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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE OPERATIONS POLICY

## Patrol

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<b>Responsible Unit:</b>	<b>Police Operations Bureau</b>	<b>Rescinds:</b>	<b>MAN2200</b>
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### 1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidance for responding to calls for service and handling investigations.

### 2. Policy

Members of the Agency will respond to calls for service and handle investigations as indicated in the guidelines contained in this policy.

### 3. Definitions

**BUREAU CHIEF TEXT:** notifications sent to an email group so that the Office of Media and Public Relations (PIO), Division/Bureau Commanders, Chief Deputy, and Sheriff get as close to real time notifications of in-progress incidents.

**NOTABLE INCIDENTS EMAIL GROUP:** notifications sent through email to provide timely and accurate intelligence to Agency members.

**"CODE 100":** the limiting of normal patrol functions and agency vehicle operations.

**RESPONSE TYPE:** the way in which a deputy operates a vehicle and utilizes the vehicle's emergency equipment when responding to calls for service.

- Normal Response - a prompt, safe driving response to routine calls without the use of emergency lights or siren while obeying all traffic laws and ordinances.
- Code Response - a driving response which requires the continuous use of emergency lights and siren and is used for critical or life-threatening situations demanding emergency response. Allows for increased speeds when responding as long as reasonable care is given to the safety of the public on the roadway and consideration is made for when to properly and safely bypass traffic control devices.

**EMERGENCY VEHICLE EQUIPMENT:** all emergency equipment available, to include emergency siren/audible warning device and emergency lights.

**PRIORITY CALL CODE:** radio communications conducted by Harford County Division of Emergency Services (DES) with members of the HCSO and other public safety agencies within Harford County will consist of a combination of the established ten-codes, miscellaneous codes, and clear voice transmissions.

These dispatched calls will utilize a priority code for dispatch:

- Priority 1 - Requires countywide broadcast with imminent threat to life and dispatch to post car immediately.
- Priority 2 - Threat to life possible but not imminent and dispatch post car immediately.
- Priority 3 - Dispatch post car if available and if post car is not available after 15 minutes, notification of the call will be made to the supervisor.
- Priority 4 - Dispatch post car if available and if post car is not available after 30 minutes, notification of the call will be made to the supervisor. (Note: for HCSO personnel this code is used to denote response to a deceased person at the call for service or that a person on the scene is deceased.)

REASONABLE CARE: the degree of care which a reasonable deputy would exercise in the same or similar circumstances. The consideration of existing circumstances to determine the validity of one's actions as they relate to existing or potential hazards.

#### 4. References

HCSO Death Notification Guide  
HCSO Sector Map and Boundaries

#### 5. Procedures

- A. Members assigned to Patrol Operations will perform the following tasks:
1. Strive to build positive, supportive and engaging relationships with the community we serve;
  2. Serve as a certified Maryland Police Training and Standards Commission (MPTSC) law enforcement deputy, with limited supervisory authority, enforcing state laws and Harford County ordinances;
  3. Protect lives and property;
  4. Respond to calls for service as directed;
  5. Orient patrol toward prevention of crimes and crashes, maintenance of public order, and discovery of hazardous conditions and situations;
  6. Conduct crime prevention activities to include, but not limited to, security recommendations for residential or commercial establishments and patrol checks;
  7. Provide victim/witness assistance;
  8. Enforce and/or investigate violations of all federal, state, and local criminal and civil matters over which the HCSO has jurisdiction;
  9. Perform emergency services when necessary to help save lives, protect property, and restore peace;
  10. Investigate and take appropriate action on all missing person reports;

11. Aid in support of other HCSO components, state and county governments, and local law enforcement agencies;
12. Attend roll call as scheduled;
13. Perform foot patrol assignments as determined by the shift supervisor; members conducting foot patrol will notify Dispatch that they are on foot patrol;
14. Work assigned shifts as determined by their Division Commander; shift supervisors will be responsible for patrol sector/post assignments and may rotate or switch sector/post assignments at their discretion;
15. Have their normal work schedule adjusted or realigned to fulfill manpower shortages or extra duty assignments;
16. Conduct criminal investigations;
17. Investigate and apprehend violators;
18. Recover property and properly submit following established Agency guidelines;
19. Investigate motor vehicle crashes and enforce the motor vehicle code of Maryland;
20. Execute civil and criminal process;
21. Render first aid;
22. Enhance citizen quality of life through community interaction and problem solving;
23. Document all incidents via police report that will be in the best interest of the complainant, victim or Agency; and
24. Other duties as assigned.

B. Examples of Patrol Deputy Duties and Responsibilities (but not limited to)

1. Patrol designated sectors while assigned a permanent or rotating shift; perform vehicle and/or foot patrol; conduct physical security checks of private residences, commercial and business establishments; maintain high visibility; and interact positively with all personnel contacted.
2. Respond to radio dispatched calls for service; conduct on-view investigations; self-initiate calls; obtain and evaluate information; determine appropriate course of action; write comprehensive, detailed, investigative reports; prepare cases; make appropriate referrals.
3. Investigate reported and/or observable crimes against persons and crimes against property; apprehend and prosecute criminal violators; conduct motor vehicle and pedestrian related accident investigations; present court testimony; issue motor vehicle and county ordinance citations and/or warnings.
4. Communicate effectively and coherently, either in person, via telephone, written report or memorandum or through law enforcement radio channels and/or computer networks.

5. Execute both criminal and civil process as issued by the courts; serve warrants and summonses.
6. Conduct follow-up investigations by interviewing and obtaining statements from victims, witnesses, suspects and confidential informants; collect and preserve evidence; take crime and accident scene photographs; obtain fingerprints from persons or property.
7. Effect arrests; perform searches on people, vehicles, buildings and outdoor areas; detain suspicious persons and vehicles; seize contraband, weapons or property; restrain, search, guard and transport prisoners; participate in raids and/or search parties.
8. Mediate disputes; intervene in fights; subdue attacking persons; disarm suspects, restrain hostile individuals, refer victims and witnesses; perform crisis intervention; assist with crowd control; pursue fleeing suspects; administer first aid; extinguishing small fires; perform rescue operations.
9. Promptly attend roll call, roll call training, in-service training, firearm training, and other assigned on and off-site training.
10. Maintain proper care and maintenance of required uniforms, hats, outerwear, leather gear, weapons, pool car and or Patrol Saturation Program (PSP) vehicle for use and inspection.
11. Inspect, operate and maintain patrol car, pool car or other departmental vehicle during routine patrol, emergency response, and in all traffic and weather conditions.
12. May act as a supervisor, work on-call and overtime; work temporary assignments in specialized units.
13. Perform other duties as assigned.

C. Examples of Duty Officer Duties and Responsibilities (but not limited to)

1. Direct subordinates in their daily operation; disseminate information, orders, and changes in policy, procedures, laws, etc.; authorize leave requests.
2. Evaluate and counsel subordinates in areas pertinent to job performance, productivity, efficiency and effectiveness; conduct required inspections for proper performance, cleanliness, and maintenance.
3. Organize and disseminate pertinent information; conduct periodic inspections to ensure compliance with rules, regulations, policy and procedure; prepare and administer personnel evaluations.
4. Maintain and review activity, performance, and attendance records.
5. Conduct and direct roll call to cover the following topics, but not limited to:
  - a. Officer safety;
  - b. Training; and
  - c. Crime trends
6. Prepare, review, approve, and disseminate reports and related documentation.

7. Observe, assist, and instruct subordinates to ensure proper performance of their duties; ensure compliance with rules, regulations, policy, and procedures.
8. Ensure a supervisor responds to critical situations and incidents to direct operations and activities; ensure Agency procedure is followed.
9. Notification to Precinct Commander via telephone of any critical incident to include a Bureau Chief text.
10. Perform other job-related duties as required.

D. Examples of Watch Commander Duties and Responsibilities (but not limited to)

1. Plan, organize and direct all activities of a shift; administer rules, regulations, policies and procedures; direct subordinates in the daily operation of a shift to include duty assignments, personnel management, staffing and supervision.
2. Maintain a shift schedule or assign a designee to maintain a schedule which includes all leave requests, regular days off, vacation, overtime, and training to ensure proper staffing of sectors/assignments; approve or disapprove leave requests and overtime.
3. Responsible for organizing and disseminating pertinent information; conduct periodic inspections to ensure compliance with rules, regulations, policy and procedure; prepare and administer personnel evaluations.
4. Prepare memoranda, investigate citizen complaints, and conduct report review, budget preparation and other administrative duties; prepare overtime reports and projections.
5. Attend internal and external meetings; attend mandated training and career development related seminars; confer with Division Commander regarding all matters pertinent to the shift and responsibilities of the Division.
6. Meet with supervisors to discuss shift and division issues and staffing; meet with subordinates regarding work plan and to resolve problems; confer with and report pertinent information to his supervisor.
7. Keep a working open dialogue with the DES Shift Manager to include routine meetings.
8. Perform other job-related duties as required.

E. Supervisory Response to Scene

1. Supervisors are required to respond to the scene of an incident including, but not limited to, the following:
  - a. When the need for coordination of ground, ground/air or ground/marine units are required; and
  - b. For all major crimes and incidents including, but not limited to:
    - i. Death investigations and serious suicide attempts;
    - ii. Aggravated assaults;

- iii. Kidnapping and abduction;
  - iv. Hostage/barricade incident;
  - v. Departmental vehicle crash;
  - vi. Domestic violence or serious domestic incident, when available;
  - vii. Death notification;
  - viii. Any injury to a citizen that is a result of an Agency member's action;
  - ix. Any Agency member use of force; and/or
  - x. Injury to an Agency member.
2. Lieutenant or above will respond to the scene of an incident including, but not limited to, the following:
- a. Use of serious or deadly force;
  - b. Line of duty death or serious injury; and/or
  - c. Serious incidents requiring a command post or large-scale coordination effort.

F. Bureau Chief Text

- 1. Sending this message does not alleviate the Watch Commander/Duty Officer from still making personal contact with the PIO and Division Commander to confirm notification on serious incidents.
- 2. Example of Bureau Text format: incident address, incident type and brief synopsis of incident
- 3. When to send:
  - a. Death investigations other than natural causes;
  - b. Robberies;
  - c. Serious assaults;
  - d. Child abuse/sex offenses where the suspect is unknown and presents a danger to the community at large;
  - e. Major commercial fires and explosions and natural or man-made disasters, including traffic, train, and aircraft, where fatalities or extensive property damage occur;
  - f. Aircraft, railroad, and traffic collisions where serious injuries or fatalities result; school bus collisions involving any injuries;

- g. Traffic problems (e.g. major collisions, road closures, traffic signals out, etc.) which are likely to disrupt traffic for an extended period;
- h. Serious injuries to in-custody individuals;
- i. Missing persons when foul play is suspected;
- j. Extensive searches for suspects or missing persons;
- k. Strikes, riots, disorders, or demonstrations involving groups of people;
- l. Shootings involving citizens or deputies;
- m. Hostage/barricade situations or bomb threats;
- n. Any incident involving persons who, by their position in society, are of interest to the public or the media;
- o. Prisoner escapes;
- p. Agency vehicle crashes with injuries;
- q. Pursuits;
- r. Arrest of Agency/allied agency members (generic information only with follow-up communication with Bureau Chief);
- s. Threats or significant issues involving schools within Harford County; and
- t. Any other issue/incident that the Watch Commander/Duty Officer believes members of command would want/need to know about, even if the incident is not directly involving HCSO personnel (i.e. fatal crash in Harford County handled by other agency).

#### G. Notable Incidents Email Group

1. When an email for a notable incident is required, the email subject line should include crime type, address, post and incident # (Example: Shooting, 1900 Blk. Eloise Ln., Post 12, 202000123456).
  - a. A brief synopsis of the incident should be in the body of the email and a draft copy of the report should be included as an attachment (utilize template located in PowerDMS).
2. Emails should be sent for all major crimes and incidents to include:
  - a. Aggravated assaults;
  - b. Rape;
  - c. Robbery;
  - d. Burglaries of all types including 4<sup>th</sup> degree;
  - e. Theft from motor vehicles;

- f. Motor vehicle thefts;
- g. Organized theft schemes; and
- h. Any other trending crimes deemed appropriate by the Duty Officer.

#### H. Investigations

1. Members will conduct follow-up investigations as needed or directed.
2. Members will continue the assigned investigation indicating the case status at the end of each report and supplement until one of the following dispositions is achieved:
  - a. Case is cleared by arrest;
  - b. Case is suspended due to no investigative leads;
  - c. Investigation is referred to other investigative unit or entity for further action (this does not prohibit Police Operations Bureau (POB) deputies from continuing efforts as requested during an investigation);
  - d. Case is cleared by exceptional means; and/or
  - e. Victim is referred to the civil court or personal attorney because the incident is determined to be solely civil in nature or:
    - i. As appropriate, after supervisory approval, victim completes the Request to Suspend Investigation (SO-054), except for Rape and Sexual Assault Investigations, per OPS 1216, which require CID approval.
      1. Investigations must be reviewed by the investigator's chain of command before being suspended or closed by exception.
3. The following crimes or attempts require immediate notification to the On-Call Criminal Investigations Division (CID) Supervisor. **A preliminary investigation should be conducted prior to making notification to CID.**
  - a. **Death investigations should be for suspicious conditions or where no medical conditions exist in consideration of the age of victim;**
  - b. Child sexual abuse or physical abuse with serious physical injury;
  - c. Child neglect which creates a substantial risk of harm;
  - d. Rape 1<sup>st</sup> and 2<sup>nd</sup> degree and 3<sup>rd</sup> degree and 4<sup>th</sup> degree sex offenses;
  - e. Robbery to include home invasion, bank, carjacking, street and commercial;
  - f. Aggravated and other assaults with life-threatening injuries;
  - g. Kidnapping/abduction (custodial or non-custodial);
  - h. Critically missing person;



- i. Shootings (contact or non);
  - j. Murder for hire; and/or
  - k. Any other crime deemed appropriate by a supervisor due to seriousness, sensitivity, or complexity.
4. The following crimes or attempts require notification of a CID Property Crimes Supervisor during normal business hours; however, if immediate attention is needed, contact the On-Call CID Supervisor:
- a. Commercial burglaries;
  - b. Residential burglaries (excluding sheds, outbuildings, curtilage, vacant buildings, and attached or detached garages) in which one or more solvability factors exist or with more than \$10,000 in property loss;
  - c. Motor vehicle thefts;
  - d. ATV, dirt-bike, mini-bike, and scooter theft in which one or more solvability factors exist;
  - e. Thefts over \$15,000 in which one or more solvability factors exist;
  - f. Embezzlement in any amount;
  - g. Complex identity theft and fraud;
  - h. Check and credit card cases which involve multiple suspects, multiple victims, or multiple jurisdictions; and/or
  - i. White collar crimes of a complex nature.
5. The following require timely or immediate notification of a Special Investigations Division (SID) supervisor:
- a. When the quantity of the substances seized is substantial in amount and indicative of distribution;
  - b. The method of concealment suggests a courier operation;
  - c. Evidence of manufacturing;
  - d. Fatal overdose or special circumstances; and/or
  - e. A controlled dangerous substance (CDS) related seizure of property; to include, but not limited to, vehicles, residences, boats, and weapons.
6. The following require timely or immediate notification to an on-call Crime Suppression Unit (CSU) Supervisor and an email sent to the Intelligence and Homeland Defense email group:

- a. Workplace violence threats;
- b. Public official threats;
- c. Sheriff's Office employee threats;
- d. Threats towards places of worship; and
- e. Human trafficking cases.

7. School related threats require timely or immediate notification to the on-call School Resource Officer Supervisor and an email sent to the Threat Analysis email group.

I. Field Interviews

1. When a person is stopped for the purpose of a field interview, a Field Interview Report (FIR) will be completed and should include a photograph.
2. When a FIR is to be completed, the member will notify dispatch and open a call for service.
3. Each time a FIR is completed, a warrant check will also be requested.
4. All completed FIRs will be documented prior to the end of the member's tour of duty.

J. Requests for Assisting Agencies

1. Requests for any assisting agencies will be made through Duty Officer/Watch Commander/Field Supervisor and/or Dispatch including, but not limited to:
  - a. Medical Examiner;
  - b. Department of Social Services (DSS);
  - c. Aviation;
  - d. Allied agency's canine;
  - e. State or County Highway Division;
  - f. Harford County Department of Public Works; and/or
  - g. Fire Marshal Office.

K. Vehicle Lockouts

1. A member may respond and may be authorized to utilize a lockout device in one or more of the following situations:
  - a. Child locked in a vehicle; and/or
  - b. Animal locked in a vehicle.

2. If a request is received that does not meet the criteria above, the Duty Officer/Watch Commander will determine whether a deputy responds.
3. The responding deputy will properly document the owner's/operator's information and any resulting damage to the vehicle.

L. Patrol Sectors and Posts

1. The minimum number of Police Operations Bureau law enforcement members on duty at any given time will be established by the respective Division Commander.
2. The Duty Officer will ensure that adequate coverage is provided for all areas of Harford County.
3. Shift supervisors will be used to provide adequate coverage as required, in an emergency only, and not to grant leave.

M. Death Notification

1. Deputies will utilize the HCSO Death Notification Guide for reference in handling death notifications.
2. In cases where a death notification has been requested, deputies will:
  - a. Confirm the identity of the deceased victim and confirm the notification is made to the correct address and family;
  - b. Confirm when and where the death occurred and where the victim (body) is, as of notification;
  - c. Be professional; and
  - d. Not notify by phone and make every effort to notify in person.

N. Inclement Weather Guidelines

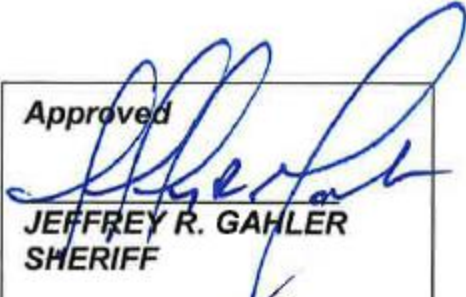
1. While on "Code 100" there will be no off-duty use of Agency vehicles.
  - a. Examples are, but not limited to, snow, ice events, hurricanes, flash flooding, extended heavy rain or dense fog.
2. These events will impact the normal travel and safety of deputies and citizens.
3. The objective of this policy is to provide a guideline to utilizing "Code 100" and is not intended to be all inclusive.
4. These events may impact the entire county or just parts and should be treated as such, i.e., if the event only covers a few sectors then the entire Agency or Precinct does not need to be on "Code 100."
5. Phase 1
  - a. A significant weather event that has severely impacted the county or portions of the county.

- b. Travel has been severely hampered, and a State of Emergency or County Emergency has been declared.
  - c. Many roads may be impassable at times during this event.
  - d. Normal patrol functions will be suspended unless the call is a priority 1 or 2 call per CAD that involves calls involving threat of injury or life.
    - i. Priority 1 & 2 calls will also include crimes-in-progress calls.
  - e. The Duty Officer/Watch Commander should strategically deploy deputies to stationary locations to provide the best possible response for calls for service.
    - i. These locations should be close to but not necessarily at open businesses that may afford the deputy a place for personal relief.
  - f. Other division personnel will defer to their respective commands for guidance.
  - g. An email will be sent to the "All Law Enforcement" email group indicating "Code 100" is in effect.
  - h. All efforts should be made to pair up deputies in appropriate vehicles for safety reasons.
  - i. At a minimum, all-wheel drive vehicles will be utilized, and efforts should be made to obtain 4-wheel drive vehicles for patrol deputies.
  - j. As roads become passable deputies will update the Duty Officer/Watch Commander of the road conditions in their respective area of assignment.
  - k. The Duty Officer/Watch Commander should periodically check with each sector to obtain road conditions.
  - l. Deputies may be required to switch to 12-hour shifts or stay past their prescribed hours depending on the severity of the event and the ability of other patrol personnel to respond for work to relieve the on-duty personnel.
  - m. DES will log all calls for service that the HCSO did not respond to while on "Code 100."
  - n. Once "Code 100" is lifted DES will begin dispatching these calls and a list will be provided to the Duty Officers/Watch Commanders.
6. Phase 2
- a. Harford County or parts of the county have been impacted by a weather event that increases the risk of crashes and injuries to the public and deputies.
  - b. Although most roadways are easily passable, some secondary roads and neighborhoods may remain treacherous to 2-wheel drive vehicles.
  - c. Most roads, however, are passable with an SUV or 4-wheel drive vehicle.
  - d. Normal patrol functions will be suspended unless a call for service has been dispatched.

- e. The Duty Officer/Watch Commander should strategically deploy deputies to stationary locations to provide the best possible response for calls for service.
  - i. These locations should be close to but not necessarily at open businesses that may afford the deputy a place for personal relief.
- f. After a call has been completed the deputy will return to the prescribed stationary location until another call is received.
- g. Some deputies may be paired up in vehicles at the discretion of the Duty Officer/Watch Commander.
- h. Other division personnel will defer to their respective commands for guidance.
- i. As roads become passable deputies should begin to patrol on their own, notifying the Duty Officer/Watch Commander of their ability to traverse their sector and the status of primary and secondary roads within their sector.
- j. DES will log all calls for service that the HCSO did not respond to while on "Code 100."
- k. Once "Code 100" is lifted DES will begin dispatching these calls and a list will be provided to the Duty Officers/Watch Commanders.
- l. An email will be sent to the "All Law Enforcement" email group indicating "Code 100" is in effect.
- m. When the Duty Officer/Watch Commander deems conditions have improved, and a "Code 100" is no longer necessary, a follow-up email to "All Agency" will be initiated by the Duty Officer/Watch Commander indicating the "Code 100" is lifted and normal patrol operations have been resumed.

O. Geographic Boundaries

- 1. The sector boundaries encompass Harford County in its entirety with sector assignment responsibilities restricted to land mass areas. Sectors will be further divided into smaller geographical areas designated as posts. See sector map attached for general boundaries. (For a more detailed map see Sector Map and Boundaries in PowerDMS.)

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 4.6.21

