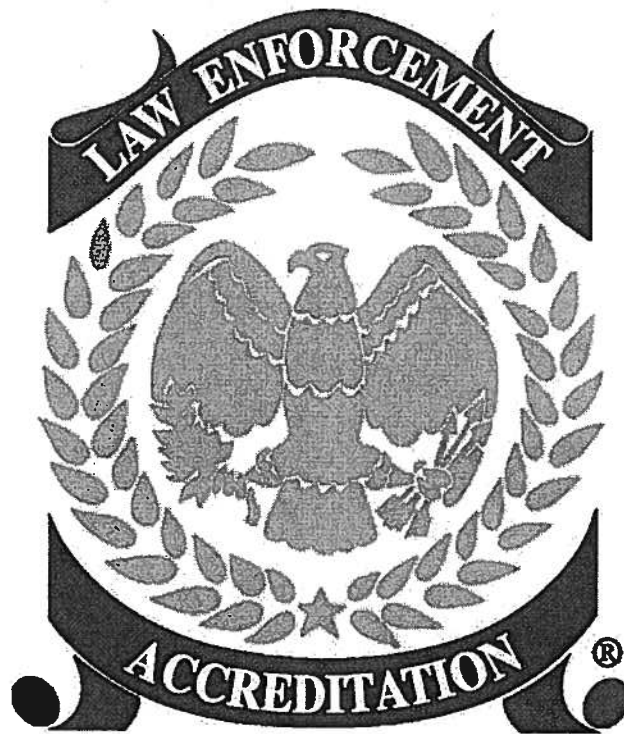


**The Commission on Accreditation
for Law Enforcement Agencies, Inc.**



**Assessment Report for the
Greenbelt (MD) Police Department**

April 2009

**Greenbelt, MD Police Department
Assessment Report
June 2009**

Table of Contents

Section		Page
A	Agency name, CEO, AM	1
B	Assessment dates	1
C	Assessment team	1
D	Program Manager	1
	Type of Assessment	1
E	Community and Agency Profile	2
	Community Profile	2
	Agency Profile	2
	Demographics	3
	CEO Biography	3
	Future Issues	4
F	Public Information	4
	Public Information Session	4
	Telephone Contacts	5
	Correspondence	5
	Media Interest	5
	Public Information Material	5
	Community Outreach Contacts	6

G	Essential Services	6
	Chapters 1 – 17	6
	Biased Based Profiling	8
	Use of Force	9
	Chapters 21 – 35	10
	Grievances	10
	Discipline	11
	Recruitment	12
	Promotions	14
	Chapters 41 – 61	16
	Crime Stats/Calls for Service	16
	Vehicle Pursuits	17
	Critical Incidents, Special Operations and Homeland Security	19
	Internal Affairs	20
	Chapters 70 – 84	22
H	Applied Discretion	24
I	Non-compliance	24
J	20 Percent Standards	24
K	Future Performance/Review Issues	24
L	Standards Summary Table	25
M	Summary	25
N	Recommendation	27

A. Agency name, CEO and AM:

Greenbelt, MD Police Department
25 Crescent Road
Greenbelt, MD 20770

James Craze, Chief of Police
Lieutenant Carl Schinner, Accreditation Manager

B. Dates of the On-Site Assessment:

June 13 – 16, 2009

C. Assessment Team:

1. Team Leader: Chief Ray Johnson
Chief of Police
Chesterfield Police Department
690 Chesterfield Parkway West
Chesterfield, MO 63017
616-537-3000
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2. Team Member: Lieutenant R. Steven Sanders
Garden Grove Police Department
11301 Acacia Parkway
Garden Grove, CA 92840
714-741-5886
steves@ci.gardengrove.ca.us

D. CALEA Program Manager and Type of On-site:

Karen Shepard, Program Manager

First reaccreditation, B size agency (70 personnel authorized; 52 sworn and 18 non-sworn).

5th Edition Law Enforcement Accreditation, CACE-L tracking software.

E. Community and Agency Profile:

1. Community profile (includes government organization)

The City of Greenbelt, Maryland, a suburb of Washington, D.C., is located in Prince George's County at the cross-roads of the Baltimore-Washington Parkway and the Capital Beltway. Greenbelt is one of three greenbelt garden towns created by the Resettlement Administration in 1935 under authority of the Emergency Relief Appropriation Act. Greendale, Wisconsin, near Milwaukee, and Greenhills, Ohio, near Cincinnati, are the other two greenbelt towns. A fourth greenbelt town, to be located in New Jersey, was never built.

Greenbelt is a charter city operating under a City Manager/Council form of government. The City Council consists of five members elected at large; the members of the Council then choose the Mayor and Mayor Pro Tem. The Honorable Judith Davis is the current serving Mayor. The City has fourteen advisory boards which make recommendations to the City Council on matters such as youth, education, senior citizens, public safety, parks and recreation, recycling, and the arts. The City Manager is designated as the Director of Public Safety and oversees the day to day operations of the City.

2. Agency profile

The Greenbelt Police Department has grown from its beginnings in 1938 to a full service agency with seventy personnel and an annual budget in excess of eight million dollars. The agency operates under a traditional organizational structure and is divided into three major functional divisions: Administrative Services, Patrol, and Special Operations, each under the direct command of a Division Supervisor of the rank of Captain. An Administrative Assistant and a Supervisor assigned to the Office of Professional Standards, which was created in 2007, reports directly to the Chief of Police.

The organizational structure is depicted in an organizational chart made available to all personnel. The Chief of Police and officers of the agency derive their authority from the Greenbelt City Council Resolution 989, and statutes of the State of Maryland.

The Patrol Services Division includes Police Patrol, Communications, Traffic, Beltway Plaza Mall Officer, an officer assigned to the Springhill Lake Apartments in which nearly half the city's residential population reside, and a Bicycle Unit. The Special Operations Division includes Criminal Investigations, Evidence, Canine, School Resource Officers, Crime Prevention, and a Drug Task Force Officer. All other support services of the agency fall under the Division of Administrative Services.

3. Demographics (service population, available workforce, sworn personnel)

The demographic composition of the service area and agency are represented in the following table:

Demographics Report

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	8526	37	7994	35	41	79	5	10	41	80	5	10
African-American	8871	39	5938	26	7	13	0	0	7	14	0	0
Hispanic	1383	6	1383	6	1	2	1	2	2	4	1	2
Other	4059	18	4059	18	3	6	0	0	1	2	0	0
Total	22839	100	100	100	52	100	6	12	51	100	6	12

Based on the available census information, the population of the City of Greenbelt, MD is 22,839. Caucasians account for thirty-seven percent of the population, African Americans thirty-nine percent, and Hispanics and Others are at six percent and eighteen percent respectively. With an authorized staffing of fifty-two sworn officers, seventy-nine percent are Caucasian and thirteen percent African American; therefore, the agency is currently underrepresented in the category of African American Officers, and, also slightly underrepresented in the category of Other, with six percent representation and a population base of eighteen percent. Females account for twelve percent of the sworn force.

The agency does have a recruitment plan in place to guide and assist in their efforts to decrease the ethnic imbalance; the plan is reviewed quarterly and revised annually. However, due to a rather stable workforce and budget restraints which may cause delay in filling future vacancies, the increase of minorities into the workforce is expected to take some time, in spite of the agency's continuing commitment to do so.

4. CEO biography

Chief James Craze is a 43 year veteran of law enforcement and for the past twenty-three years has served as Chief of Police for the Greenbelt, MD Police Department. Chief Craze is a graduate of the FBI National Academy, 146th Session, the 29th session of the FBI Law Enforcement Executive Development course, and holds a Bachelor of Science Degree in Criminal Justice from the University of Maryland. Chief Craze is a Past President of the Maryland Chiefs of Police Association, and, the Prince George's County Police Chiefs Association. He has served as Vice-President of the Maryland Municipal Police Executives Association since 2003.

Chief Craze is active in the International Association of Chiefs of Police (IACP) and serves on numerous boards and committees for that association. He is a Life Member of the IACP and is currently running for the IACP Office of Vice-President at Large.

5. Future issues (agency and community)

Chief Craze expressed concern over several issues which have potential for impacting the operations of the agency:

The current police facility is approximately twenty years old. While considered state-of-the-art at the time of construction, the manual cipher locks controlling access to the building are in dire need of upgrading: preferably, with a computerized electric proximity card reader system which will automatically record time and identity of those gaining entry into the building and the secure areas within. Also, as with many aging facilities, storage space is at a minimum and the agency is now facing the necessity of considering off-site storage for some items of equipment and supplies.

Regarding personnel staffing, the agency has over the years progressively grown in the number of authorized sworn personnel. However, the administrative support staffing has remained at or near the same level for some time and has not kept pace with the overall growth of the agency. Chief Craze expressed concern that the shrinking percentage of support staff is nearing the point of negatively impacting the agency's ability to adequately perform at the intended level and that which is expected by the community.

As an update, during the previous on-site assessment Chief Craze cited the need for an upgrade to the agency's dispatching and records management systems. Since that time, the agency has secured funds through a Federal Community Oriented Policing grant, and plans are well underway to purchase and install new Computer Aided Dispatch (CAD) and Records Management (RMS) systems. At the time of this on-site a vendor has been selected and the proposal is scheduled for presentation before the City Council.

F. Public Information Activities:

Public notice and input are cornerstones of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

1. Public Information Session

The public hearing session was held at 5:00PM on Monday, June 15, 2009 in the City of Greenbelt Council Chambers at 25 Crescent Road, Greenbelt, MD. A total of fifteen people attended the hearing, seven of which offered comments.

Those in attendance were representative of the citizens of the community, neighboring law enforcement agencies, and members of the Greenbelt City Government, including Council Member Leta Mach and Mayor Judith Davis. All comments received were extremely complimentary of Chief Craze and his staff, and were supportive of the

agency and urged the team's favorable consideration of the agency and their efforts toward re-accreditation. No negative comments were received, nor were there any standards-related issues brought forth that required follow up action by the assessment team.

2. Telephone Contacts

On Monday, of the on-site an open telephone line was provided in the file review room from 1:00Pm to 3:00PM for the call-in session. One call was received with the caller stating he was very familiar with the agency and supported the agency in their efforts toward reaccreditation. No other calls were received and the call-in session was terminated at 3:00PM.

3. Correspondence

Eight letters of correspondence were presented to the assessment team. Seven were received at CALEA headquarters and forwarded to the assessment team prior to arrival for the on-site and one letter was presented to the team during the on-site. Five letters were received from local area Police Chiefs, one from the Executive Director of Maryland Department of Public Safety and Correctional Services, one from the Honorable Justin Ross, Delegate of the Maryland House of Delegates, and one from the Honorable C. Philip Nichols, Jr. Judge of the Seventh Judicial Circuit of Maryland. All offered praise of the Greenbelt Police Department, citing their professionalism and dedicated service, and their ability to conform to the CALEA standards; all were supportive of the agency's efforts toward reaccreditation.

4. Media Interest

With the exception of the newspaper editor interviewed as part of the community outreach effort, the assessment team had no interactions with members of the media during the on-site.

5. Public Information Material

Prior to the on-site the agency issued a news release and posted a public notice informing the public as to the upcoming re-accreditation assessment, encouraging their participation in the process. In both the press release and public notice the agency listed the dates and times of the call-in session and the public hearing.

Members of the community and employees of the agency were invited to attend the public hearing or to call in and offer comment regarding the ability of the agency to comply with the applicable standards for re-accreditation and on the agency's level of service and performance. The notices also listed the phone number and address of CALEA for those seeking additional information or wishing to provide comments directly to the Commission.

6. Community Outreach Contacts

For purposes of soliciting comment and input from civic, government, and community leaders, the assessment team conducted interviews with several representatives outside of the agency. Included were the following:

Mr. Mike Rapoli, local businessman/restaurant owner
Mr. Kap Kapistan, Owner, General Council, Beltway Plaza Mall
Rev. Dan Hamlin, Pastor, Greenbelt Community Church
Col. James Artis, Chief Investigator, Maryland State's Attorney's Office
Mr. James Geise, Editor, *Greenbelt News Review*
Mr. Reginald McNeil, Principal, Eleanor Roosevelt High School

All comments received from those interviewed were positive in nature and supportive of the agency. A common theme among those interviewed was their perception of the agency as professional in nature and cooperative in spirit, and an agency which enjoys a high level of respect from the community as a whole. Several of those interviewed cited the growth in the level of services provided by the agency and a positive increase in the professional demeanor of the officers under the leadership of Chief Craze.

G. Essential Services:

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration (Chapters 1-17)

The agency has an excellent procedure for the tracking of all required CALEA time sensitive reporting, which includes a matrix outlining a description of the report, the required frequency, date due, and the party responsible for completing the report. The matrix is displayed graphically on a board/chart accessible to all employees. The agency's written directive system is issued to all employees both manually and on a compact disc (CD).

The agency has a Multi-Year Plan which articulates the goals and objectives of the agency and strategies for their achievement. In addition to short-term and more immediate issues, the plan also anticipates long-term problems out at least five years, and includes suggested solutions for each.

The constitutional rights of suspects, detainees, and witnesses are well protected and provided for in the agency's directives. Included are detailed guidelines for conducting interviews and interrogations, as well as all types of searches under a variety of circumstances. Strip searches must be conducted by officers of the same gender as the detainee, with two such officers present. Body cavity searches may only be conducted by a licensed doctor at a medical facility.

Written directives remind officers that in keeping with the doctrine of *parens patriae*, the State plays the role of parent rather than adversary to a child, and officers are encouraged to seek the least restrictive alternative in dealing with juvenile matters. Consideration is given to the seriousness of the offense, prior record, and other factors in determining how available resources, such as the Prince George's County Department of Juvenile Services are used to divert juveniles from the criminal justice system.

It is the policy of the agency to maintain open channels of communication with a variety of service providing agencies for citizens who are in need of assistance. The Greenbelt CARES Diversion Program offers counseling, crisis intervention, and informational and referral services to persons facing a variety of issues, such as substance abuse, family conflict, family violence, child abuse, and, suicidal ideation. The agency also provides access to Crisis Intervention Counselors for those in need of such service, regardless of residency.

Following the events of September 11, 2001, the Greenbelt Police Department entered into discussions with several local area law enforcement agencies to discuss their collective needs for handling natural or man-made disasters. As a result the agency entered into a mutual aid agreement with the neighboring communities of Mount Rainier, Riverdale Park, Hyattsville, Laurel, and Bladensburg, Maryland. The agency also entered into a partnership agreement with the private Springhill Lake Apartment Development to provide committed police services to its residents.

Additionally, the agency operates under a Memorandum of Understanding (MOU) with the Washington Metropolitan Area Transportation Authority (WMATA); the MOU details the requirements for the reporting, arresting, processing and transportation of detainees, as well as procedures for crime scene processing, and investigations of crimes occurring on or in WMATA facilities. The Mutual Aid Agreements and the MOU contain all necessary elements as outlined in the CALEA standards pertaining to mutual aid agreements.

Job descriptions are well written and are made available to all employees through the Chiefs Office and are included on the Written Directives CD issued to each employee. Since 2007 the agency provides specialty pay for most specialized assignments. Salary augmentation is provided for night differential and for residency within the City of Greenbelt. The agency also provides a college tuition plan for those employees seeking to further their formal education.

The City of Greenbelt recognizes the Fraternal Order of Police (FOP) Lodge Number 32 as the exclusive representative for purposes of collective bargaining. The City establishes a management bargaining team to represent the City in all collective bargaining proceedings; the City Attorney serves as the primary negotiator. A copy of the ratified collective bargaining agreement is provided to all represented employees.

Bias Based Profiling

2006 Traffic Warnings and Citations

Race/Sex	Warnings	Citations	Repair Orders*	Total
Caucasian/Male	459	196	93	748
Caucasian/Female	297	82	35	414
African-American Male	1210	572	206	1988
African-American Female	729	337	129	1195
Hispanic/Male	220	151	62	433
Hispanic/Female	61	19	12	92
Asian/Male	47	23	19	89
Asian/Female	30	11	10	51
OTHER	115	51	37	203
TOTAL	3168	1442	603	5213

2007 Traffic Warnings and Citations

Race/Sex	Warnings	Citations	Repair Orders*	Total
Caucasian/Male	369	198	66	633
Caucasian/Female	240	100	41	381
African-American Male	1054	526	189	1769
African-American Female	603	276	106	985
Hispanic/Male	199	145	74	418
Hispanic/Female	49	31	11	91
Asian/Male	57	19	20	96
Asian/Female	26	13	3	42
OTHER	17	35	26	78
TOTAL	2614	1343	536	4493

2008 Traffic Warnings and Citations

Race/Sex	Warnings	Citations	Repair Orders*	Total
Caucasian/Male	262	160	42	464
Caucasian/Female	159	51	21	231
African-American Male	789	454	165	1408
African-American Female	469	224	80	773
Hispanic/Male	189	120	71	380
Hispanic/Female	52	24	12	88
Asian/Male	52	16	5	73
Asian/Female	22	7	3	32
OTHER	70	32	22	124
TOTAL	2064	1088	421	3573

*Refers to vehicle repair orders, I.E. no taillight, headlight out, etc.

Agency directives clearly prohibit bias-based policing in all enforcement activities, including traffic stops. Training on bias-based policing and profiling is provided as a part of all new employee orientations and on an annual basis for all employees during in-service training. All investigative detentions, traffic stops, arrests, searches, and seizures must be based on the standard of probable cause or reasonable suspicion as required by the Fourth Amendment to the U.S. Constitution and statutes of the State of Maryland.

Biased Based Policing Complaints

Complaints from:	2006	2007	2008
Traffic contacts	1	0	0
Field contacts	0	0	0
Asset Forfeiture	N/A	N/A	N/A

Although the population base of African Americans and Caucasians is virtually equal, the annual analysis of traffic data collected reflects a ratio of nearly three to one in the number of warnings, citations, and repair orders issued to African Americans as compared to Caucasians. However, during the three year period under review, the agency received only one citizen complaint of bias based policing, that being in 2006. That complaint was investigated, found to be unsubstantiated, and resolved in favor of the officer. There were no significant incidents, nor were any lawsuits brought forward, involving allegations of bias-based policing, and therefore no modifications in practice, policy, training, or procedure were deemed necessary.

The absence of complaints and/or allegations of bias based policing, in spite of an apparent disparity in the number of citations issued, strongly suggests that the agency is acting with good cause and that the officers' enforcement activities are a result of circumstances encountered, and not as a result of any bias based policing or profiling tactics.

Use of Force

The agency requires the submission of a Subject Management Report whenever an officer intentionally discharges a firearm or deploys a less-lethal weapon, uses weaponless force on an individual above and beyond that applied during a normal arrest situation, or takes action that result in, or is alleged to have resulted in death or great bodily harm to an individual.

A Shift Supervisor responds to the scene of every reportable use of force incident to conduct an immediate investigation. The Shift Supervisor forwards all Subject Management Reports to the appropriate Division Commander who in turn forwards the report to the Office of the Chief of Police. An investigation may be initiated at any time a reviewing party determines agency policies may have been violated.

The Chief of Police appoints officers to serve as members of a Use of Force Committee, including a member of the command staff, a sergeant, a firearm instructor, and, a less lethal weapons instructor, to conduct an annual review of all Subject

Management Reports. An annual analysis of all reports is performed to ascertain any patterns or trends that might indicate a need for training, equipment, or policy modifications.

Use of Force

Type Weapon	2006	2007	2008
Firearm	0	1	0
ECW	12	9	9
Baton	4	1	2
OC	0	0	2
Weaponless	7	3	8
Total Types of Force	24	14	19
Total Use of Force Arrests	24	14	19
Complaints	2	2	2
Total Agency Custodial Arrests	996	822	970

During the three year period under review, the agency reported 57 incidents which resulted in a Subject Management Report being filed, each resulting in the arrest of an involved individual. Of the 57 reported uses of force, only six citizen complaints were filed, with each found to be unsubstantiated. There were no significant media issues stemming from a use of force incident, nor were any law suits brought forward as a result thereof.

Personnel Structure and Personnel Process (Chapters 21-35)

Grievances

The agency has a grievance procedure which applies, and is limited to, grievances as defined in the City of Greenbelt Labor Code, which includes, grade classification or reclassification, or any unreasonable, abusive, unfair, discriminatory or oppressive treatment or working conditions. If not resolved at the department level, the aggrieved employee may take the grievance before the Employee Relations Board which will render a final decision on the matter. Appeals of disciplinary matters are governed by the Maryland State Law Enforcement Officers Bill of Rights.

All grievance files are securely maintained in a locked file cabinet in the office of the Administrative Assistant to the Chief of Police. An analysis of all grievances is conducted annually to identify trends and to allow for corrective steps to minimize future reoccurrences; the report is submitted to the Chief of Police by February 15th of each following year.

Formal Grievances

Grievances	2006	2007	2008
Number	1	0	2

There were no patterns or trends disclosed by the analyses for the three year period under review, however, two grievances filed in 2008 remained unresolved at the time of the on-site. Although filed by two separate employees, the grievances involve the same issue. Additionally, as indicated in the previous table, there were no grievances filed in 2007 and only one in 2006.

Disciplinary

The agency uses a progressive disciplinary system. Both positive and punitive discipline is used in correcting inappropriate behavior on the part of employees, with an emphasis on improving member productivity and effectiveness. Training and counseling are viewed by the agency as the first response to correcting inappropriate behavior, with punitive disciplinary action taken only as a last resort. Training may range from a supervisory discussion to required officer participation in a formal training program.

Employee appeals to disciplinary action must follow the appeal procedures as outlined in the agency's written directives and the agreement in effect between the agency and the appropriate labor bargaining unit. Disciplinary records are maintained in a secure file in the Office of the Chief of Police, and become a part of the employees personnel file only in the case of a sustained finding. Such records are expunged only pursuant to the provisions in the Law Enforcement Officer Bill of Rights (LEOBR).

Personnel Actions

	2006	2007	2008
Suspension	0	0	0
Demotion	0	0	0
Resign In Lieu of Termination	0	2	1
Termination	0	0	0
Other	0	0	0
Total	0	2	1
Commendations	16	15	18

As indicated in the above table, there were no serious disciplinary actions taken by the agency during the three year review period which resulted in suspension, demotion, or termination of an employee. However, three employees, two in 2007 and one in 2008 did resign in lieu of termination. Therefore, there were no appeals to disciplinary action and no law suits brought forward.

The agency has an extensive awards and commendations program. All nominations for awards or commendations are submitted to a five-member Commendations Board which may accept, reject, upgrade or downgrade a nomination. Employees are recognized with a Medal of Valor, Silver Star, Bronze Star, Class 1 Commendation, Purple Heart, or, the Lifesaving Award. Additionally, the agency presents a Police Officer of the Year and a Civilian of the Year award annually. During this review period

a total of 49 employees were presented with various agency commendations recognizing exemplary performance.

Recruitment and Selection

Sworn Officer Selection Activity in the Past Three Years

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of workforce population
Caucasian/Male	72	4	5	.0225
Caucasian/Female	9	0	0	.0
African-American Male	158	1	0.6	.0056
African-American Female	53	0	0	.0
Hispanic/Male	8	0	0	.0
Hispanic/Female	4	0	0	.0
Other	16	2	12	.0112
Total	320	7	2	.0395

Chart prepared by the City of Greenbelt Human Resources Director

The Administrative Services division is responsible for the recruitment process. The agency utilizes a formal process for applicant selection which incorporates defensible minimum standards; job related written tests of mental ability and aptitude, oral interview, physical agility or physical proficiency, medical examination, and an in-depth background investigation.

Although active in job fair activities, recently the agency has not found it necessary to participate in local and regional job fairs due to a stable workforce. Currently there are a number of anticipated retirements; however, because of economic conditions the agency is planning on freezing those vacancies to avoid the possibility of employee furloughs.

The agency utilizes the services of the Maryland Institute of Criminal Justice to provide polygraph examinations for police applicants. However, the results of a polygraph are not in and of themselves used to disqualify an applicant. Records of disqualified applicants are maintained by the Human Resources Department for a term of three years and are disposed of in accordance with the Police Department Records Retention Schedule.

Background investigations are conducted in accordance with the agency's written directives and the Maryland Police Training Commission guidelines. With the exception of the criminal history records check which the agency conducts, the agency contracts with CCI Services, Inc. of Laurel, MD, or with Academy Investigations Inc., Greenbelt, MD, for employee applicant background investigations.

Although minorities are underrepresented in the categories of African American and Other, the agency is committed to correcting this disparity. And, to that end, the seven applicants selected for employment during the past three years included one African American male, and two males in the Other category.

Training

The agency does not operate its own police academy. However, every officer employed by the agency must first meet or exceed the Maryland Police Training Commission (MPTC) standards for certification as a Maryland Police Officer prior to being assigned to any position involving the carrying of a weapon or in affecting an arrest. Additionally, all officers must successfully complete a structured Field Training Program prior to being solo-qualified by the agency.

The training responsibility for both sworn and civilian employees is placed with the Administrative Services Division, and all training is directed toward the accomplishment of the agency's mission. A training committee consisting of representatives from each Division of the agency meets twice each year to evaluate all training programs and to identify other training needs for employees.

Lesson plans for internal training programs are approved by the Administrative Services Commander. Those lesson plans requiring State approval are forwarded to the Maryland Police Training Commission (MPTC). All lesson plans are updated every three years.

As mandated by MPTC, all sworn employees are required to complete a minimum of eighteen hours of in-service training annually. Legal updates are included as part of the in-service training provided.

All officers must also complete an annual firearms training program and demonstrate proficiency in all lethal weapons before being allowed to carry the weapon. The annual firearms training program consists of one day, and one reduced lighting qualifications course.

Officers receive training and must demonstrate proficiency with all agency approved less lethal weapons on a biennial basis. In accordance with CALEA standard requirements, the agency also provides in-service ethic's training to all personnel on a biennial basis.

Specialized training, above and beyond basic recruit or in-service training is provided for those officers in specialized assignments. A total of nineteen specialized assignments as identified by the agency require advanced training specific to their job function. In addition to listing the required initial training for each specialized assignment, the agency also has identified and listed time sensitive retraining requirements for the continuation of an officer in the specialized assignment.

Remedial training is provided by the agency on an as needed basis for officers failing to meet or maintain an established proficiency standard. The agency also requires mandatory remedial driver improvement training of an officer if found at fault following an agency vehicle collision.

In addition to training provided to sworn personnel, the agency does an excellent job of providing a through orientation and training for civilian personnel, including agency goals and objectives, working conditions and regulations, and the employee's rights and responsibilities related to their assignment.

Promotions

Sworn Officer Promotions

PROMOTIONS			
	2006	2007	2008
GENDER / RACE TESTED			
Caucasian/Male	0	19	2
Caucasian/Female	0	2	0
African-American/Male	1	3	2
African-American Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian/Male	0	0	1
Asian/Female	0	0	0
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	0	15	2
Caucasian/Female	0	2	0
African-American/Male	1	3	2
African-American Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian Male	0	0	1
Asian/Female	0	0	0
GENDER/ RACE PROMOTED			
Caucasian/Male	0	6	2
Caucasian/Female	0	2	0
African-American/Male	1	1	2
African-American Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Asian Male	0	0	1
Asian/Female	0	0	0

Agency directives clearly detail the promotional process for employees, including the probationary period and required training for newly promoted personnel. Candidates for promotion must have served at least two years in the previous rank in order to be eligible to compete. The only exception being those holding the rank of Police Officer First Class who meet all other qualifications, may participate in the promotional process for the rank of Corporal. Lateral entry into the agency is not permitted at any level except that of Police Officer and Chief of Police.

All promotional announcements are posted for at least thirty days prior to the beginning of the process. Successful candidate's names are placed on an eligibility list for a period of two years following completion of the testing process. In considering the list of eligible candidates for promotion, the Chief of Police utilizes a Rule of Three, and may make his selection from names occupying the top three positions. To ensure fairness and impartiality, all candidates have the right to review his/her scores received during the promotional process.

Of the thirty employees testing, fifteen were promoted to various ranks during the three year period under review. Included were eight of the twenty-one Caucasian males testing, both Caucasian females, four of the six African American males, and the one Asian male.

Performance appraisals are conducted annually for all employees of the agency; those employees in a probationary status receive quarterly evaluations. Although separate and distinct evaluation guidelines and forms are used to differentiate between sworn and civilian employees, all employees are rated on a scale of one to five indicating their level of performance. All criteria used in the evaluations are specific to the assignment held by the employee during the rating period. Raters are trained each year in completion of the evaluation forms and each rater is themselves evaluated on their competency in completing the performance evaluations of their subordinates.

Each employee evaluation includes a discussion with the employee to outline the level of performance expected, the establishment of goals for the next rating period, and a career counseling session regarding the employees potential for advancement and future training needs.

An employee appeal process is outlined in the agency directives and in the bargaining agreement in effect between the City and the FOP Lodge 32. Employee evaluations are maintained by the Human Resources Department for a period of five years following the employee's last day of employment with the city.

An Early Intervention Program was established by the agency in January, 2009. A review of data is first scheduled for June, 2009.

The agency has a Multi-Year Plan which articulates the goals and objectives of the agency, including a strategy for their achievement. The Plan covers a five year period and includes both long-term and short term goals and objectives, and the anticipated

population trends, personnel and capital equipment needs, and their impact on operational objectives. The Plan is reviewed each year and updated on an as-need basis. The Plan was last reviewed in May, 2009.

Law Enforcement Operations and Operations Support (Chapters 41-61)

Crime Statistics and Calls for Service

	2006	2007	2008
Murder	2	2	2
Forcible Rape	6	10	10
Robbery	158	132	152
Aggravated Assault	45	65	49
Burglary	102	130	122
Larceny-Theft	715	768	870
Motor Vehicle Theft	247	256	270
Arson	0	0	0

As reflected in the above table, the crime statistics of the City of Greenbelt have remained consistent over the three year period under review. In 2008, a serial arsonist victimized the City; however, arsons are typically reported to, and investigated by the Prince George's County Fire Department (PGFD). Therefore, arson statistics are not included in the above crime statistics chart for the Greenbelt Police Department. As provided for in Maryland State Law, PGFD investigators have full law enforcement authority and are empowered to investigate, make arrests, and prosecute arson cases.

The agency provides 24-hour patrol coverage seven days a week utilizing a four squad triangle shift plan. The patrol shift rotation occurs every eighty-four days. Protective vests are issued and are required wear for uniformed officers assigned to the front line function. The wearing of the vest is optional when temperatures exceed 94 degrees Fahrenheit.

The agency possesses an impressive array of specialized vehicles including an Armored Personnel Carrier (APC), a Crime Scene Investigations Unit (CSIV) motor vehicle, a Tactical Vehicle (Tact Van) and a variety of mountain bicycles. Officers must complete the appropriate department-required training prior to operating any special purpose vehicle. With the exception of the Tact Van, all are conspicuously marked and are readily identifiable as police vehicles. The Tact Van was recently acquired on March 22, 2009. The Sergeant in charge of special purpose vehicles conducts monthly inspections of these vehicles and related equipment.

The agency has a K-9 unit consisting of a coordinator and four teams of animals and handlers. All K-9 handlers are required to successfully complete a basic K-9 Handlers School. Specialized training such as drug or bomb detections schools are authorized by

the K-9 Coordinator. The agency requires a minimum of twenty hours a month of in-service training for each team. The handler is responsible for the health and care of the K-9 animal.

Vehicle Pursuits

PURSUIT	2006	2007	2008
Total Pursuits	11	6	3
Terminated by agency	4	0	1
Policy Compliant	11	6	3
Policy Non-compliant	0	0	0
Accidents	1	2	1
Injuries: Officers	0	0	0
Suspects	2	1	0
Third Party	0	0	0
Traffic offense	5	1	1
Felony	6	5	2
Misdemeanor	0	0	0

The statistics for 2006 include fail to stop reports. A fail to stop report was written anytime the officer initiated a traffic stop for a minor traffic violation, and the driver refused to stop. The officers would terminate the stop and record the event on a fail to stop report. The practice was discontinued in 2007.

Maryland State law and agency directives specify procedures for responding to routine and emergency calls. The directives also reference the Maryland Vehicle Law 21-106 and 19-103, which specifies which vehicles the state authorizes to engage in high speed pursuits and what actions an officer shall take during the pursuit.

Responsibilities for the primary, secondary and unmarked pursuit units are well defined. The decision to continue a pursuit must take into account the safety of others: the criteria to use in making the decision to terminate the pursuit are specified in the policy. Unmarked units may initiate a pursuit, but are to relinquish their position to a marked unit as soon as practical. Officers do not routinely become involved in another agency's vehicular pursuit unless circumstances reasonably dictate the need for assistance.

Duties and responsibilities of the communications dispatcher and the patrol supervisor during a pursuit are also well articulated. All pursuits require the filing of a Motor Vehicle Pursuit Report.

A Pursuit Review Committee conducts an annual analysis of all pursuits. As indicated in the above chart, all motor vehicle pursuits during the three year review period were found to be policy compliant.

Roadblocks are prohibited by the agency; however, tire-deflating devices are authorized. Guidelines for their use, officer training, supervisor's responsibilities and reporting requirements are specified in agency directives; however, no usage of these devices occurred during this review period.

The Criminal Investigations Unit (CIU) is comprised of the Evidence Unit, the Special Assignment Section, and Detectives. A CIU on-call schedule is maintained in the communications unit.

The Patrol Division Commander or designee reviews reports and assigns an initial disposition to each case. Incident reports assigned to CIU are forwarded then reviewed for assignment by the CIU Sergeant. A written directive provides guidelines as to what instances and types of cases receive follow up investigation. Case tracking for criminal investigations consists of a hand written log maintained by the CIU Sergeant.

The collection, processing, gathering, and sharing of criminal intelligence information relating to Homeland Security is a functional responsibility of all members of the agency. However, intelligence gathering is not a primary function of the agency, due to staffing and need. When intelligence information is received it is forwarded through the chain of command to the Special Operations Division Commander. The information is documented on a Criminal Intelligence Report, logged into a master file, and disseminated to the appropriate departmental unit or law enforcement agency.

The information is stored in a locked cabinet within the Special Operations Division (SOD) Commanders office. Guidelines and prohibitions ensuring that intelligence information gathered involves criminal activity, and not personal habits, are clearly defined in their written directive. Training has been conducted at roll call briefings and in-service training sessions. When intelligence information is found to be incorrect it is immediately purged from agency records. The SOD Commander purges files containing out of date information. An annual review to assure compliance with the agency directive is conducted by Professional Standards, with the assistance of the SOD Commander.

The agency participates in the Metropolitan Area Drug Task Force. This multi-agency law enforcement unit is charged with conducting violations of the Maryland Controlled Dangerous Substances Act. The task force is comprised of members from The Maryland State Police, University of Maryland Police, Laurel Police Department, and the Greenbelt Police Department. The agency does not authorize the use of confidential informants. If an officer develops a confidential informant they must turn the informant over to the Maryland State Police Drug Task Force.

With regard to juveniles the agency follows the guidelines set forth by the Office of Juvenile Justice and Delinquency Prevention and the Maryland Department of Juvenile Services. Their written directive follows state guidelines, and details the specific procedures the agency follows in all dealings with juveniles.

Agency directives ensure that a juvenile's rights are protected and that the least coercive of reasonable alternatives are utilized. The directives provide for diversionary alternatives to avoid taking the juvenile into custody including release without further action, release to parents, release with a referral to the juvenile authorities, and citing and releasing for traffic offenses.

The juvenile programs in place are reviewed and evaluated annually by the Administrative Sergeant. Stakeholders in the juvenile justice system, specifically the Governors Office on Crime Control and Prevention, and the Prince George's County State Attorneys Office, are consulted as part of this review and their input is considered in any revisions to agency directives or practices.

The agency's crime control and public relations officer routinely meets with Neighborhood Watch and other residential groups to solicit input on issues and concerns needing police intervention. The agency also solicits input regarding its community involvement policies from the City's Public Safety Committee and from the agency's *Citizens Attitude Toward Crime* survey which is posted on their public web-site.

The agency also conducts random surveys of crime victims and traffic violators to measure officer and agency performance; as a result of these random surveys, several crime prevention strategies for specific neighborhood areas have been implemented.

Critical Incidents, Special Operations and Homeland Security

Following the standard protocols for the Incident Command System (ICS), the agency has developed a comprehensive plan for responding to critical incidents, man-made disasters, civil disturbances, hostage/barricaded person situations, acts of terrorism, and train derailments. The agency uses the ICS system in development of its operational plans for all events that draw a large crowd. Operational plans executed during this review period included the Presidential Inauguration Event of January 2009, a July 4th celebration concert at the City's Buddy Attick Park, and a visit from the Queen of England.

The agency participates in annual training with other public agencies in the area. Recent exercises dealt with national and local concerns, including the simulation of a failure of the Greenbelt Lake Dam, and threatening winds. The training was designed to meet the requirements of the standards regarding the Homeland Security Exercise and Evaluation program. Future training is scheduled to occur in the fall of 2009. The agency plans address the handling of special events, VIP details, and the sharing of terrorism related information with other law enforcement agencies, including the Virginia Fusion Center. The Virginia fusion Center was created to improve the Commonwealth of Virginia's preparedness against terrorist attacks, and is the primary resource for exchanging critical information among local, state and national homeland security, law enforcement and intelligence agencies.

The agency has a tactical Emergency Response Unit (ERU) and a Crisis Negotiation Unit (CNU). The ERU is comprised of a maximum of 12 officers. The ERU team supervisor oversees every aspect of the team and answers directly to the Special Operations Division Commander. The selection process for team members is defined in agency directives. In addition to individual equipment provided, the agency has an armored personnel carrier designed for use in rescuing officers and others from harms way in a critical incident situation.

Internal Affairs and Complaints against employees

The responsibility and oversight of the Internal Affairs function is placed with the Office of Professional Standards. The proofs in file showed an excellent system of complaint investigation balancing both the public’s right to file complaints or compliments, with the employee’s right to a fair and impartial system of investigation.

The agency provides citizens with a clearly outlined method of filing either a compliment or complaint against an employee of the agency; well designed and detailed informational and procedural brochures are available in the lobby of the police facility and on the agency’s public web-site.

Complaints and Internal Affairs Investigations

External	2006	2007	2008
Citizen Complaint	15	17	18
Sustained	1	3	5
Not Sustained	4	3	7
Unfounded	8	11	4
Exonerated	2	0	2
Internal			
Directed complaint	8	25	26*
Sustained	1	10	10
Not Sustained	0	2	0
Unfounded	0	0	0
Exonerated	7	13	15

*One case was administrative closed

The subsequent investigation and procedures follow both CALEA guidelines for best practices in determining the nature of a complaint and outcome. Complaints of a minor nature are handled by first line supervisors who are given discretion in addressing and problem solving the complaint. Investigations of a more serious nature, including allegations of corruption, aggressive or excessive force, breach of civil rights, or criminal conduct, are handled by the Internal Affairs Unit. These complaints are handled in a

timely manner with a 120 day time limit being the maximum time without requests for extension; proofs in file confirmed compliance with this time requirement.

An annual review of all complaints was conducted during each year of the review period. There were no trends or patterns of officer misconduct disclosed and therefore, no changes in policy or training deemed necessary.

The agency maintains regular contact with complainants throughout the process and complainants are notified of the findings at the conclusion of the investigation.

All manner of complaint information is provided to the public and employees through the agency's public internet web-site and their annual report.

The agency conducts routine line inspections on a daily basis; items requiring corrective action are handled immediately. A weekly documented patrol officer and vehicle inspection is completed and recorded on appropriate agency forms. The inspections include officer's uniforms and overall appearance, police cruiser cleanliness, readiness of equipment, detainee processing areas, and secondary employment sites.

Additionally, Division Commanders or their designee conducts monthly inspections of all aspects of their respective areas of the agency facility and operations. Quarterly and annual inspections are also conducted and documented by the agency. Guidelines for corrective action on minor deficiencies and repeat offenders are in place. Both the inspections and corrective actions taken by the agency are well documented.

The agency has written directives addressing the duties of the Public Information Officer (PIO) at the scene of incidents, and includes media releases, media conferences, victim/witness and agency confidential investigations, and the coordination of efforts on mutual aid events. The PIO reports to the Special Operations Commander and serves as the primary media spokesperson for the agency. The agency posts all written media releases on its public web site.

The agency has a written directive that summarizes victims and witnesses rights. This information is also documented in the pamphlet *Pledge of Victims Rights* and *Victims Legal Rights in the Criminal Justice System*, which is made available in the police lobby. The *Maryland Crime Victims and Witnesses: Your Right and Services* pamphlet is provided directly to crime victims. This is an all-inclusive pamphlet that contains what one can expect throughout the criminal process, and includes specific crime referral information and numbers. This information is available in both English and Spanish.

This is the first CALEA required review of the victim/witness assistance programs since being made available to the community; the agency went well above the requirements of a review and completed a very comprehensive analysis detailing the programs successes.

Detainee and Court Related Activities; Auxiliary and Technical Services (Chapters 70-84)

The agency provides detailed guidance to its officers regarding the transportation of detainees, with the safety of the officer, detainee and the public as the fundamental emphasis. The agency requires that all vehicles be searched for contraband and weapons prior to and after transportation of a detainee.

The interruption of detainee transportation is generally prohibited, with clear guideline provided for those exceptional circumstances when it is permitted. The agency directive regarding the use of restraints appropriately refers to all type of detainees, including those mentally and physically challenged. Officer actions required when transporting mentally or physically challenged individuals include assessing the need for restraints in relation to medical conditions, and the circumstances dictating a possible need for additional restraints in certain situations.

The agency directives provide for the positive identification of detainees and the proper notification to holding facilities of any detainee who may be an escape or suicide risk, or who has health related issues.

The agency currently does not operate a Computer Aided Dispatch (CAD) system. However, there are plans by the City to purchase a CAD with an integrated Records Management System (RMS). The agency currently transmits on a 453mhz system; the Prince George's County Police Department is currently updating their system to a 700mhz system, and the Greenbelt Police Department is planning to follow suit.

Currently the control log for calls for service is completed by the dispatcher. All the required information is manually entered on a written log and transposed to a computer word document that lists each call for service. That information is then saved daily on the agency's computer system.

Agency directives and procedures are designed to protect the privacy and security of its central records. To protect the rights of juveniles the files are marked with JUVENILE, and are placed in a secure file cabinet separate from adult files.

The agency provides 24 hour crime and collision scene processing using a combination of on-duty and on-call personnel. The agency has guidelines and procedures in place to guide the processing of crime and collision scenes and for the collection and processing of evidence. Each officer is issued a latent print kit which they are required to maintain.

The collection of known source evidence or comparison exemplars is consistent with current forensic science as it relates to trace and other forms of evidence. The agency's directive includes responsibilities of the first responders and Evidence Technicians.

The policy includes direction for photographing and video recording the crime scene, diagramming and sketching the crime scene for evidence, and the development of latent prints. Guidelines for items requiring special handling, body fluids, and the seizing of computers and electronic devices, are also contained in the directives.

The agency utilizes the services of the Maryland State Police for those complicated or extensive crime or collision scenes determined to be so large or complex that additional skills, equipment or personnel are required. The agency itself has provided collision reconstruction services and collision scene processing for neighboring cities.

Property and Evidence

The agency provides secure storage for all evidence and property that comes into its possession. Temporary receiving lockers accommodate evidence and property until the property or evidence custodian can transfer it into the secure storage location.

The agency has separate Property and Evidence functions. The property custodian and four records personnel have access to the property storage areas which is used to store non-evidentiary items. The two Evidence technicians, the Criminal Investigations Unit Supervisor and the Special Operations Division Commander have access to the secured storage area that houses items of evidence.

Both evidence and property are documented in agency records from the time it comes into the agency's possession until final disposition. Officers are required to secure items of evidence in the evidence receiving lockers, and non-evidentiary property in the property receiving locker, as soon as possible, and in all cases, prior to the end of the officer's shift.

The agency's Evidence and Property Manual provides very specific guidelines and details for its personnel to follow. The detail given to the different types of evidence and how to properly package and care for items of evidence is excellent.

A spot audit of the evidence storage area was conducted. Every item randomly queried, and the case numbers provided, were quickly located, as was the appropriate paperwork. The evidence storage area was clean, well organized and all items of evidence were properly stored. Extra security measures are in place for weapons, drugs, cash, and jewelry and high valuable items.

A spot audit of the property room disclosed several items not properly tagged or logged into the system. Those discrepancies were resolved and properly dealt with immediately. Neither the agency property custodian nor the evidence custodian positions have changed since the last on site assessment.

All required inspections, inventories and audits of the property and evidence storage areas were completed in a timely manner and well documented.

H. Applied Discretion Compliance Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant.

The agency had two standards in applied discretion.

1.3.9a Authorized weapons and ammunition, including less lethal weapons. (M) ISSUE: Chiefs memo listing all authorized less lethal weapons and placed with general order conflicted with general order listing of less lethal weapons. AGENCY ACTION: Chief issued a new memorandum of all authorized less lethal weapons which corresponded to the list provided in the general order. A copy of the new memorandum was placed in file.

84.1.5 Records reflect the status of all property held by the agency. (M) ISSUE: A spot audit revealed numerous items in the property destruction area that had not been properly marked and logged into the agency's system. AGENCY ACTION: Corrective action was taken by the agency during the on-site; all items were properly marked and entered into the tracking system bringing the agency into compliance.

I. Standards Noncompliance Discussion:

There were no non-compliance issues; therefore this section does not apply.

J. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

The agency was in compliance with 92% of applicable Other-Than-Mandatory (O) standards.

K. Future Performance / Review Issues:

This section reports on directives that appear to meet the intent of standards but the directives initial established time line for completion of required activities has not be met ("wet ink"). These requirements are reported to emphasize that these activities must be completed in the appropriate time frame

35.1.9 A written directive establishes an early warning system to identify agency employees who may require agency intervention efforts. (M)

An Early Intervention Program was established by the agency in January, 2009; a review of data is first scheduled for June, 2009. Therefore, there has been insufficient time to compile proofs of compliance nor the ability or necessity to conduct an annual evaluation of the system. However, directives are in place effectively dealing with all the established criteria of the standard. This standard should be closely reviewed for compliance during the next assessment.

L. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	_ 291 _
(M) Noncompliance	_ 0 _
Waiver	_ 0 _
Other-Than-Mandatory Compliance	_ 70 _
(O) Noncompliance	_ 0 _
(O) Elect 20%	_ 6 _
Not Applicable	_ 96 _
 TOTAL (Equals number of published standards)	 <u>463</u>

M. Summary:

This assessment review was in preparation for the agency's first re-accreditation, and was conducted under the guidelines of the CALEA 5th Edition Law Enforcement Standards. All required annual reports were filed by the agency in a timely manner, and indicated the agency's continued compliance with all relevant standards.

The assessment team placed two files in Applied Discretion, and seven files were returned for file maintenance. This compares favorably with the initial assessment which resulted in eight files in Applied Discretion and three returned for file maintenance. Prior to the on-site the agency conducted a comprehensive mock assessment, which clearly contributed to the success of this review.

The agency was in full compliance with all relevant standards, and from every observable indication was found to be well organized and professionally managed, with a highly motivated staff fully committed to the principles of the accreditation process. The CALEA logo was proudly displayed on agency vehicles as well as on officers' uniforms, up to and including the Chief of Police.

Based on observations and interviews with community representatives from outside the agency, the Greenbelt Police Department appears to enjoy the respect and support of the citizens they serve and of the neighboring law enforcement community as well. All comments received, either by written correspondence, through interviews, or during the phone-in session and public hearing were positive in nature and praised the agency for their professionalism.

The agency provides many diversionary programs for juveniles and adults alike, and is diligent in safeguarding the constitutional rights of all their citizens. Likewise, employee rights and concerns are promptly addressed making for a harmonious workforce. The agency received only three employee grievances during the three year period under review. During the same period the agency issued 49 commendations and awards for outstanding performance by employees.

The agency clearly prohibits bias based policing and all forms of racial profiling. In spite of the fact that traffic summons were issued to minorities at a three to one rate as compared to Caucasians, the agency received only one racially based complaint over a three year period, which was determined to be unsubstantiated. And, of the 57 reported uses of force for the three year period, only six citizen complaints were filed, with each also being found to be unsubstantiated.

The agency's successful School Resource Officer program was highlighted in the February 2007 issue of the *CALEA Update*. This very comprehensive program is also highlighted in the agency's annual report.

The agency routinely solicits input on community issues and concerns from its Public Safety Committee and through its Attitude Toward Crime Survey. They also conduct random surveys of crime victims and traffic violators to measure officer and agency performance.

In 2006 and 2007 the Greenbelt Police K-9 teams received certification from the United States Police Canine Association in all three phases of discipline; patrol, tracking and drug detection, thereby achieving the prestigious Triple Crown Award.

The year 2008 marked the eighth consecutive year the Department was awarded the Governor's Award for first place in the Maryland Chiefs' Challenge safety belt program. In 2009 the award was renamed the Maryland Law Enforcement Challenge. The Department once again was awarded first place competing against other similar sized agencies in Maryland.

In 2009, the Department received a Citation from the Prince George's County, MD Fire Department for participation in the Serial Arsonist Taskforce. The multi-year investigation led to the arrest and conviction of the suspect, who had caused millions of dollars in damages to the Springhill Lake Apartment Complex.

N. Recommendation:

The Greenbelt, MD Police Department is seeking their first re-accreditation. Based on the findings of the assessment team, the agency appears to be highly dedicated and fully committed to the principles of the accreditation process, and has successfully achieved a high level of buy-in by the Command Staff and rank and file members, alike. The principles and practices of CALEA accreditation clearly have been successfully institutionalized into the everyday operations of the agency.

There were no concerns remaining at the conclusion of the on-site assessment, and the agency was found to be in full compliance with all applicable standards.

With the understanding that the final decision rests with the Commission, it is the full consensus and recommendation of the assessment team, that the Greenbelt, MD Police Department be considered for full re-accreditation.

Respectfully submitted,

Chief Ray Johnson
Team leader