4) A change from a State/County position to a County Merit System position.
- 3.26 WORK PERFORMANCE** - As used in Section 19.2 of the Personnel Regulations, and in this Procedure, work performance shall mean a performance rating based on a formally established, standardized procedure of employee performance appraisal used uniformly for at least a one-year period for all employees within a particular department and class which is subject to reduction-in-force. The determination of the Personnel Director with respect to the acceptability of a performance

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appraisal system for use in determining reduction-in-force will be final.

#### RESPONSIBILITY

- 4.0 DEPARTMENT HEADS** - Are responsible for notifying the Offices of Personnel and Management and Budget (OMB) as soon as a decision which may give rise to a reduction-in-force is made; designating an individual(s) who will represent the department in dealing with the Offices of Personnel and Management and Budget to implement reduction-in-force actions and providing timely and accurate information required to make reduction-in-force decisions.
- 4.1 PERSONNEL DIRECTOR** - Is responsible for administering this Procedure, providing leadership for Alternative Placement, and designating a Personnel representative for reduction-in-force decisions.
- 4.2 DIRECTOR, OMB** - Is responsible for authorizing the creation and deletion of positions and the filling of vacancies in accordance with budgetary requirements and for designating staff to work with Departmental and Personnel representatives in making decisions necessary to resolve reduction-in-force issues.

#### PROCEDURES

##### FROM TO A REDUCTION-IN-FORCE, THE FOLLOWING PREVENTIVE MEASURES WILL BE TAKEN:

- 5.0 Department/Agency and OMB** Notify Personnel Director of circumstances which may lead to an eventual reduction-in-force; specify classes and Departments from which positions are to be eliminated.
- 5.1 Personnel Office, Department/Agency, OMB** Coordinate specific plans for placement of employees in vacant positions within the Department/Agency. The plan will include but will not be limited to:
- A) Analysis of the impact of proposals on affirmative action objectives
  - B) Designation of a specific date or dates for completion of all alternatives to reduction-in-force procedures.



<b>Montgomery County Government</b>	<b>ADMINISTRATIVE PROCEDURE</b> NO 6-19	
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<b>INTERIM PROCEDURE</b>	
4.2 Department/Agency Personnel Office	<p>If the identification of those positions does not identify all employees to be displaced by the reduction-in-force, review service needs, and the qualifications required of employees who will perform the remaining work services to the occupational class from which positions are to be eliminated. (The qualifications contained in the job description, basic minimum qualifications and specialized skills required by the nature of the work but which are not included in the job description, should not be included in the list of skills on the job.)</p> <p>If the review of service needs is related to the qualifications of incumbents of the affected class not identified in paragraph 4.1 fails to provide a basis for identifying all employees to be displaced by a reduction-in-force, review performance appraisals and/or seniority of all employees in the occupational class in question who are not identified in paragraphs 4.1 and 4.2. The Personnel Director will be responsible for certifying the acceptability of using performance appraisals when identifying employees for displacement.</p> <p>Send by certified mail, return receipt requested, formal "Notification" to employees identified in paragraphs 4.1 through 4.2.</p> <p>Such employees will be given the option of termination, as defined in Section 18 of the Personnel Regulations, or of placement in <del>reinstatement</del> <del>placement</del> <del>placement</del> as defined in Section 11 of the Personnel Regulations, for a period not to exceed one year.</p>
4.3	<p>If the review of service needs is related to the qualifications of incumbents of the affected class not identified in paragraph 4.1 fails to provide a basis for identifying all employees to be displaced by a reduction-in-force, review performance appraisals and/or seniority of all employees in the occupational class in question who are not identified in paragraphs 4.1 and 4.2. The Personnel Director will be responsible for certifying the acceptability of using performance appraisals when identifying employees for displacement.</p>
4.4 Personnel Director	<p>Send by certified mail, return receipt requested, formal "Notification" to employees identified in paragraphs 4.1 through 4.2.</p> <p>Such employees will be given the option of termination, as defined in Section 18 of the Personnel Regulations, or of placement in <del>reinstatement</del> <del>placement</del> <del>placement</del> as defined in Section 11 of the Personnel Regulations, for a period not to exceed one year.</p>

<b>Montgomery County Government</b>	<b>ADMINISTRATIVE PROCEDURE</b> NO 6-19	
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<b>INTERIM PROCEDURE</b>	
4.5 Department/Agency	<p>Refer all displaced employees to the Alternative Placement Unit, Employment Division, Office of Personnel. Employees will be provided to employees on benefits such as retirement, health, leave, etc.</p>
4.6 Personnel Director	<p>Revised "Notice of Intent" for employees who have not been displaced.</p>
<b>REINSTATEMENT PROCEDURE</b>	
4.7	<p>Employees will be recalled automatically from the reemployment list to vacant positions in the class and department/agency from which they were terminated or laid off under Section 9 of this procedure. Recall of employees will be in the inverse order of their identification for displacement.</p>
7.1	<p>Personnel Director may restrict vacancy announcements to consider only employees who were displaced from positions at or above the grade of the vacancy being announced. Such employees, if determined to be qualified upon application, will be placed on a special eligible list and given priority placement consideration.</p>
7.2	<p>Employees on the reemployment list will be given priority consideration for positions vacated announced as "employee only" or an "open examination" provided such employees are found qualified upon application and provided they held positions at or above the grade of the vacancy being announced.</p>
4.3	<p>Employees on the reemployment list who decline an offer of reinstatement to any position at the grade and status from which they were displaced will be removed from the reemployment list unless accused by the Personnel Director for good cause shown. Employees who wish to retain reinstatement rights subsequent to declining an offer of reinstatement at grade and status must submit a written statement of the reasons for such a request to the Alternative Placement Unit within 8 days of receiving the offer of reinstatement. Declination of an offer of reinstatement will not ordinarily be excused, and the decision of the Director of Personnel will be final.</p>

Montgomery County Government	ADMINISTRATIVE PROCEDURE NO. 4-19	
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### INTERIM PROCEDURE

#### SALARY CONSIDERATIONS

8.0 When a RIF is to be implemented at the outset of a fiscal year, the effective date of the Cost of Living Salary Increase will provide the effective date of personnel actions resulting from a RIF.

8.1 Employees who are deemed as a result of RIF action shall retain the salary being received on the day preceding the effective date of the action, subject to the following limitations:

A) Such employees are not eligible to receive service increments or cost-of-living adjustments for as long as their salaries exceed the maximum for the lower graded class to which they are assigned.

B) Such employees may retain pay in excess of the maximum for the lower graded class to which they are assigned for two years following the effective date of the demotion. If, at the end of the two-year period, the employee is still assigned to a class for which the salary maximum is less than his/her salary, the employee's salary shall be reduced to the maximum for the pay range of the grade to which he or she is then assigned.

C) If such an employee is promoted non-competitively during the two year retention period to a position of equal or lower grade than the position from which he/she was demoted, he/she shall not receive a promotional salary increase. Such an employee is eligible to receive a salary increase upon competitive promotion to a position of higher grade than the position from which he/she was demoted.

Affected employees who receive a grade increase up to their former grade level or who are reclassified to their pre-RIF (or higher) grade levels during the two year retention period shall be entitled to salary equal to that which they would have received if the RIF had not occurred, subject to provision 6.1(b) of these Procedures.

#### REPLACEMENT

8.0 Affected employees who apply for temporary placement may do so under the following conditions:

1. Placement in a temporary position entitles such employees to those rights and benefits associated with the status of the new position.

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### INTERIM PROCEDURE

2. Employees accepting placement in temporary positions will have the choice of termination from their temporary positions or taking leave without pay for one year. If leave without pay is selected, the employee:

- a. must leave employee contributions in the retirement system;
- b. may continue health coverage by paying only the employee contribution for 60 days and the total premium for the balance of the period of leave without pay;
- c. accept annual leave accumulation pay-off, or "freeze" accumulated annual leave until termination from the temporary position;
- d. will not accrue sick and annual leave.

9.1 When an employee terminated by RIF is rehired or recalled within the two year reinstatement period, the employee will be entitled to the following benefits:

- A. ANNUAL LEAVE - Any leave balance which has not been paid out will be recredited to the employee. Further, the employee will accrue annual leave at the rate in effect at the time of position abolishment.
- B. SICK LEAVE - All sick leave will be recredited.
- C. CREDITED SERVICE - All credited service will be restored, provided that retirement contributions have not been returned. Retirement contributions for employees with less than five years service will be automatically returned unless the employee elects to go on one year leave without pay. If at the end of one year the employee electing leave without pay has not returned to County Service, retirement contributions will be returned. The returning employee will have the option to purchase prior service if he/she has withdrawn retirement credits. An employee with five or more years of credited service will have the option of withdrawing or remaining within the retirement system during the two year reinstatement period, however, no credit will be given for the time during which no contributions were made.

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**INTERIM PROCEDURE**

9. GROUP INSURANCE - Retirement will be made without evidence of good health. Credit is given for prior periods of insurance participation when determining the length of the continuation period at time of retirement.

**DEPARTMENTS/MUNICIPALITIES AFFECTED**

\*10.8 All departments/agencies allocated full and/or part-time positions as defined in Section 3.6 and 3.8 of the Personnel Regulations.

**AUTHORITY**

\*11.8 Section 19, "Reduction-in-Force" Personnel Regulations for Merit System Employees.

1137v

## ADMINISTRATIVE PROCEDURE

MONTGOMERY COUNTY, MARYLAND

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CAO APPROVAL	(Signature)

TITLE FURLOUGH:

### INTERIM PROCEDURE

#### POLICY

- 2.0 As an alternative to reductions-in-force, the Chief Administrative Officer may furlough some or all employees.
- 2.1 The Chief Administrative Officer must determine the employees who will be furloughed and the number of days on which employees will be furloughed.
- 2.2 The Chief Administrative Officer must determine the employees who will be affected by fixed furlough days and those who will be affected by alternate furlough days.
- 2.3 Furlough days are a permanent loss of an employee's work hours which must not be made up in overtime hours or compensatory time earned by the same or another employee.
- 2.4 Employees must not be required, allowed, or permitted to work on their fixed or alternate furlough days, or to perform work on other hours or days outside of their regularly scheduled hours to compensate for their furlough days.
- 2.5 Employees will accrue annual and sick leave on their furlough days on the same basis as if they had worked.
- 2.6 Neither life insurance nor retirement benefits of employees will be adversely affected by furlough days.
- 2.7 Employees must elect one of two payroll deduction plans:
  - A. the Lump-sum Deduction Plan whereby the salary loss represented by a furlough day will be deducted during the pay period in which the furlough day is taken; or
  - B. the Extended Deduction Plan whereby each employee will be credited with an amount of annual leave which equals the number of furlough days in the furlough plan, and the salary loss represented by the total number of furlough days specified in the furlough plan will be deducted in equal amounts over all pay periods in the furlough period.

APPENDIX N

# ADMINISTRATIVE PROCEDURE

MONTGOMERY COUNTY, MARYLAND

INC
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CAD APPROVA G. J. H. / M.

TITLE FURLOUGH

## INTERIM PROCEDURE

- 2.8 For employees who elect the Extended Deduction Plan, the maximum amount of leave that may be carried over from one leave year to the next will be increased by the number of furlough days in the furlough plan for the two leave years following the furlough period.
- 2.9 An employee who elects the Lump-sum Deduction Plan and who is scheduled to be furloughed on a specified day will not be permitted to use sick leave, annual leave, parental leave, compensatory time, or any other type of approved leave except leave without pay on that day, even if such leave or compensatory time was scheduled and approved in advance of the declaration of the furlough day. An employee who elects the Lump-sum Deduction Plan and who is on leave without pay on a fixed or alternate furlough day will remain on leave without pay.
- 2.10 An employee who elects the Extended Deduction Plan must use annual leave on a fixed furlough day, even if another type of leave was scheduled and approved in advance of the declaration of the furlough day. An employee who has exhausted all annual leave must use leave without pay.
- 2.11 An employee who is on disability leave on a furlough day will not receive the County supplement to Workers' Compensation.
- 2.12 State/County employees will not receive the County salary supplement on furlough days.
- 2.13 If an employee who elects the Extended Deduction Plan is separated from County employment prior to the entire furlough amount being repaid to the County, the remaining loss of pay attributable to a furlough which was advanced to the employee is a debt to the County which may be deducted from pay, accrued annual leave or compensatory time, or retirement contributions.
- 2.14 At the conclusion of the furlough period, if for any reason an employee who elects the Extended Deduction Plan has not experienced the total salary loss represented by the number of furlough days in the furlough plan, his or her annual leave balance must be reduced by the number of days which exceed the number of furlough days which the employee actually took.
- 2.15 For the purpose of the calculation of service increments, awards, salary upon promotion or demotion, or other salary amounts based on the employee's base salary, the figure representing the base salary is not reduced by the salary loss resulting from furlough days.

APPENDIX N

FURLOUGH

## INTERIM PROCEDURE

- 2.16 If an employee on a fixed furlough day or alternate furlough day scheduled by the department is required to return to work to perform unanticipated work assignments, usually of an emergency nature, the employee will be entitled to receive call-back pay at the overtime rate for all hours worked within the normally scheduled work day, and is guaranteed a minimum of 3 hours of pay at the overtime rate. Alternate furlough hours must be scheduled for the hours subject to call-back pay.

### DEFINITIONS

- 3.0 ALTERNATE FURLOUGH DAY - A day assigned in lieu of a fixed furlough day if:
- A. the employee is required to work on a fixed furlough day;
  - B. the employee is assigned to a unit or function which is scheduled to be furloughed on a fixed furlough day, but the employee is not normally scheduled to work on the fixed furlough day; or
  - C. no fixed furlough days are declared.
- An employee who elects the Lump-sum Deduction Plan must be scheduled by his or her supervisor to take the required number of alternate furlough days within the furlough period.
- 3.1 EXTENDED DEDUCTION PLAN (EDP) - A method which may be elected by an employee whereby the employee will be credited with an amount of annual leave which equals the number of furlough days in the furlough plan, and the salary loss represented by the total number of furlough days specified in the furlough plan will be deducted in equal amounts over all pay periods in the furlough period. For employees who elect the EDP, the maximum amount of leave that may be carried over from one leave year to the next will be increased by the number of furlough days in the furlough plan for the two leave years following the furlough period.
- 3.2 FIXED FURLOUGH DAY - A furlough day determined by the Chief Administrative Officer for specified employees. On a fixed furlough day, the offices or work sites of affected employees will be closed to the affected employees and to the public. Seasonal, substitute, or temporary employees must not report to a work site which is closed due to a fixed furlough day.
- 3.3 FURLOUGH - A temporary, non-pay status and absence from normally scheduled duty required by the Chief Administrative Officer due to lack of sufficient funds or work.

APPENDIX N

TITLE FURLOUGH

# INTERIM PROCEDURE

- 3.4 FURLOUGH DAY - A furlough day is eight (8) hours for a full-time employee who is regularly scheduled to work 2,080 hours in a work year; 8.4 hours for a full-time employee who is regularly scheduled to work 2,184 hours in a work year; and, 9.6 hours for a full-time employee who is regularly scheduled to work 2,496 hours in a work year. A furlough day for a part-time employee or a school-based employee working a 10-month schedule is determined by dividing the number of hours normally scheduled in the pay period by 10, as represented in the formula below.

$$\frac{\text{Hours regularly scheduled to work in pay period}}{10}$$

- 3.5 FURLOUGH PERIOD - As determined by the Chief Administrative Officer, the time period during which affected employees must lose the pay attributable to the furlough days.
- 3.6 FURLOUGH PLAN - As determined by the Chief Administrative Officer, the number of furlough days for which pay must be taken, the furlough period, the employee groups which will be affected by furlough, and the designation of fixed furlough days, if any.
- 3.7 LEAVE YEAR - As stated in Section 13-3 of the Personnel Regulation, a leave year begins with the first full pay period of a calendar year and ends with the pay period in which December 31st falls.
- 3.8 LUMP-SUM DEDUCTION PLAN (LDP) - A method which may be elected by an employee whereby the salary loss represented by a furlough day will be deducted during the pay period in which the furlough day is taken.

APPENDIX N

DEPARTMENT OF POLICE  
MONTGOMERY COUNTY, MARYLAND



SUBJECT: ADMINISTRATIVE LEAVE

DD 83-07  
FUNCTION CODE: 310  
DISTRIBUTION: A  
EFFECTIVE DATE: 07-15-83

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NOTE: FOR PURPOSES OF THIS AGREEMENT, THIS APPENDIX HAS BEEN EDITED, AS THE ADMINISTRATIVE LEAVE PROVISIONS CONTAINED HEREIN PERTAIN SOLELY TO ARTICLE 58. ALL OTHER ADMINISTRATIVE LEAVE IS GOVERNED BY ARTICLE 2.

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II. B. By authority of the Chief of Police, unit commanders will place an employee in their command on administrative leave when that employee causes or is responsible for, whether accidental or deliberate:

- the taking of a human life.
- the serious injury of a person.

This action is not punitive and has two purposes:

- to remove the officer from unnecessary contact with the public to allow him sufficient time to recover from the incident and,
- to provide the department sufficient time to conduct a preliminary investigation.

C. By authority of the Chief of Police, unit commanders will place an employee on administrative leave when he has been involved in a traumatic incident. Traumatic incidents for the purposes of this policy are those defined in the Traumatic Incidents Program which require an information session with the police psychologist. These incidents are:

- when the actions of a department employee, whether accidental or deliberate, result in the death or serious injury of a person.
  - when members are present at the death or serious injury of a department employee. This includes Communication Division personnel directly responsible for radio or phone service during the incident.
  - negotiating team members directly responsible for management of negotiations when the incident terminates in serious injury or death.
- Prior to a return to full duty, the affected employee is required to meet with the police psychologist for one session.

APPENDIX O



II. E. Employees will be granted administrative leave by their unit/district commanders to participate in the following activities subject to manpower availability:

- Blood donations - up to three hours at the end of the tour of duty.
- Participation in the Office of Stress Management's Stress Intervention Program - two hours per visit for up to eight visits in a series. Granting of leave is to be coordinated with the participant's immediate supervisor to ensure coverage during the leave period.

III. B. When an employee needs to take administrative leave he will request the leave 10 working days in advance by memorandum to the Chief of Police via the chain of command unless the leave is for an authorized organization activity, for participation in the Stress Management Program or for blood donation.

- C. The use of all administrative leave will be documented as follows:
- 1. A leave request form will be completed and approved by the employee's supervisor prior to the use of the leave.
  - 2. The leave will be recorded on the Bi-weekly Time Sheet as administrative leave on line 08, 09, or 10.

#### IV. Regulations for Employees on Administrative Leave

- A. Employees on administrative leave for routine activities (meetings, employer/employee relations, the Stress Management Program, etc.) will provide their supervisor with:
- 1. The location of the activity.
  - 2. A phone number at which they can be reached.
- B. When employees are placed on administrative leave by a supervisor, the employee, during the hours and days the leave is applicable, will:
- 1. Be immediately accessible to the department. This requirement will be met if the employee is able to report for duty within one hour of notification.
  - 2. Provide his supervisor with a phone number or other means of immediate contact.

APPENDIX O

V. Resumption of Regular Duties

- A. In cases requiring internal investigation, employees may resume regular duties upon the completion of the investigation or inquiry, after meeting with the police psychologist if required by this policy, and subject to the approval and authorization of the Chief of Police.
- B. In cases not requiring internal investigation, employees who have experienced traumatic incidents will return to normal duty after meeting with the police psychologist.



## Montgomery County Government

### MEMORANDUM

TO:

FROM:

SUBJECT: Administrative Leave

DATE:

In compliance with Department policy (FC 310), you are hereby notified that you are being placed on administrative leave. This action is not punitive.

The following information is provided to ensure that you understand the reason for this action, your rights, and your responsibilities.

1. Reason: \_\_\_\_\_
2. Work schedule - the hours during which you must be available to the Department. Available is defined in Department Policy as providing a phone number at which you can be reached and being able to respond to your duty station within one hour.
3. [ ] The incident you were involved in qualifies under the Department's Traumatic Incidents Program. During the next 48 hours you must contact the Police Psychologist and schedule an information session. The Office of Stress Management phone number is 279-1269.  
The psychologist will provide you with verification of compliance with this requirement, which must be presented to your unit commander upon your return to duty.
4. [ ] There will be an internal investigation conducted of the incident. The Chief of Police will be notified verbally of the incident. He will determine any further action to be taken. In compliance with the Police Officers' Bill of Rights, the Chief may immediately return you to full duty, continue your administrative leave, or suspend you without pay pending further investigation.
5. You will be informed in writing by the Chief of Police of any further information concerning his initial actions and any further requirements of you.
6. You will continue in your present pay status until and unless you are advised differently.
7. During the hours other than your work schedule (paragraph 2) you are free to come and go without restriction.
8. You are not restricted in any way from working at your normal secondary employment, if applicable. If you do work, you must comply with the availability requirement in paragraph 2.



## STRESS INTERVENTION PROGRAM REFERRAL TECHNIQUES

### INSTRUCTIONAL OBJECTIVES

After review of these materials, you should be able to:

1. Explain the Stress Concept
2. Explain the Office of Stress Management Programs
  - Eligibility
  - Contact Procedures
  - Services
  - Policies on Confidentiality
3. Refer effectively by use of
  - motivational and listening techniques
  - appropriate self-disclosure
  - supervisory recommendation

The materials included in the supervisor's manual summarize the official policies and procedures of the Office of Stress Management, and do not contain complete details of programs. In the case of additional questions regarding program policies and activities, the supervisor may consult the complete OSM Policies and Procedures Manual housed in central administrative offices and in OSM, or consult the Director of the program.

Every effort has been made to summarize programs accurately. If conflict exists between approved complete policies and procedures and these materials, however, the complete document applies.

## APPENDIX O

POLICE



MONTGOMERY  
COUNTY, MD

# Office of Stress Management

50 West Montgomery Ave Suite 330 Rockville, MD 20850 / Telephone: 279-1269

## SUPERVISOR'S HANDBOOK

### CONTENTS

- I. THE STRESS CONCEPT
- II. OVERVIEW OF OFFICE OF STRESS MANAGEMENT (OSM)
  - A. Service Programs
    - 1. Stress Intervention Program
    - 2. Diversion Program
    - 3. Traumatic Incidents Program
  - B. Education & Training
    - 1. In-Service Training
    - 2. Special Topic Seminars
    - 3. Stress Information Packages
  - C. Consultation and Research
- III. STRESS INTERVENTION PROGRAM
  - A. Eligibility
  - B. Contact Procedures
  - C. Services
    - 1. Assessment
    - 2. Short-Term Consultation
    - 3. Client Representation
  - D. Policy on Confidentiality
  - E. Referral Techniques
    - 1. Motivation
    - 2. Interviewing Skills
    - 3. The Referral
  - F. Work Evaluations
  - G. Supervisor Support
    - 1. Follow-Up
    - 2. Facilitation in the Workplace

APPENDIX O

#### IV. DIVERSION PROGRAM

- A. Eligibility
- B. Contact Procedures
- C. Services
  - 1. Assessment
  - 2. Contract Preparation
  - 3. Service Provision
  - 4. Disposition
- D. Policy on Confidentiality
- E. Referrals
- F. Cost

#### V. TRAUMATIC INCIDENTS PROGRAM

- A. Eligibility
- B. Contact Procedures
  - 1. Automatic Referrals
  - 2. Discretionary Referrals & Self-Referrals
- C. Services
- D. Policy on Confidentiality
- E. Referral Techniques
- F. Fitness for Duty

#### VI. GENERAL OSM POLICIES

- A. Leave to Participate in OSM Programs
  - 1. Stress Intervention Program
  - 2. Diversion Program
  - 3. Traumatic Incidents Program
  - 4. Other OSM Activities
- B. Fitness for Duty Determinations
- C. Sick Leave
- D. Leave Without Pay Status

#### APPENDIX: Background Readings on Stress Intervention Referral

- 1. Reflecting, Paraphrasing and Clarifying
- 2. Communicating Respect
- 3. Appropriate Self-disclosure



# ADMINISTRATIVE PROCEDURE

MONTGOMERY COUNTY, MARYLAND

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CAO APPROVAL	E. A. [Signature]		

TITLE

COMPRESSED WORK SCHEDULE

WL-3

## PURPOSE

- 1.0 To implement a procedure for a compressed work schedule for employees in County Government workplaces, and to provide for evaluation of those procedures.

## DEFINITION

- 2.0 Compressed Work Schedule - allows employees to work eighty (80) hours in nine (9) days with the following fixed schedule:

8 days at 9 hours a day, and  
1 day at 8 hours a day.

- 2.2 Workweek - a workweek is any repeating seven day (168 hours) work schedule. This can also be called a work period.

- 2.3 Work Schedule - the normal work schedule for County employees is 12:00 A.M. Sunday to 11:59 P.M. Saturday. Four different work schedules for the compressed work schedule were established as follows:

Schedule A - 12:01 P.M. Monday through 12:00 Noon Monday, with the first Monday off during the two week pay period;

Schedule B - 12:01 P.M. Monday through 12:00 Noon Monday, with the second Monday off during the two week pay period;

Schedule C - 12:01 P.M. Friday through 12:00 Noon Friday, with the first Friday off during the two week pay period; and

Schedule D - 12:01 P.M. Friday through 12:00 Noon Friday, with the second Friday off during the two week pay period.

## POLICY

- 3.0 Any full-time unrepresented County Government employee and any employee within the Office, Professional and Technical and Service, Labor and Trade Bargaining Units may, with the supervisor's approval, work a compressed work schedule.

- 3.1 A compressed work schedule does not affect the employee's salary, benefits, or job responsibilities. The employee is eligible for overtime compensation consistent with Administrative Procedures 4-27, Overtime Compensation for Employees, Grade 25 and Above; 4-28, Overtime Compensation for Exempt Employees Below Grade 25; and 4-29, Overtime Compensation for Non-Exempt Employees. Overtime compensation will not be paid as a result of an employee working a compressed work schedule.

- 3.2 All requests for participation in the compressed work schedule must be reviewed by the department head, according to the following standards:

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MONTGOMERY COUNTY, MARYLAND

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COMPRESSED WORK SCHEDULE

WL-3

- A. operational requirements must be met;
- B. service to the public or client population must be maintained or improved;
- C. costs to the County will not be increased;
- D. each office or operation must be covered during the normal period of public service; and
- E. the compressed work schedule will not diminish the ability of the department to assign responsibility and accountability to individual employees for the provision of County services and the performance of their official duties.

3.3 The supervisor may require the employee to withdraw from the compressed work schedule if operating requirements in 3.2 above are not being met, after giving the employee notice of the problem and a reasonable opportunity to correct the situation.

3.4 An employee may withdraw from the compressed work schedule at any time.

3.5 It is recognized that some operations within the County Government do not lend themselves to a compressed work schedule. A Department head may exclude organizational units or positions from a compressed work schedule. Where a compressed work schedule is allowed, the department head may specify the schedules and day off that will be available to employees in accordance with operational requirements, and may exclude employees with bona fide performance or attendance problems.

3.6 The day off may only be a Monday or a Friday. The options are one of the following days: Schedule A, first Monday in a pay period; Schedule B, second Monday in a pay period; Schedule C, first Friday in a pay period; and Schedule D, second Friday in a pay period.

3.7 When a holiday falls on a regularly scheduled day off, department heads are encouraged to schedule the employee on an alternative day off in the pay period in which the holiday falls in lieu of compensatory time. An employee will be granted 9 hours of compensatory time if not scheduled for an alternate day off in the pay period.

3.8 If an employee requests annual or sick leave for a day on which the employee is scheduled to work 9 hours, the employee would record 9 hours of annual or sick leave on the time sheet for that day. Similarly, if taking leave on the day the employee is scheduled to work 8 hours, the employee would record 8 hours of leave on the time sheet for that day.

3.9 The Compressed Work Schedule will be evaluated by the Work/Life Committee members on a triennial basis.





# ADMINISTRATIVE PROCEDURE

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TITLE  
COMPRESSED WORK SCHEDULE

WL-3

## GENERAL

- 4.0 Management can assign an employee to be off either the first Monday/Friday or the second Monday/Friday of the two week pay period.
- 4.1 The employee must understand and adhere to the following information in order to participate in the Compressed Work Schedule:
- A. The Monday or Friday that the employee is scheduled to work 8 hours (every other week) has special significance as this day actually splits work schedules.
  - B. Since the work schedule for all compressed work schedules ends at 12:00 Noon, hours worked before 12:00 Noon are in one workweek and hours worked after 12:00 Noon are in another workweek.
  - C. When the employee works 8 hours on a Monday or Friday (varies depending on the schedule), the hours are split into two different workweeks and in addition for Schedules B and C, the hours are also split between two different pay periods (timesheets).
  - D. It is mandatory that when an employee is scheduled to work for eight hours (one day every two weeks), four hours must be worked before 12:00 Noon and four hours after 12:00 Noon. Failure to follow this requirement could lead to overtime liabilities. Because of the splitting of the workweek, the one eight-hour day scheduled every two weeks cannot be switched to another day during the pay period.

## PROCEDURE

- 5.0 Employee Submit the attached Compressed Work Schedule Agreement to the supervisor, including the requested fixed day off in each pay period.
- 5.1 Supervisor Review the Agreement and meet with the employee to discuss the Compressed Work Schedule Agreement, including timekeeping and adjusting the arrangement if necessary to maintain the effectiveness of the work unit.
- If the supervisor and employee agree to the terms of the Compressed Work Schedule Agreement, the supervisor and employee sign the Agreement, and forward the signed Agreement to the Department Head for approval.
- If the supervisor and the employee cannot agree to the terms of the Compressed Work Schedule Agreement, the supervisor must forward a summary of the areas of agreement and disagreement to the Department Head with a copy of the employee's proposal.



## ADMINISTRATIVE PROCEDURE

MONTGOMERY COUNTY, MARYLAND

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DATE 1/27/74
CAG APPROVAL C. H. L.

TITLE  
COMPRESSED WORK SCHEDULE

WL-3

- 5.2 Department Head Review the Compressed Work Schedule Agreement, and either approve the Agreement or suggest changes to the Agreement for consideration by the employee and supervisor. Attempt to resolve any disagreement between the employee and the supervisor to facilitate implementation of the Compressed Work Schedule Agreement.
- Make final decision on the request for compressed work schedule based on standards set out in this procedure for Compressed Work Schedule Arrangements.
- Provide a copy of the approved or disapproved Compressed Work Schedule Agreement to the employee, retain a copy for the department's files, and send a copy to the Work/Life Committee c/o Personnel Office.
- If the Compressed Work Schedule Agreement is disapproved, the reasons for disapproval must be provided to the employee and the Work/Life Committee.
- 5.3 Work/Life Committee Maintain a file of Compressed Work Schedule Agreements and conduct a program evaluation on a triennial basis.

### AUTHORITY

- 6.0 Personnel Regulation 9-9(d), Alteration of workday or workweek. Subject to Administrative Procedures established by the Chief Administrative Officer and the Fair Labor Standards Act, employees may request reasonable alterations of their normally scheduled workday or work schedule. In such circumstances, leave time may be granted by the department head on an hour-for-hour basis. Overtime compensation must not be paid an employee who requests an alteration to the regular workday or work schedule.

### DEPARTMENTS AFFECTED

- 7.0 All County Departments

### ATTACHMENTS

Compressed Work Schedule Agreement

## **APPENDIX Q**

**(Article 15, Hours and Working Conditions, Section A.6)**

### **MODIFIED COMPRESSED WORK HOURS - SPECIAL ASSIGNMENT TEAMS**

Special Assignment Teams using "Modified Compressed Work Hours" work as follows.

1. At the beginning of each month, a work schedule for 2 full pay periods in advance will be announced.
2. Each pay period will be as follows. The first Monday of the pay period will be an 8-hour day, followed by four 9-hour days the first week and five 9-hour days the second week.
3. Based upon unit seniority (Article 12), each officer will be allowed to select one of the 9-hour days off during the pay period, thus resulting in an 80 hour work period.
4. Unit leave buffers will be considered to govern the number of officers off on any given workday.
5. All unit members may be required to work the initial 8-hour day at the beginning of the pay period.
6. Unit members choosing not to participate in the compressed workweek will continue to work the normal ten 8-hour days.

## APPENDIX R (Article 15, Section T)

### MEMORANDUM OF UNDERSTANDING

#### PERMANENT SHIFT IMPLEMENTATION

Only Patrol, first responders (traffic and SAT excluded) will be eligible to participate in the Permanent Shift Plan. In order to implement the Permanent Shift Plan, a three tiered system shall be used.

1. To the extent possible, the assignment of permanent shift hours will be accomplished based upon employees stated preferences. Employee preferences for shift assignments shall be made on the basis of seniority, as defined by Article 12 *Seniority*, of the Collective Bargaining Agreement, and position availability. Non-probationary P01's, P02's P03's, MPO's and Sergeants will be eligible for voluntary shift assignment. MPO's shall bid with other MPO's as a class. Sergeants shall bid with other Sergeants as a class.

Probationary P01's are not subject to the shift bidding procedures and will be assigned to a shift based upon operational, training and developmental needs. When there is a waiting list of volunteers for shift hours and a probationary P01 is pending placement on a shift, the probationary P01 may be assigned the shift hours before a volunteer.

2. All non-probationary P01's, P02's P03's, MPO's and Sergeants will indicate their first and second choices of a shift assignment within their district. Subject to item #5 below, the assignment of personnel to the day, evening and midnight shifts will be based upon seniority order and position availability within the district.
3. Once all the first and second choices of assignments have been made according to seniority order and position availability, a list of openings department wide, to include each district, will be posted for review by all personnel who were unable to get their first or second choice of assignment. Those personnel who did not get their first or second choice will be asked to indicate in rank order their next five choices of assignment based upon the remaining openings throughout the department. Preferences will be given to assigning officers within their own district first. Assignments will then be made department wide in seniority order.
4. At the completion of item #3 above, a final list of openings department wide, to include each district, will be posted for review by all personnel who were unable to get their choices of assignment. The list will be filled in seniority order from the remaining available positions and then the next senior person selects his/her assignment, etc. until the last non-probationary P01 indicates his/her selection of assignment.
5. *Special Skills.*
  - a. The department will seek intoximeter operator volunteers for assignment onto each of the shifts with priority given to the evening and midnight shifts. If there are no intoximeter operator volunteers from within the district, the

department will search countywide for an intoximeter operator volunteer for the available shift hours. If a volunteer from another district is found and based upon bona fide operational need as reasonably determined by the employer, a shortage is not created within the officer's originating district, that officer will permanently be assigned to the district that is in need of an intoximeter operator. In the event that no volunteers that meet the above criteria from other districts come forward, the operator(s) will be selected by inverse seniority from the station personnel list. The department will use its best efforts to assign an officer from the shift on which an intoximeter operator was involuntarily transferred onto, to the next intoximeter training school for which a vacancy exists. Once this officer is trained and certified, the officer who was involuntarily transferred will be transferred back to his/her original shift.

- b. For other specialized skill requirements, i.e., FTO, Shift ID, Laser/Radar the Department will train officers currently on the shift to fill those skill requirements.
  - c. Except for tracking purposes, no record will be maintained nor will any adverse action result from an employee exercising his/her rights under this section.
- 6. In order to effect the transition to permanent shifts, it is the understanding of the parties that a minimum of three weeks notice of schedule change shall be provided
  - 7. In order to implement the permanent shift schedule, the current list of transfer requests from district to district will be abolished and re-established pursuant to Article 15, Section T2 of the Collective Bargaining Agreement.
  - 8. If, in order to implement this program, the Department must rescind previously approved leave, the department will pay non-reimbursed reservation costs incurred by an employee as a result of the leave rescission.

Finally, in order to ensure that disputes are minimized and handled expeditiously regarding the application of seniority and the choice of shift assignments, the parties will utilize the following process in reviewing the selections during the implementation of the Permanent Shift Program. The Department and the Union shall jointly review the shift assignments based upon the expressed preferences of bargaining unit employees. This review shall occur concurrent with the assignments being made. Any dispute concerning a current placement from employee choices shall be subject to review by a panel of 3 members jointly appointed by the Union and Department (2 members to be selected by the Union and 1 member to be selected by the Employer). The decision of the panel shall be final. Notice of any dispute must be provided to both parties within 96 hours of employee's receipt of notice of assignment.

August 27, 2002

Walter E. Bader, President  
Fraternal Order of Police Lodge #35, Inc.  
18512 Office Park Drive  
Gaithersburg, Maryland 20879

Re: Transfer Requests to a District

Dear President Bader:

I am writing to confirm the transfer policy that was discussed during negotiations over the Permanent day/evening shift schedule. The parties have also agreed to the following:

- Officers who submit a request to be transferred to a district will complete a District Transfer Request Form, MCP 329 and forward it directly to the Field Services Bureau Administration.
- The transfer request is for location only, the officer will be assigned to shift hours based upon bona fide operational need, as reasonably determined by the employer.
- Once the transfer request has been submitted, the officer is subject to being transferred to the requested district with three weeks notice.
- It is the responsibility of the officer who is requesting the transfer to rescind the transfer prior to the date when she/he receives written notice of the effective date of the transfer.
- The individual transfer request will be given priority according to the date the transfer request was received in the Field Services Bureau. The transfer request will be filed with all other transfer requests by the location of the requested district(s). A copy of the District Transfer Request Form will be forwarded to the requesting officer and his/her district commander.
- See Permanent Shift Implementation Agreement, Item 7, regarding the abolishment of the list immediately prior to implementation of the Permanent Shift Program.

If you disagree with anything that I have written, please let me know. Otherwise, I will consider the above as the understanding of both parties.

Sincerely,

Lieutenant Christina B. Faass  
Legal and Labor Relations Division

APPENDIX R

OPEN ACCESS  
No PCP Referrals

CareFirst   
BlueCross BlueShield

## Montgomery County Government Point of Service Product is Now Open Access

CareFirst is thrilled to announce that beginning January 1, 2004, your Point of Service Plan will include an Open Access feature!

### *What does Open Access mean?*

No referrals from a primary care physician (PCP) needed to access specialists!

See the specialists you choose, without a referral.

With Point of Service Open Access, you and your dependents choose a Primary Care Physician (PCP) to coordinate your care, but you are free to visit specialists such as dermatologists, podiatrists and others, without a referral. This can save you time and paperwork. Which puts important health care decisions where they belong — back in your hands.

Choice means more with so many providers to choose from.

The CareFirst BlueChoice/MPOS networks includes over 4,000 PCPs, 20,000 specialists and 75 area hospitals throughout Maryland, D.C. and Virginia. Which means that when you self-refer, you'll also have a choice of health care providers that are convenient to you.

#### No PCP Referrals

- ◆ There are no in-network referrals — hassle free & no paperwork
- ◆ Members can still self-refer out of the CareFirst BlueChoice/MPOS networks
- ◆ While lab work and radiology services will not require a referral, a requisition will still be required for lab services

### **The Freedom to:**

- ◆ See specialists without a PCP referral
- ◆ Access a large network of physicians and hospitals throughout Maryland, D.C. and Virginia
- ◆ Seek care in or out of network

and a prescription is still required for radiology services for our network providers.

#### Freedom to See Any Provider

- ◆ Members pay less out-of-pocket when they receive care from BlueChoice/MPOS providers.
- ◆ Members can go to any provider outside the BlueChoice/MPOS networks and will pay a higher out-of-pocket cost.

### *Frequently Asked Questions*

What procedures require a pre-approval and/or authorization?

Certain services require Plan approval, such as infertility treatments and services performed in the outpatient department of a hospital. Chiropractic services require Plan authorization from the first date of service.

What if I don't get prior approval or a referral?

You do not need a PCP referral to seek in or out-of-network care. However, in cases when you need an authorization and you or your provider do not obtain one, benefits for covered services will be considered at the out-of-network level.

CareFirst BlueCross BlueShield is the shared business name of CareFirst of Maryland, Inc. and Group Hospitalization and Medical Services, Inc. which are independent licensees of the Blue Cross and Blue Shield Association.® Registered trademark of the Blue Cross and Blue Shield Association.® Registered trademark of CareFirst of Maryland, Inc.

**MONTGOMERY COUNTY GOVERNMENT**  
**POLICE BARGAINING UNIT UNIFORM SALARY SCHEDULE**  
**FISCAL YEAR 2022**  
**EFFECTIVE JULY 1, 2021**

STEP	YEAR	PO I	PO II	PO III	MPO	SGT
0	1	\$53,288	\$55,953	\$58,751	\$61,689	\$67,860
1	2	\$55,154	\$57,913	\$60,809	\$63,849	\$70,234
2	3	\$57,085	\$59,939	\$62,938	\$66,086	\$72,692
3	4	\$59,082	\$62,037	\$65,141	\$68,397	\$75,236
4	5	\$61,151	\$64,209	\$67,420	\$70,793	\$77,872
5	6	\$63,293	\$66,458	\$69,782	\$73,271	\$80,597
6	7	\$65,509	\$68,785	\$72,224	\$75,836	\$83,420
7	8	\$67,802	\$71,191	\$74,752	\$78,491	\$86,339
8	9	\$70,176	\$73,684	\$77,370	\$81,238	\$89,361
9	10	\$72,631	\$76,263	\$80,077	\$84,082	\$92,490
10	11	\$75,174	\$78,934	\$82,882	\$87,026	\$95,727
11	12	\$77,808	\$81,696	\$85,783	\$90,072	\$99,077
12	13	\$80,530	\$84,555	\$88,785	\$93,225	\$102,545
13	14	\$83,350	\$87,517	\$91,894	\$96,489	\$106,134
14	15	\$86,267	\$90,582	\$95,112	\$99,865	\$109,849
16 YEAR LONGEVITY (3.5%)	17+	\$89,286	\$93,752	\$98,440	\$103,360	\$113,694
20 YEAR LONGEVITY (3.5%)	21+	\$92,411	\$97,033	\$101,886	\$106,978	\$117,673

APPENDIX T



**MONTGOMERY COUNTY GOVERNMENT**  
**POLICE BARGAINING UNIT UNIFORM SALARY SCHEDULE**  
**FISCAL YEAR 2022**  
**EFFECTIVE JANUARY 2, 2022**  
**GWA: 2.50% INCREASE**

STEP	YEAR	PO I	PO II	PO III	MPO	SGT
0	1	\$54,620	\$57,352	\$60,220	\$63,231	\$69,556
1	2	\$56,533	\$59,361	\$62,329	\$65,445	\$71,990
2	3	\$58,512	\$61,437	\$64,512	\$67,738	\$74,510
3	4	\$60,559	\$63,588	\$66,769	\$70,107	\$77,117
4	5	\$62,679	\$65,814	\$69,106	\$72,563	\$79,819
5	6	\$64,876	\$68,120	\$71,527	\$75,103	\$82,612
6	7	\$67,147	\$70,504	\$74,030	\$77,732	\$85,505
7	8	\$69,497	\$72,971	\$76,620	\$80,453	\$88,497
8	9	\$71,930	\$75,526	\$79,305	\$83,268	\$91,595
9	10	\$74,447	\$78,170	\$82,079	\$86,184	\$94,802
10	11	\$77,053	\$80,907	\$84,954	\$89,202	\$98,120
11	12	\$79,753	\$83,739	\$87,927	\$92,324	\$101,554
12	13	\$82,543	\$86,668	\$91,005	\$95,555	\$105,109
13	14	\$85,434	\$89,705	\$94,191	\$98,901	\$108,788
14	15	\$88,424	\$92,846	\$97,489	\$102,361	\$112,596
16 YEAR LONGEVITY (3.5%)	17+	\$91,518	\$96,096	\$100,902	\$105,944	\$116,536
20 YEAR LONGEVITY (3.5%)	21+	\$94,722	\$99,459	\$104,433	\$109,652	\$120,615

**FY22 Notes:**

1) Starting salary for Police Officer Candidate is \$54,620.

APPENDIX T

## APPENDIX U

### Traffic Stop Data Collection

Fraternal Order of Police, Lodge 35, Inc. ("FOP"), and Montgomery County, Maryland ("Employer"), agree to the following amendments to their July 1, 2007 to June 30, 2010, Collective Bargaining Agreement (CBA).

A. *The parties agree to the following:*

1. Individual officers will record every traffic stop by entering into an electronic database all data fields listed in TA, Section 25-113. A Traffic stop is any instance in which a MCPD officer for any reason directs a person operating a motor vehicle of any type to stop and the motorist is detained for any period of time. Traffic stops subject to exemption from data collection under the law will also be exempt as it applies to this agreement.
2. The officer's identification number shall be reported with the traffic stop data.
3. Traffic stops will be recorded using the appropriate means and transmitted by using the appropriate computer interface (currently MDC or desktop computer when MDC is not available) by those officers who have access to them.
4. All traffic stops must be documented. The employer will provide employees with the means for the recording and transmittal of the data. If an officer makes a traffic stop and no MDC is available, the officer will transmit the recorded information on the desktop computer, preferably before the end of the tour, or when next on duty.
5. In the event the officer does not issue a written document, the officer will provide the citizen with the officer's business card and verbally inform the citizen the reason for the stop.

B. *Definitions.*

1. A traffic stop download database is the electronic file that holds all fields of data collected at the direction of the MCPD, and entered by individuals officers. The data collected will include each officer's identification number, as well as those fields listed in Section 25-113 of the Maryland Transportation Article (TA), as amended.
2. A traffic document database is the electronic file that holds all fields of data entered from traffic citations, traffic warnings, Equipment Repair Orders, parking citations and other forms that relate to traffic violations or vehicles.

C. *Data Retention.*

1. With respect to the traffic stop download database, the Department will maintain a "rolling" 24 months of data in the electronic file. The oldest data will be deleted from the database regularly so that no more than 24 months of data will be maintained. Officer identification number will be deleted after three (3) months. In the event no traffic citation, traffic warning, or equipment repair order is issued, officer identification number will be deleted after seventy-two (72) hours.
2. With respect to the traffic stop documentation database, the Department will maintain the data in this electronic file indefinitely. Officer identification numbers will be deleted from the database after three (3) months.

3. The employer may collect the identification numbers of employees reporting traffic stop data solely for the purpose of verifying compliance with traffic stop data reporting requirements.