



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



2015

Greenbelt (MD) Police Department Assessment Report March 2015

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A. Agency Name, CEO and AM:

Greenbelt (MD) Police Department
550 Crescent Road
Greenbelt, MD 20770

James Craze, Chief of Police
Thomas Moreland, Lieutenant and Accreditation Manager

B. Dates of the On-Site Assessment:

March 15-18, 2015

C. Assessment Team:

1. Team Leader: William Benson
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D. CALEA Program Manager and Type of On-Site:

Mr. John Gregory, Program Manager
Ms. Karen Shepard, Assessment Manger

Third reaccreditation, B size (full-time authorized: 53 sworn/50 actual, 17 non-sworn/14 actual), 5th Edition Law Enforcement Advanced Accreditation. The agency utilizes the CACE-L (Manual Version 5.21) software program.

The following report reflects a Gold Standard Assessment (GSA) designed to focus on outcomes in which a traditional standard-by-standard file review was not conducted. Select files for off-site review were identified by the CALEA assessment team and the agency's accreditation team. A conference call between the agency's accreditation team and the CALEA assessment team took place on February 10, 2015, in which agency strengths, weaknesses, opportunities and threats as well as any changes applicable to CALEA standards were discussed. Based on the conference call, 69 files were selected for offsite review by the assessment team. The remaining standards were covered during onsite assessment activities including interviews and observations of agency activities, outcomes, practices and processes.

E. Community and Agency Profile:

Community Profile

The City of Greenbelt is a suburb of Washington, D.C., located within Prince George's County, one of the largest and fastest growing counties in the country. The City has rich historical roots, as it was one of three greenbelt garden communities planned by Franklin Roosevelt as part of the 1935 Emergency Relief Appropriations Act. Built as a federal venture in housing, it was an experiment in both physical and social planning. Designed to provide low-income housing, the first families were chosen not only to meet income criteria but also demonstrated a willingness to participate in community organizations. In 1937, a mix of blue and white collar workers arrived and formed the first city manager form of government in the State of Maryland. In 1952, the government sold off the greenbelt towns and the citizens in Greenbelt formed a housing cooperative. Today much of the original features of this planned community still exist.

Greenbelt, being mostly a bedroom community of Washington, D.C., has an approximate nighttime population of 23,000 residents and a daytime population exceeding 80,000. Greenbelt is the intersecting point for four major highways and as such, rapid access is available for much of the metropolitan area. In addition, a number of major employment centers, including the Goddard Space Flight Center of NASA, the Department of Agriculture Research Center and the University of Maryland are located just outside city limits.

The City of Greenbelt is governed by a City Manager/Council form of government. Seven council members serve two year terms with a new council elected every two years. After the election, one of the seven members is appointed as the mayor by member vote. Customarily, the person who receives the most citizen votes is chosen as mayor. Current Mayor Emmett V. Jordan, presiding since 2013, has served as a council member since 2009 and was the City's first African-American council member. Michael McLaughlin, City Manager has been with the City of Greenbelt since 1979 and was appointed City Manager in 1996.

Agency Profile

Police protection for the residents of Greenbelt was initially handled by providing a regular guard force to protect against theft of materials and equipment. A guard was stationed at the two entrances to the City 24-hours a day. Anyone entering or leaving had to pass the scrutiny of the sentry. The Greenbelt Police Department was organized as a separate municipal department in the fall of 1938 when the city manager appointed the City's first chief of police, George Panagoulis, along with two full-time patrol officers. The agency continued to grow, installing its own independent radio, affording 24-hour coverage to the City and became unique among Prince George's County communities by providing its own full-time police force independent of the County police department. In 1990, the agency moved from City Hall to its own headquarters. Today, the Greenbelt Police Department (GPD) is a full service agency of 53 officers and 17 support personnel with an annual budget of over ten million dollars.

Demographics

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

	Service Population*		Available Workforce**		Current				Prior Assessment			
	#	%	#	%	Sworn Officers		Female Sworn Officers		Sworn Officers		Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	5,975	26	125,195	15	34	68	5	10	38	75	4	8
African-American	11,027	48	562,086	65	10	20	1	2	7	14	1	2
Hispanic	3,299	14	139,874	16	4	8	2	4	3	6	1	2
Other	2,767	12	36,265	4	2	4	0	0	3	6	0	0
Total	23,068	100	863,420	100	50	100	8	16	51	100	6	12

*Service Population was derived from the U.S. 2010 Census.

**Available workforce data was derived from Prince George's County Maryland census data.

GPD's sworn workforce includes approximately 32% of officers from minority categories, with 16% being female. GPD is cognizant that this is disparate from their minority service population of 74%. In 2015, the agency lost two African-American officers, one resigned while in the academy and one due to an off-duty incident. The agency advised job offers are pending for three candidates, an African-American female, an African-American male and a Caucasian male. GPD strives to attract the most qualified candidates in a manner consistent with equal employment opportunities and the goal of approximating its sworn ranks with the available demographic workforce composition of the community they serve.

Future Issues

- **Employment Competition** – The City of Greenbelt is within the greater Washington, D.C. metropolitan area, commonly referred to as the National Capital Region, and as such there are many options for prospective candidates. In Maryland alone, there are approximately 30 municipal police departments, seven county agencies and the Maryland State Police. These and the numerous federal agencies present a daunting challenge to employment competition.
- **Collective Bargaining Agreement** – The agency concluded a protracted, contentious collective bargaining negotiation in 2014 that caused a rift between the union and management. Under the current process, command staff personnel and the Director of Human Resources act on behalf of the City and a team comprised of representatives of the Fraternal Order of Police act on behalf of sergeants and below. This process has led to tension between the command staff and the union. A better way of addressing collective bargaining should be identified.
- **Body Worn Cameras** – The use of body worn cameras is at issue by the Maryland legislature which will develop guidelines for mandatory use. The agency will need to be prepared to incorporate what likely will be an unfunded mandate.

- **Information Technology Support** – The agency is in need of a civilian skilled in automation technology to manage their CAD/RMS and other IT equipment. The agency currently has an officer fulfilling that function however the position is highly technical requiring someone specifically trained in the field.
- **Relocation of the FBI Headquarters** – Greenbelt is in competition for the relocation of the highly sought after FBI Headquarters. Should the site be selected, extensive planning must be done to prepare for the expansion of public safety services.
- **Workforce Compensation** – The City has been unable to provide pay increases to employees for a number of years. While this is not uncommon in many local governments across the country, the lack of raises has had a deleterious effect on morale throughout the organization. Much of the aforementioned discontent relating to the collective bargaining agreement was based on compensation issues.

CEO Biography

Chief James R. Craze has 48 years of experience in policing, 43 of which have been with the City of Greenbelt Police Department. After graduating from high school, he enlisted in the United States Air Force where he obtained the rank of sergeant, serving as a canine handler in the Air Police. He was hired by the City of Greenbelt in 1971 and while working as a patrol supervisor, Chief Craze attended the University of Maryland full-time, receiving a Bachelor of Science Degree in Law Enforcement/Criminology in 1978. He was promoted to the rank of lieutenant in 1984 and designated as patrol commander. In 1986, he was selected to attend the 146th Session of the FBI National Academy. Immediately upon graduation, the position of police chief was vacated and Chief Craze was appointed acting chief. Following a six-month national search, Chief Craze was appointed chief of police in February of 1987. With over 28 years in the position, Chief Craze is currently the most tenured police chief in Maryland.

Chief Craze is currently a Vice President at Large and Life Member of the International Association of Chiefs of Police (IACP). As an IACP member, he has served on the Executive Committee representing the states of New Jersey, Delaware and Maryland, the Financial Review Committee, the Election Commission and the IACP Foundation Board of Directors. He also served as Maryland's representative to the IACP State Associations of Chiefs of Police (SACOP) for a period of six years. Chief Craze is a past president and life member of the Maryland Chiefs of Police Association, where he serves on the Convention Committee. He has served as president of the Prince George's County Police Chiefs Association, vice president of the Maryland Municipal League Police Executives Association and as a member of the Maryland Police and Correctional Training Commission. Chief Craze attended the 29th Session of the FBI Law Enforcement Executive Development course and is an active member of the FBI National Academy Associates Maryland/Delaware Chapter as well as the Law Enforcement Executive Development Association (LEEDA). He is also the current Chair of the High Intensity Drug Trafficking Area (HIDTA), Prince George's and Montgomery County Initiative.

F. Public Information Activities:

Public notice and input are the 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

A Public Hearing was held at 6:00 p.m. on Tuesday, March 17, 2015, at the City of Greenbelt Municipal Building in the City Council Chambers, 25 Crescent Road. There were seven people in attendance, including Chief Craze, Mayor Pro Tem Judith Davis and five members of GPD. No one in attendance elected to speak at the hearing.

2. Telephone Contacts

A call-in session was conducted from 1:00 p.m. until 3:00 p.m. on Tuesday, March 17, 2015. The assessment team received eight phone calls. Five callers were supportive of GPD's reaccreditation efforts, praising Chief Craze and GPD for their active involvement in the Chesapeake Region Law Enforcement Accreditation Alliance (CRLEAA) and commitment to the accreditation process. Two callers expressed concerns related to the disparity of the number of traffic stops involving African-Americans and Hispanics. One of these two callers further expressed a concern about equitable policing in Greenbelt, suggesting it would be helpful if GPD's police force and leadership matched the demographics of the City of Greenbelt. The caller also expressed concern that African-American motorists are being stopped at a ratio of 3.71-1 African-American to Caucasian. The caller related Hispanics make up only 14% of the Greenbelt population but are stopped at approximately the same rate as Caucasians. Additionally, the caller questioned why Caucasians are receiving warning citations at a greater rate than minorities. Chief Craze has been in contact with the caller and has explained Prince George County demographics need to be considered when determining the demographics of the motorists traversing through Greenbelt. See Bias Based Profiling under Essential Services below for further information. The last caller expressed concerns about low morale at GPD, which he believes to be related to recent promotions and a "disconnect" between line officers and command staff. See Promotions under Personnel Structure and Personnel Process below for further information.

3. Correspondence

One letter was received by the assessment team. CRLEAA President Pamela McKay praised the members of GPD for their excellence and professionalism and fully supports GPD's reaccreditation efforts.

4. Media Interest

The assessment team was not contacted by any media representatives nor was there media coverage during the onsite assessment.

5. Public Information Material

The agency prepared a news release announcing the onsite and call-in session that was distributed to local television stations, radio stations, print media and

other media outlets registered with the agency's Regional Media Distribution Group. Public notice was posted in the agency's lobby, City Hall and on the City's website as well as distributed to local law enforcement agencies.

6. Community Outreach Contacts

During the onsite, the assessment team conducted interviews with eight community outreach sources:

- Greenbelt Mayor Emmett Jordan praised Chief Craze for his leadership of GPD and active role with the International Association of Chiefs of Police. Mayor Jordan also praised GPD for their active involvement in community policing.
- Prince George's County NAACP President Bob Ross related GPD is open to the community and attends monthly NAACP meetings. President Ross related he has witnessed positive interactions between Greenbelt officers and the public. He further related there have been no complaints reported to his office about GPD during the past four years he has been president.
- City Manager Mike McLaughlin described GPD as highly regarded in Prince George's County and throughout the State of Maryland. He also praised Chief Craze for his leadership of GPD and is supportive of the accreditation process.
- Prince George's County Assistant State's Attorney Mary Grace Waldron spoke of positive interactions with GPD members related to court preparation and testimony. She also praised GPD as a local resident whose family member was a victim of crime in which GPD's response time was "excellent" and the police were "wonderful". She further related that GPD has a great relationship with local schools and is very community oriented.
- Father Walter Tappe, Pastor of St. Hugh of Grenoble Church and resident of Greenbelt since 2004, related GPD has a very positive relationship with the Church. Father Tappe further related a GPD officer is a member of the parish and he is impressed with the officer's desire to serve.
- Greenbelt CARES Crisis Intervention Counselor Shireen Blair, who works closely with GPD and often accompanies them on death notifications, spoke very highly of GPD and the positive interactions that GPD has with Greenbelt CARES.
- Greenbelt Plaza Mall General Counsel Marc "Kap" Kapastin employs GPD officers for security at the mall and described a "terrific" relationship including open lines of communication between GPD and the mall.
- Joe Kazarnovsky of Fieldstone Properties, LLC, a company which owns and operates a 2,887 unit, 153 acre apartment complex, spoke highly of the collaborative partnership and open communications with GPD. Mr. Kazarnovsky's company, which took over the complex in October 2010, described the property as "troubled" with significant criminal activity. Through the partnership with GPD, the complex has seen a significant rate of crime reduction and a significant increase in quality of life. Mr. Kazarnovsky praised currently assigned Officer Carlos Torres and

previously assigned Sergeant Tim White for their dedication and professionalism.

G. Essential Services:

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

Chief Craze reports directly to City Manager Michael McLaughlin and is responsible for the overall management and fiscal activities of the agency, including an approximate 10 million dollar budget. The agency is divided into three divisions, Patrol, Special Operations and Administrative Services, each commanded by a captain. Other sworn supervisor positions include lieutenant, sergeant and corporal. All personnel abide by a code of ethics pursuant to GPD policy and participate in training on ethics at a minimum biennially.

The City of Greenbelt's powers are granted in express words under the Constitution and laws of the State of Maryland, including but not limited to Article 23A of the *Annotated Code of Maryland* for exercise by municipalities, and those necessarily or fairly implied in or incident to the powers expressly granted, together with any and all powers essential to the accomplishment of the declared objects and purpose of the corporation. *Annotated Code of Maryland*, Article 4, Section 4-201 provides for the legally mandated authority of GPD officers and Section 62 of the Greenbelt Charter bestows on the agency the powers and duties to preserve the peace and good order in the City. Oath of Office for sworn employees is administered by the Mayor.

GPD policies provide well defined lawful and constitutional guidelines as related to search and seizure including warrant, warrantless and exigent circumstance searches. In accordance with Maryland Law, a law enforcement officer may stop an individual and conduct a limited search if he or she reasonably believes that (1) the person may be wearing, carrying, or transporting a handgun illegally, (2) because the person possesses a handgun, the person is or presently may be dangerous to the officer or to others, (3) under the circumstances, it is impracticable to obtain a search warrant, and (4) to protect the officer or others, swift measures are necessary to discover whether the person is wearing, carrying, or transporting a handgun. Police agencies must forward a copy of every stop-and-frisk report they have to the Maryland State Police.

Bias Based Profiling

GPD's Bias Based Profiling policy states unequivocally that law enforcement activities, including traffic contacts, field contacts and asset seizure and forfeiture, which are the result of biased based profiling, are not condoned, are unacceptable, and will not be tolerated by the Greenbelt Police Department. All sworn officers receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural and human diversity as well as the laws governing search and seizure and interpersonal communication skills. Training programs emphasize legal aspects of bias based profiling and stress the need for each officer to respect the rights of all citizens to be free from unreasonable government intrusion or police action. There have

been no complaints of bias based policing or discriminatory behavior in the three year assessment period (2012-2014) however during the phone in session two callers expressed concern about the disparity in the number of stops for African-American and Hispanic drivers when compared to Caucasian as well as the disparity in the number of citations versus warnings issued to those two groups compared to Caucasian. The agency has and is continuing to study and review the disparity indicated, including examining stops prompted by License Plate Readers (LPR) as well as the type of citations issued. Given GPD's geographical location near the greater Washington, D.C. metropolitan area, the driving population may differ from the resident population. A 2013 analysis of traffic stops indicated 81% of the traffic stops are non-residents.

Traffic Warnings and Citations

Race/Gender	Warnings			Citations			Total		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Caucasian/Male	1,600	1,338	818	611	496	349	2,211	1,834	1,167
Caucasian/Female	906	791	478	311	201	147	1,217	992	625
African-American/Male	4,816	4,406	2,431	3,131	3,272	1,737	7,947	7,678	4,168
African-American/Female	3,621	2,955	1,643	1,439	1,544	844	5,060	4,499	2,487
Hispanic/Male	1,577	1,525	833	1,463	1,515	812	3,040	3,040	1,645
Hispanic/Female	592	507	291	229	314	181	821	821	472
Asian/Male	209	173	103	55	82	44	264	255	147
Asian/Female	84	86	53	24	18	10	108	104	63
Other	474	461	252	167	163	113	641	624	365
Total	13,879	12,242	6,902	7,430	7,605	4,237	21,309	19,847	11,139

The number of traffic stops has declined significantly during this assessment period. During 2013 and through 2014, the agency experienced a large number of retirements causing numerous promotions and a significant manpower shortage contributing to decreased traffic stops and citizen contacts. Also during this time period, a new collective bargaining agreement was being negotiated which resulted in an impasse between management and the union. Overall low morale based on the outcome of contract negotiations as well as the addition of speed camera utilization in the City was also cited as possible causative factors for the reduction in traffic stops.

Use of Force

It is the policy of GPD to use only reasonable force when force is used to accomplish a lawful objective. Officers may use deadly force when the officer reasonably believes that the action is in defense of human life, including the officer's own life, or in defense of any person in imminent danger of serious physical injury. When applying control options the totality of the circumstances is to be considered by the officer. The agency uses a color coded use of force continuum to provide direction in use of force incidents. It includes a reasonable officer's perception of subject's actions, with response options including the intensity of response options involving officer presence, dialogue, low and intermediate level compliance, high level control and deadly force. The continuum also includes escalation and de-escalation factors.

GPD officers are authorized to carry a .40 caliber Smith and Wesson Military and Police semi-automatic pistol. Agency issued or personally owned approved shotguns are the Mossberg 500, Remington 870 and 1100 and Benelli M1with agency issued .00 buck shot. Agency issued or personally owned approved carbine rifles are the Colt AR 15 and Ruger PC40 with agency issued 9mm or .40 caliber ammunition. Agency issued or personally owned patrol rifles are the Colt Sporter AR-15 or M-4, Bushmaster M-15 or M-4, and Rock River Arms AR-15 or M-4 with agency issued .223 ammunition. Off-duty firearms must be approved by GPD and off-duty firearm ammunition is supplied by the agency. Policy prohibits the use of warning shots. Less lethal weapons include TASER®, ASP/straight baton, riot baton, Oleoresin Capsicum spray, less lethal shotgun and pepper spray fogger. Training and qualifications occur at a minimum annually for firearms and TASER and biennially for all less lethal weapons.

Use of Force

	2012	2013	2014
Firearm	0	0	0
TASER	4	13	6
Baton	0	0	1
OC	0	0	0
K9 w/Bite	0	1	1
Weaponless	12	11	7
Total Uses of Force	16	25	15
Total Use of Force Incidents	12	23	11
Complaints	2	2	2
Total Agency Custodial Arrests	1097	909	1098

In accordance with policy, GPD officers are required to submit a subject management report when force is used. The report and incident is reviewed by the shift supervisor followed by the division commander and forwarded to the chief of police. GPD’s Use of Force Committee, consisting of a member of command staff, a sergeant, a firearms instructor, a defensive tactics instructor and a less lethal weapons instructor, conducts an end of the year analysis of those reports. Six complaints regarding use of force were received this assessment period. All were investigated by the agency and five were determined to be unfounded. One complaint of unnecessary use of force causing injury was sustained in 2014 and the involved officer was disciplined. TASER incidents reflected in the above chart also include solely the display of a TASER. GPD prohibits the use of choke holds and lateral vascular restraints. The percentage of uses of force per arrests varied between 1.4-2.8% over the three year period.

Personnel Structure and Personnel Process (Chapters 21-35)

Since 2007, GPD sworn officers below the rank of lieutenant have been represented by the Fraternal Order of Police, Lodge 32 (FOP). The current collective bargaining agreement (CBA) is effective July 1, 2014, through June 30, 2017. The CBA includes a cost of living adjustment of 2% the first year, with a 1.8% and 1.9% in the second and third year, respectively. While the CBA has a 17 step defined salary schedule, there is a “Suspension of the Step Increment” provision stating “the City has the right to suspend

all annual step increments provided for in this Agreement by decision of the City Council provided that the City suspends any step or annual increment for other City employees who are not included in the bargaining unit.” GPD officers have not received a step increase for the past five years, which has led to frustration among represented members. The City did propose a step increase in 2011 however the FOP gave the step increase back to the City in order to retain a deferred compensation plan match that was going to be eliminated. The CBA has no provisions for arbitration or mediation.

GPD personnel receive competitive salary, health insurance, disability/death benefits as well as tuition assistance for up to six undergraduate credit hours per year at a rate equal to the rate at the University of Maryland. Sworn promotions include the following pay increases: from Police Officer to Police Officer First Class – 5%, from Police Officer First Class to Master Police Officer – 2.5%, from Master Police Officer to Corporal – 2% and from Corporal to Sergeant – 5%. Specialty pay in the amount of \$500 annually is given to officers assigned to certain special positions such as canine trainers, hostage negotiators, officers assigned to the Emergency Response Unit, fitness instructors and officers fluent in languages designated by the chief of police. After completing the field training program, officers are eligible to participate in a take home car program. Officers who reside within 20 air miles from Greenbelt are provided with a take home vehicle and do not have restrictions on the use of the vehicle within 40 miles of Greenbelt. Officers who live within 40 air miles from Greenbelt are provided a take home vehicle but are limited to travel to and from GPD. The City offers officers an incentive of \$2000 towards the purchase of a home in Greenbelt and officers receive a bonus of \$250 per month while residing in the City. All uniforms and end equipment are paid for by the City. Additionally, the City provides uniform and clothing cleaning for employees at no cost to the employee.

The agency’s performance evaluations provide an appraisal of the effectiveness and work performance of all employees as well as assist with their personal and professional growth. All employees, with the exception of the chief, are evaluated annually on criteria specific to the assignment held during the rating period. An employee evaluation form is completed at least quarterly on all entry-level civilian and sworn probationary employees. Non-probationary employees, whose performance in a particular evaluation period is unsatisfactory, must be notified in writing in a timely manner prior to the end of the evaluation period so deficiencies may be corrected prior to the evaluation. Evaluations remain in the employee’s file for a period of at least five years after separation from the City in compliance with Maryland State Archive regulations.

The agency utilizes an Early Intervention Program (EIP) as a resource to assist supervisory personnel in identifying employees who display symptoms of job stress or performance problems. The intent of the EIP is to proactively provide all employees with the assistance and training necessary to perform their assigned duties in an effective and efficient manner. To identify possible candidates for the EIP, criteria have been established based on six and twelve month time periods. The criteria used include involvement in use of force incidents, Professional Standards investigations, vehicle accidents, injuries, discharge of firearms and sick leave. Each supervisor who receives an EIP memorandum on a subordinate has the responsibility of reviewing the

information referenced in the memorandum and preparing recommendations for the involved employee. No disciplinary action may be imposed because of a review under the EIP criteria. Annually, the Office of Professional Standards prepares an annual summary of EIP efforts during the year. The chief or designee reviews the report to determine if any adjustments to the EIP criteria are required to continue providing all employees with the assistance and training necessary to perform their duties effectively and efficiently.

Grievances

The chief of police is designated as the person responsible for the coordination grievance procedures and responsible for the control and maintenance of grievance files. Grievance procedures, including steps and time limitations at each level, are outlined in the Greenbelt City Code directives and the CBA. The City's intention is to try to resolve employee-employer problems at the lowest possible level.

Formal Grievances

Grievances	2012	2013	2014
Number	0	2	3

Five grievances were filed this assessment period. One was resolved through correspondence with Chief Craze, one was forwarded to the City Manager's office and deemed a non-grievable situation and one was clarified by the City's Human Resources Department. Two grievances were filed in regard to two separate promotional processes. In one it was determined there was no standing for the grievance. The other resulted in a decision in favor of the grievant. See Section H of this report for further details.

Disciplinary

The agency has established a disciplinary system designed to impose actions fairly and impartially, offering adequate procedures to ensure objectivity and protect the rights of employees. GPD procedures are designed to administer discipline in a uniform, objective, constructive and just manner which includes, training, counselling and as a last resort, punitive action. Directives also include guidelines and procedures for rewarding employees.

Personnel Actions

	2012	2013	2014
Suspension	3	1	5
Demotion	0	0	3
Resign In Lieu of Termination	1	0	0
Termination	0	0	1
Other (Reprimand/Warning)	0	0	0
Total	4	1	9
Commendations	50	25	16

In 2014, three suspensions and three demotions were related to one vehicle pursuit violation. The agency experienced a decrease in commendations and attributes this to a change in division commanders.

Recruitment and Selection

GPD strives to maintain an efficient, effective and fair recruitment process that results in attracting and employing individuals who best possess the necessary skills, knowledge and abilities while attempting to maintain a workforce representative of the community they serve. The Administrative Services Division Commander works closely with the Director of Human Resources on recruitment efforts and the hiring process. GPD participates in job fairs at the University of Maryland, Anne Arundel Community College and Prince George’s Community College. Additionally, several websites such as diversityworking.com, diversity-job.com, latpor.com as well as several military veteran hiring websites are used in an effort to attract minority candidates.

**Sworn Officer Selection Activity in the Past Three Years
 2012-2014**

Race/Gender	Applications Received	Applicants Hired	Percent of Total Hired	Percent of Workforce Population
Caucasian/Male	916*	5	43%	15%
Caucasian/Female		1		
African-American/Male		5	50%	65%
African-American/Female		2		
Hispanic/Male		0	7%	16%
Hispanic/Female		1		
Other		0	0%	4%
Total		916	14	100%

*All applications are received via the internet and data on race and gender are not captured.

Officer testing processes are conducted when the anticipated need for personnel is realized, usually biannually, typically drawing 300-400 applications. While regulations prohibit requiring an applicant to disclose race, ethnicity or gender upon application, the agency is considering making this data an optional portion of the application to better gauge their female and minority recruitment efforts. A written examination, physical agility test and initial interview are conducted in one day to determine who is eligible to continue to the next phase which includes an oral interview board interview, background investigation, psychological assessment, medical examination and a polygraph examination. Chief Craze reviews all candidates still eligible after the testing process is complete and forwards his recommendations to the City Manager who has the final decision on hiring.

Training

The Administrative Services Division is responsible for all training of sworn and civilian personnel. Training needs are determined through interaction with the agency's training committee and other outside sources such as the Prince George's County State's Attorney's Office and the Maryland Police and Correctional Training Commissions (PCTC), which mandates 18 hours of training per year. It is the committee's responsibility to evaluate all internal and external training programs used by the agency and acts in an advisory capacity to the chief of police. The agency has 24 officers certified as general academic instructors, half of which are also certified in specialized training such as defensive tactics, firearms and TASER®. Any officer who fails to demonstrate satisfactory performance during a tour of duty will receive remedial training within their command, as appropriate.

All newly hired recruits must successfully complete a PCTC certified entry level training program before being allowed to carry a weapon or make arrests. The agency utilizes several area municipal and county academies in addition to PCTC. The Administrative Services Division Commander stated that the agency is satisfied with the level of instruction at all of these academies in that they are effective in preparing the recruits for entry into a 14-week Field Training Program. The agency utilizes Field Training Officers who have attained the rank of Master Police Officer and have been recommended by their supervisors. In addition to the standard curriculum taught regarding regular police duties, the agency provides instruction in policies and procedures that are specific to the agency.

The Training Coordinator handles the scheduling of all required annual, biennial and triennial retraining including legal updates, dealing with the mentally ill and the agency's All Hazards Plan, among others. Roll call training is conducted over a variety of topics on a regular basis by the shift supervisor or designee where the immediate training objective can be met with a short presentation.

Promotions

The authority and responsibility for coordinating and administering the agency's role in the promotional process lies with the Administrative Services Division Commander. When a vacancy occurs, promotional announcements are to be posted on agency bulletin boards no less than 30 days before the process begins. The announcements include the dates, times, description of eligibility requirements, a description of the process to be used (written tests/assessment centers/interviews), along with any reading material, if applicable, as well as the cut-off date for application. Promotional potential of candidates is based on length of service, training and past performance. At the end of the process, candidates have the right to review their scores to ensure fairness and impartiality and have the right to file a grievance and/or appeal the results of the tests and processes in accordance with the Greenbelt City Code. If the outcome of a grievance determines a retest is appropriate, this will be accomplished through the office of the chief of police as soon as possible.

Sworn Officer Promotions	
PROMOTIONS – 2012-2014	
RACE/GENDER TESTED	
Caucasian/Male	24
Caucasian/Female	5
African-American/Male	12
African-American/Female	1
Hispanic/Male	3
Hispanic/Female	0
Other/Male	1
Other/Female	0
RACE/GENDER ELIGIBLE AFTER TESTING	
Caucasian/Male	24
Caucasian/Female	5
African-American/Male	12
African-American/Female	1
Hispanic/Male	3
Hispanic/Female	0
Other/Male	1
Other/Female	0
RACE/GENDER PROMOTED	
Caucasian/Male	17
Caucasian/Female	2
African-American/Male	4
African-American/Female	1
Hispanic/Male	3
Hispanic/Female	0
Other/Male	1
Other/Female	0

All officers who successfully complete each step of the promotional process for positions of corporal or sergeant will be placed on an eligibility list for a period of two years from the completion of the testing process. The chief of police utilizes a “rule of three” when making his final selection. The ranks of Police Officer First Class (PFC) and Master Police Officer (MPO) are not competitive and therefore have no eligibility list. Lieutenant and captain command rank promotions are a hybrid. These are appointed positions that serve at the pleasure of the chief of police. Newly promoted supervisors serve a 12 month probationary period at which time a recommendation is made through the chain of command as to their status. They are also mandated by the PCTC to attend a two week supervisor school within that year.

During this assessment period, a lieutenant position was filled without posting, a violation of General Order 414, *Promotion*. A grievance was filed and the aggrieved employee met with Chief Craze but was not receptive to him instituting a fresh

promotional process. The employee appealed to the City Manager, and ultimately the Employee Relations Board, which ruled that the Chief's actions to correct the error were not sufficient. The Board recommended that the Chief recuse himself from the next selection process for lieutenant and compensate the three candidates who were not promoted with the same 10% increase in salary and benefits, for a time frame to equal that of the person who was temporarily promoted before the process was rectified. As of yet, the selection process has not occurred. During this assessment period, one competitive process for corporals and sergeants was conducted in 2014.

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

GPD provides continuous 24-hour patrol utilizing a four squad, triangle shift rotation plan. The squads rotate to the midnight shift every 84 days for a 28 day rotation. Each squad is made up of a sergeant, a corporal and four officers. Assignment of officers to beat areas is at the sole discretion of the shift supervisor. When making assignments, supervisors take into account factors such as the prior beat assignment of an officer, the officer's experience level, individual qualities of the officer (e.g. bilingual) and the needs of the community and the agency. Prior shift calls for service, any alerts or significant events the officers need to be aware of are covered in shift briefing.

The agency has four canine officer slots, currently one is vacant. The agency uses canines for explosives and narcotics detection as well as apprehension situations. There are various mutual aid agreements throughout the county pertaining to the canine unit, which trains on a regular basis with surrounding agencies. The agency has bicycles available to augment the Patrol Division with an alternative mode of transportation. The program allows specially trained officers to be more interactive with the community, without diminishing the level of service. The agency also has an Armored Personnel Carrier (APC) that is used by the agency's Emergency Response Unit (ERU) during high risk incidents such as barricades, hostage situations and to safely rescue or evacuate officers and civilians from a hostile environment. The vehicle, a 1988, four-wheel drive Dragoon APC resistant to 7.62 NATP ball ammunition, is operated by members of ERU and other officers who have been trained on the vehicle. The agency also has a Tactical Vehicle (Tac Van) to provide transportation of ERU officers, Crisis Negotiation Unit (CNU) officers, Tactical Medics, support personnel, resources and equipment as necessary to aide in the successful management of ERU operations and related high risk police and public safety situations.

The Criminal Investigations Unit (CIU) is manned during business hours and has an investigator available for call out on a 24-hour basis, seven days a week. The unit shares information regarding criminal activity and homeland security issues through an email group which includes Montgomery County, the Maryland State Police (MSP) and all investigators in the Washington, D.C. metropolitan area. The agency participates in and has one detective assigned to the Maryland State Police Metropolitan Drug Task Force (MADTF). MADTF is responsible for investigations involving vice, drugs and organized Crime. MSP is a CALEA accredited agency and GPD has one officer assigned to the task force on a full time basis which affords the agency the use of all MSP resources. All investigations conducted into these offenses by MADTF involving the jurisdiction of the City of Greenbelt are coordinated in cooperation with the CIU. The

agency does not have any confidential funds for use in vice, drug and organized crime operations as confidential informants are the responsibility of MADTF. Any funds needed are supplied by the MSP MADTF. Selected members of the task force are issued \$300 banks that are audited monthly and annual audits are performed on all task force funds by the finance department of the MSP.

The agency has a well-defined policy regarding line-ups and show ups and voluntarily uses the "double-blind" system of line-ups at the request of the Maryland State's Attorney's Office. Currently, the agency has several unsolved cold-cases which are re-examined annually or more frequently if leads or evidence become available.

GPD is committed to developing and continuing programs to control and prevent juvenile delinquency. While it is the responsibility of all members and components of the department to participate in and support these efforts, the CIU is mandated to provide specialized law enforcement services as related to juvenile offenders and services for the protection of juveniles. The agency adheres to guidelines set forth by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Maryland Department of Juvenile Services (DJS) to ensure that the constitutional rights of juveniles are protected. School Resource Officers (SRO), specifically, are responsible for the development and perpetuation of delinquency prevention and education programs designed to prevent and control juvenile delinquency. Programs are designed to lower the juvenile offense rate, assist disadvantaged youth and improve police-youth relationships. The agency has one SRO assigned to Roosevelt High School who teaches classes on public policy issues and parking. The Crime Prevention Officer (CPO) is responsible for providing D.A.R.E. curriculum to fifth grade students consisting of a ten lesson program including bullying and personal responsibility. All juvenile programs are reviewed annually by the school district, the Special Operations Division Commander and the CIU Sergeant.

The Maryland DJS advocates diverting as many juvenile cases as possible since there is only one juvenile judge in Prince George's County. Agency policy reflects the least restrictive alternatives for disposing of juvenile cases. The decision to divert depends on the seriousness of the offense, prior records, age, level of cooperation from the parties involved, degree of wrongful intent, violence, premeditation, the use of other resources as an alternative and whether the recommendation to divert came from the complainant or the victim. Juveniles may be taken into custody if they are suspected of significant felony violations, involved in multiple crimes or the juvenile's fingerprints and or photograph may prove successful in solving a case or would serve a legitimate law enforcement purpose.

All employees of the agency share in the responsibility for reducing crime by making crime prevention and community relations a part of their daily activity, but one CPO is designated specifically and assigned to the crime prevention function. The CPO also organizes, establishes and maintains residential neighborhood watch groups, a business watch program and meets with any other civic or citizen groups as needed.

The CPO is certified through the PCTC to conduct residential and business surveys utilizing Crime Prevention Through Environmental Design (CPTED) practices. The

crime prevention function is also the repository for concerns voiced by the community. The CPO forwards a quarterly progress report through the chain of command. Agency employees are encouraged to forward relevant information regarding community concerns to the CPO for inclusion in the quarterly report. The CPO also serves as the Public Information Officer (PIO). The agency has a clearly defined policy on media releases and public information. The PIO is the primary media spokesperson for the agency however the Special Operations Commander fills in when necessary.

Crime Statistics and Calls for Service

The agency utilizes the Uniform Crime Reporting (UCR) system for monthly dissemination to the State of Maryland, which in turn forwards the information to the FBI. The PIO also prepares a weekly crime report made up of a synopsis of Part 1 crimes and those that affect the quality of life. This is released to the *Greenbelt News Review*, the oldest cooperative newspaper in the country which has been in circulation since 1937. It is also sent out electronically to other media outlets and is posted on the City website.

Year End Crime Statistics

	2012	2013	2014
Murder	0	0	1
Forcible Rape	6	5	10
Robbery	68	65	55
Aggravated Assault	35	35	26
Burglary	247	192	131
Larceny-Theft	648	544	577
Motor Vehicle Theft	130	107	84
Arson*	*	*	*

* Arson is not a GPD responsibility. It is handled by sworn criminal investigators from the Prince George's County Fire/EMS Department.

Calls for Service

2012	2013	2014
33,995	31,582	25,734

Vehicle Pursuits

GPD's pursuit policy was modified during this assessment period after a review of a pursuit initiated for reckless/negligent driving, which at the time was permitted by policy. As a result of this pursuit, the policy was amended and this permitted exception was eliminated. Currently, officers may engage in the pursuit of a fleeing vehicle in circumstances when the suspect's actions pose a dangerous threat to the community prior to the initiation of the pursuit. Initiating or continuing a pursuit is only authorized when an officer has reason to believe the suspect has committed murder, manslaughter, rape, carjacking, kidnapping or abduction, shooting, stabbing, assault,

vehicle theft of a marked emergency vehicle, hit and run with personal injury or fatal collision and firearm violations as set forth in the *Annotated Code of Maryland*. Pursuits can cross major jurisdictional boundaries only in cases of felonies or suspected felonies. Officers trained in the use of stop sticks are permitted to deploy them with supervisory approval. PIT maneuvers and road blocks are prohibited, however in a situation where deadly force would be authorized, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches, or any other obstacle, heading off, ramming or driving alongside the pursued vehicle while it is in motion is allowed.

Vehicle Pursuits

PURSUIITS	2012	2013	2014
Total Pursuits	5	5	2
Terminated by agency	1	1	2
Policy Compliant	5	3	0
Policy Non-compliant	0	2	2
Accidents	1	1	2
Injuries: Officer	0	0	0
Suspects	0	1	0
Third Party	0	0	0
Reason Initiated:			
Traffic offense	3	2	1
Felony	1	2	0
Misdemeanor	1	1	1

All pursuits are to be reviewed by the shift supervisor, division commander and chief of police. One pursuit in 2013 was not. A pursuit from February 3, 2013, was not properly reviewed individually or collectively in the documented 2013 annual pursuit analysis however it was the impetus for the aforementioned policy change. See Section H for further detail. Four of the twelve vehicle pursuits were found to be non-compliant this assessment period. In 2013, a fail to stop incident was immediately terminated by the shift supervisor and may not have warranted a pursuit report, however the incident was reviewed and found non-compliant. In another incident, officers received a late clarification on an LPR alert (felony vehicle from other agency) which did not meet policy. In 2014, a traffic stop was initiated on a vehicle for a registration violation. The vehicle sped off and the officer pursued trying to obtain the registration information. The pursuit was terminated and the officer was disciplined. In the other incident, officers responded for suspicious persons who fled in a vehicle as officers approached. The pursuit was terminated however the officers continued in violation of agency policy. An internal investigation was conducted and the involved officers were disciplined. The agency has seen a marked decrease in pursuits from a high of ten in 2011 to two in 2014.

Critical Incidents, Special Operations and Homeland Security

The Specialized Operations Division Commander is designated as the person responsible for planning a response to critical incidents. The agency has an "All Hazard" plan for responding to critical incidents such as natural disasters, civil disturbances, mass arrests, bomb threats, hostage/barricaded persons, acts of terrorism and other unusual incidents. GPD utilizes the National Incident Management System (NIMS) concept of emergency planning and unified command and conducts annual training on the All Hazard Plan. Agency personnel are trained in hazardous material protocols.

The agency's ERU, up until April 2014, was utilized on situations requiring a "SWAT" type response. Due to staffing shortages, the ERU is no longer called out for barricade, hostage or other similar situations. The Prince George's County Police Department will be called for activation of their Emergency Services Team for assistance. The ERU is utilized for high risk warrant service type operations and deploys the APC for citizen rescues as needed. GPD also has a Crisis Negotiations Unit (CNU).

GPD maintains a liaison with allied law enforcement agencies in all public safety issues including issues relating to terrorism and homeland security and regularly receives telephonic and teletype intelligence regarding terrorist activities and threats which is disseminated to the members of GPD and other affected agencies, departments and personnel. All instances of suspicious activity that indicate the possibility of terrorist activity are investigated thoroughly and reported to the Maryland Coordination and Analysis Center (MCAC). GPD provides terrorism awareness information to City residents through Town Hall meetings, the City cable channel, GPD's website and brochures in the agency lobby. GPD is well prepared to handle active threats and conducts regular training on active shooter situations.

Internal Affairs and Complaints against Employees

To insure the integrity of the agency, all complaints and or allegations or suspected personnel negative conduct or behavior are thoroughly investigated, to include those complaints from anonymous sources. The chief of police routes the complaint for investigation. Officers assigned to investigate internal affairs complaints report directly to the chief of police. Citizen complaints of officer rudeness and performance issues are handled at the line supervisory level. Investigations that involve high ranking officials are investigated by the chief of police. In all investigations, both the subject of the investigation and the complainant are kept apprised of the investigation up to and including the conclusion. Internal investigations that are not completed within a 120 day time frame can be extended with the approval of the chief of police when extenuating circumstances exist.

The agency publishes its complaint filing procedures on their website and also provides pamphlets in the lobby of the police building that describe the procedures to file a complaint on an employee. Annual statistical summaries are made available to the public and agency employees via the agency's website.

Complaints and Internal Affairs Investigations

External	2012	2013	2014
Citizen Complaint	17	13	5
Sustained	11	5	2
Not Sustained	4	3	1
Unfounded	0	1	2
Exonerated	2	4	0
Internal			
Directed complaint	22	19	25
Sustained	10	7	9
Not Sustained	2	0	2
Unfounded	0	1	2
Exonerated	10	11	12

Traffic collisions involving agency owned vehicles are included in internal complaints totals. Collisions determined to have been preventable are deemed sustained. Those that were not are categorized as exonerated. The agency averages about 18 traffic collisions a year. External complaints decreased significantly in the last year of this assessment period. The agency attributes the decrease to the decreased amount of traffic stops and citizen contacts.

Officers utilize the COBAN in-car mobile video system which electronically reports demographic data to a departmentally approved database for each traffic stop initiated, with the exceptions of automated speed camera violations, LPR stops and commercial vehicle inspections. A report of the agency's electronically captured demographic data is provided to the Maryland Statistical Analysis Center (MSAC) each year. The agency utilizes three LPRs which are deployed for the enforcement of Maryland Vehicle laws and municipal parking ordinances, to canvass areas where a felony in progress or a crime of violence has just occurred, for proactive patrols of areas likely to identify information valuable to criminal investigations or threats to homeland security and for special operations including sobriety checkpoints, Washington Metropolitan Area Transit Authority (WMATA) facility special security operations and targeted enforcement details. All LPR data remains the property of the City of Greenbelt and the Maryland Coordination and Analysis Center (MCAC) for 24 hours after acquisition. After 24 hours, all LPR data stored locally by the City will be automatically purged and that data becomes the sole property, and falls under the sole control of the MCAC. The agency recently successfully used LPR data to locate the victim in a homicide investigation.

The agency has a comprehensive directive that establishes the processes and procedures that enable the agency to execute its traffic related responsibilities and services. Traffic related issues and traffic flow are a significant issue within the City. The traffic administration and enforcement component is assigned to the agency's Traffic Officer under the supervision of the Patrol Division Commander. The Traffic Officer is the specialist for traffic administration and has the responsibility of training, planning, analysis, inspection and coordination of GPD's traffic activities such as collision investigation, operation of speed measuring devices as well as the operation and

maintenance of breath testing equipment and other chemical analysis equipment. The Traffic Officer is responsible for the supervision of any designated enforcement detail including the Drug Recognition Expert Program, traffic safety education and selective enforcement.

The Traffic Officer also acts as a liaison for the agency on local and regional transportation management planning committees such as the State Highway Administration (SHA) for traffic engineering suggestions, planning and complaints, Impaired Driving Coalition, Young Driver Task Force, Pedestrian Task Force and the Safe Kids Coalition. The agency participates in the Baltimore Washington Parkway Stakeholders Committee, the Bike and Safety Committee and the Maryland Crash Reconstruction Committee in an effort to develop a long term safety plan for the City of Greenbelt.

It is agency policy that victims and witnesses will be treated with fairness, compassion and dignity congruent with the *Constitution of Maryland Declaration of Rights*. GPD provides 24-hour information via the non-emergency communications number. The communications specialist answering the phone can provide information regarding victim/witness assistance supplied by the GPD and the City or by allied agencies, both governmental and from the private sector. Words of encouragement or arranging for protective custody can be provided to those who show a fear of intimidation or further victimization. The agency ensures the confidentiality of records and files of victims and witnesses and their role in case development to the extent consistent with federal, state and local laws. The Special Operations Division Commander is responsible for maintaining liaison with the local, county, state and non-governmental agencies offering victim/witness assistance and for periodically informing the public and media about victim/witness assistance services.

The agency is fortunate to have the availability of three part-time Greenbelt CARES Crisis Intervention Counselors (CIC). The CIC position was developed in 1997 as a collaborative effort between CARES, GPD and the City of Greenbelt in order to provide the immediate and continual support of professional counselors to officers when dealing with cases where individuals are in psychological distress. The CIC is responsible for providing emergency and short term counseling services to individuals or families who have had contact with GPD. CICs may be paged for immediate response to any natural or man-made disaster, officer shooting, injury, family support in hostage situations, fatal or life-threatening accidents, death notifications, severe physical assaults, robberies, rape, attempted rape, assault, suicide or emergency psychiatric committals, child abuse or neglect, domestic violence or in any case when the supervisor believes immediate intervention by the CIC would improve the chances of successful resolution of the incident.

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

The agency has a detailed policy regarding prisoner transportation that provides for the secure movement of the prisoner while at the same time providing adequate safety measures for the transporting officer, the prisoner, other employees and the public. The

agency utilizes a secure room within the building for the processing and temporary detention of prisoners. Firearms are prohibited in this area and weapons lockers are provided outside the entrances to the detention area for officer's firearms. The arresting officer is responsible for conducting face-to-face status checks of detainees every 30 minutes while in the temporary detention area. Adult detainees are not held in the facility for more than eight hours and are transported to the Department of Corrections facility at the Hyattsville Police Department after processing. Juveniles cannot be detained longer than six hours. Communications personnel are able to monitor the temporary detention area by camera. New officers receive one hour of training over processing and temporary detention procedures during the Field Training Program and roll call training is conducted periodically for all officers within every three year period.

GPD does not have the responsibility of receiving, entry or cancellation of warrants. Warrant entry into NCIC/MILES and Prince George's County computer system is accomplished by the Prince George's County Sheriff's Office. If the agency initiates a warrant, the charging paperwork is provided to the District Court Commissioner who in turn forwards it on to the Prince George's County Sheriff's Office where all warrants remain. Warrants are only served by sworn law enforcement officers. Officers are not authorized to serve civil court orders.

GPD's Communication Center is allocated a total of nine dispatchers. Five officers have been cross trained to fill in when necessary. The agency operates on the Prince George's County 700 MHz encrypted radio system and dispatches for police only. The Prince George's County Police Department dispatches fire and emergency medical services. All 911 calls are received by the Prince George's County Police Department and are rerouted to GPD's Communication Center for response. There is a 24-hour emergency number available and TDD capabilities for the hearing impaired through Maryland Relay. There is continuous two-way radio communication capability between the Communications Center and the officers on duty via radio. The system allows for immediate playback of all telephone calls and radio traffic. Tactical dispatch plans are readily available in hard copy and are updated regularly. All pertinent information is logged into the New World System Computer Aided Dispatch/Records Management System (CAD/RMS) on any call for service that is received in the Communications Center. The agency participates in local, state and federal criminal justice informational exchange.

The Records Unit is staffed by three civilian employees who man the unit from 7:30 a.m. to 5:30 p.m., Monday through Friday. Access is limited to Records staff and division commanders. Traffic citations are stored within the secure office and are logged out on an as needed basis. With the use of ETIX however, very few paper citations are utilized. Juvenile and adult files are kept separately. All records are stored and retained according to the Maryland State Archives retention schedule. Accident reports are submitted to the state via the Automatic Crash Reporting System software module.

GPD utilizes the New World Records Management System that provides a computerized master name index which includes all persons having contact with the agency through crimes reported, arrests, traffic enforcement and traffic accidents. New World Systems also provides a case-numbering function that designates a unique

number for every case that is entered into the system. The system is password protected with daily back-ups stored on secure local servers. A copy of the back-up is stored at an offsite location.

The Records Unit is responsible for the intake of Public Information requests and handles approximately 25 requests per year. They have authority to release any information to a victim if it is not tied to a current investigation. All other requests are forwarded to the City of Greenbelt Legal Department and are handled through that office. The Unit documents and makes notifications on all subpoenas as well as collects parking ticket and red light fines. One of the members of the Records Unit is certified in child car seat installation through the Maryland Child Safety Advisory Board and teaches approximately 200 citizens per year on the correct way to utilize child safety seats.

Property and Evidence

Training in crime and accident scene processing is provided as part of an officer's basic curriculum. The first arriving officers on a scene ensure that the scene and perimeter are secure and protected in order to preserve evidence. The on-duty shift supervisor is responsible for crime scene management and the determination if the scene will be processed by a patrol officer or if an evidence technician will be needed. Every effort is made to have an evidence technician on-call at all times providing the agency with 24-hour coverage, but in rare instances when all agency evidence technicians are unavailable, a member of the MSP Mobile Crime Lab may be called. The agency has an evidence vehicle that has equipment and supplies to be used for the recovery of latent prints, photography, scene sketches and the collection and preservation of physical evidence. Evidence technicians are responsible for recording crime scenes through photography using digital images or film-based photography including videography, as well as crime scene sketches.

Each item of evidence is labeled at the time it is collected, seized or received. The agency provides several types of tags, evidence labels and bags for the proper labeling of evidence. Guidelines and specific instructions for the collection, packaging and processing of physical evidence are detailed in the GPD Property and Evidence Procedure Manual. The evidence technician or investigator assigned to the case is responsible for determining which items of evidence need to be sent to a forensic laboratory for further examination. Items requiring laboratory examinations shall be submitted to the appropriate laboratory as soon as practical. Only accredited laboratories are used for DNA analysis. Items are to be prepared, packaged and delivered by the evidence technician or assigned detective in accordance with the requirements of the receiving laboratory.

The agency has well defined policies, including special handling of jewelry, money, drugs and firearms, for both the property function and the evidence function as the two functions are separate. Whenever property or evidence comes into the possession of an officer, that officer is responsible for properly logging it into either property or evidence. Evidence Unit officers are responsible for the receipt, storing, indexing, security, retrieval, disposal and processing of all evidence impounded by GPD.

The Evidence Room is the primary storage area for all evidence at GPD. The agency has a receiving area for temporary secure storage as well as a securable evidence bay for processing large items. There is also an evidence processing room accessible to specific authorized positions. An evidence safe, located in the Evidence Room is used for the safe and secured storage of jewelry and money. Firearms and narcotics are also secured in a separate location from other types of evidence.

Evidence may be temporarily released to an officer for use in a court presentation. The evidence is placed in a locker in the evidence receiving area and secured with a serialized blue tab which the officer cuts to retrieve the property. Items requiring refrigeration such as blood and urine samples are secured in an evidence refrigerator located in the evidence bay area. A serialized blue tag is placed through the lock on the refrigerator and removed by an Evidence Unit officer. Once retrieved, the item is secured in one of the two refrigerators located in the evidence processing room. Current practice does not require that the serialized blue tags, once removed, be retained. A recommendation was made that when such serialized tabs are used, they should be collected and maintained with the evidence to maintain the integrity of the chain of custody. Sexual assault kits requiring refrigeration are placed in one of the refrigerators in the evidence processing room by an Evidence Unit officer or a member of CIU. GPD's policy regarding access to the evidence processing room stated only three people had access to the room however all GPD detectives have access. The agency revised their policy onsite to reflect this practice.

The Records Unit is responsible for the property function which controls all items taken into custody for reasons other than evidentiary value. The property function reflects the status of all property held by the agency, including location, date and time received or released. Property items are stored within locked property storage cabinets. Property that is considered sensitive, of high value or constitutes a concern of theft is stored in the evidence safe by an Evidence Unit officer. Records personnel do not have access to the Evidence Room.

Property is returned to the legal owner as soon as practical when all legal processes involving the property have been concluded, at the direction of a Court order or with the approval of the prosecuting attorney. Property that has been held for safekeeping is returned to the legal owner upon request or by legal mandate. Property not claimed within 90 days is considered legally abandoned by the owner and can be destroyed, auctioned or converted to agency use. If the property being kept for safekeeping is a firearm, an NCIC/MILES check is conducted to determine if it is stolen and an Evidence Unit officer will conduct a criminal history on the owner prior to release of the weapon. If a case has not been assigned for follow-up investigation within 90 days, the property may be properly disposed of, returned to the rightful owner, converted to agency use, auctioned by the City or destroyed. The final disposition of all evidence is required to be accomplished within six months of completion of all legal requirements. All evidence and property inspections, inventories and audits have been completed as required.

H. Standards Issues:

This section provides specific information on standards in which agency policies or practices required an onsite adjustment or additional action before being found in compliance. Adjustments may include actions such as modifying agency policies, creating documentation or an alteration of the physical facility.

The agency had four standards identified with deficiencies.

11.1.1 *A written directive describes the agency's organizational structure and functions and is available to all personnel. (M)*

ISSUE: The agency restructured the organization to include title and reporting changes. While an updated organizational chart, correctly depicting the agency graphically, was completed and distributed, the written directive did not accurately reflect the new structure.

AGENCY ACTION: Agency General Order 301 *Organizational Structure* was revised to accurately reflect proper titles and reporting changes.

34.1.5 *The agency provides sworn personnel with a written announcement of the promotional process. (M)*

ISSUE: On August 31, 2014, a lieutenant position was filled without posting, a violation of General Order 414 *Promotion* and CALEA Standard 34.1.5. A grievance was filed on September 2, 2014.

AGENCY ACTION: The grievant appealed this matter through proper channels to an independent five member Employee Relations Board (ERB). The ERB held a hearing and presented a decision in favor of the grievant. The ERB recommended Chief Craze recuse himself from the from the subsequent lieutenant promotional process which is currently underway and within GPD policy and CALEA standards.

41.2.2 *A written directive governs pursuit of motor vehicles, to include:*
i. requiring a written report and an administrative review of each pursuit; and
j. conducting an annual, documented analysis of those reports. (M)

ISSUE: A pursuit from February 3, 2013, was not properly administratively reviewed individually (bullet i) or collectively in the documented 2013 annual pursuit analysis (bullet j).

AGENCY ACTION: When brought to the attention of agency administration, they immediately worked to determine the reason the pursuit was not properly reviewed and included in the 2013 annual pursuit analysis. It was determined that the pursuit was found to be within policy at the time however it did prompt a policy change to General Order 702 *Vehicle Pursuits*. On April 21, 2013, the policy was modified to remove a provision that authorized pursuit initiation when an offender's "reckless and negligent driving posed a threat to the public". The administration acknowledges the importance of CALEA requirements related to pursuits and has taken steps to put a pursuit tracking system in place so this does not happen in the future.

84.1.2 *All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel. (M)*

ISSUE: General Order 627 *Evidence Management* designated an evidence processing room, which contained an evidence storage refrigerator, accessible to two Evidence Unit officers and the CIU supervisor. It was determined detectives required and are granted access to this secured room.

AGENCY ACTION: Recommendations reference the placement of the evidentiary refrigerator was discussed and the agency decided to relocate a secured evidentiary refrigerator to the temporary evidence room located outside the evidence storage area. Additionally, the agency decided to install a camera in this area and add a proximity card access device on the door to the temporary storage room in the near future for added security and integrity. General Order 627 was updated to authorize access of detectives to the evidence processing room.

I. 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 90.2% of applicable other than mandatory (O) standards.

J. Future Performance/Review Issues:

No issues were identified as future performance/review issues.

K. Table: Standards Summary:

Mandatory (M) Compliance	286
Other-Than-Mandatory Compliance	74
Standards Issues	4
Waiver	0
(O) Elect 20%	8
Not Applicable	<u>112</u>
TOTAL	484

L. Summary:

The assessment team reviewed all of the 69 identified standards for offsite review. All files reviewed were found to be well organized with ample proof of compliance. While onsite, the assessment team found four standards identified as deficient. All four standards were immediately addressed with actions taken by the agency to address the deficiencies. While not all files were reviewed under this GSA process, the assessment team is confident the Greenbelt Police Department is in compliance with the spirit and intent of all other applicable standards. Agency Annual Reports were appropriately prepared and submitted to CALEA staff in a timely manner.

The Greenbelt Police Department is a traditional full service law enforcement agency, well equipped to provide professional law enforcement services to the Greenbelt community. The assessment team was able to interact with approximately 58% of agency members during the onsite. Interactions with members were open, positive, respectful and professional. Agency members were knowledgeable of the CALEA accreditation and Gold Standard process. Positive interactions observed between citizens and agency members demonstrated the community's respect and appreciation of GPD. Of particular note, an assessor had the opportunity to ride along with Officer Carlos Torres who is assigned exclusively to the Franklin Park apartment complex, with assistance from Sergeant Tim White. Franklin Park is the second largest apartment complex in the region and was a blighted area with significant criminal activity until GPD came to a collaborative agreement in 2010 to assign an officer exclusively to the complex. Sergeant White's and Officer Torres's dedication to the complex and interactions with the residents has resulted in significantly reduced crime and improved the quality of life in and around the complex.

While the absence of bias based profiling complaints during the assessment period against agency members indicates no issues of concern, the agency continues to analyze data related to the disparity reference the percentage of minorities receiving traffic citations in lieu of warnings as compared to Caucasian violators. Chief Craze is confident GPD officers are not profiling citizens or motorists based on bias.

The Office of Professional Standards randomly surveys 40 people each month who have had contact with the agency either by way of a traffic stop or reporting an incident. The survey captures overall agency performance, competency of agency personnel, citizens' perception of officer's attitudes, community concern over safety and security within the agency's service area and includes citizen's recommendations and suggestions for improvements. The survey has an average of a 17-20% rate of return. The agency rarely receives negative comments but if received they are addressed by command staff and followed up on by the crime prevention officer. Annually, the results of the survey are compiled and forwarded to the chief of police.

The agency was advised the assessment team will submit this report to the Commission for review and decision of reaccreditation at the next CALEA conference.



William Benson
Team Leader
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