



**Maryland-National Capital Park Police  
Prince George's County Division**



**DIVISION DIRECTIVE**

TITLE <b>OFFICER TRANSFER ORIENTATION</b>			PROCEDURE NUMBER <b>PG711.0</b>
SECTION <b>Administrative Procedures</b>	DISTRIBUTION <b>A</b>	EFFECTIVE DATE <b>05/01/17</b>	REVIEW DATE <b>05/01/21</b>
REPLACES <b>PG711.0 "Officer Transfer Orientation", issued 10/15/04</b>			
RELATED DIRECTIVES <b>PG710.0, 710.2</b>	REFERENCES <b>CALEA 16, 33</b>	AUTHORITY <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

The purpose of this directive is to establish criteria for a systematic orientation of police officers transferring between the Prince George's County and the Montgomery County Divisions of the Maryland-National Capital Park and Planning Commission Park Police. This orientation process will apply to officers through the rank of Sergeant.

**II. POLICY**

It is the policy of these Divisions to encourage transfers between these Divisions, rather than lose the employee to another agency.

**III. PROGRAM ELEMENTS**

This program will consist of two weeks (i.e. tours) of officer orientation: Division Rules and Regulations, applicable County Ordinances, Division Philosophy, Division Firearms Certification and geographical patrol area. If the transfer officer is a Sergeant, elements of supervision will also be included. An outline of the program is included herein.

**A. Division Rules**

The Orientation Officer will give the transfer officer an overview of the Division rules and regulations. The transfer officer will be responsible for all directives that pertain to their assignment, as well as a general knowledge of other less applicable directives. The transfer officer will receive the appropriate in-service training and be

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responsible for its content. Any other information, deemed necessary for the officer, can be added to this section at the time it is determined.

**B. County Ordinances**

The Orientation Officer or other specialized officer will instruct the transfer officer in the pertinent County Codes. This exercise is to distinguish between the Montgomery and Prince George's County Codes. This phase of orientation is important in that the information will be extremely applicable to daily patrol activities. This knowledge of County Codes is vital. The transfer officer will also be given instruction in the participation of their new Division in different memorandums of understanding with various law enforcement agencies. This section should give the officer a good understanding of the Park Police Division jurisdiction and codes that apply.

**C. Division Philosophy**

The Orientation Officer will give the transfer officer an overview of the Division philosophy. This information will be supplemented by discussions with the applicable Area Operations Assistant Chief and/or Manager. The transfer officer will also have the opportunity to discuss this with other officers while in geographical training, and time spent at Headquarters or a sub-station.

**D. Geographical Patrol Area**

The transfer officer will ride with the Orientation Officer on patrol for a time period estimated at 40 hours. This portion of orientation may be extended into the time designated for other segments as deemed necessary by the transfer officer, Orientation Officer, and applicable Supervisor. This is designed to give the officer a practical education in the geography of the county, identify problem areas, community activities, and all county parks that are under the jurisdiction of the officer's new Division.

**E. Division Firearms Qualification**

The transfer officer must be certified in the firearms that are used in their new Division. If the transfer officer is not certified prior to joining the new Division, immediate steps must be taken to enroll the transfer officer in a certification class that shall be completed before the transfer officer is issued a Division firearm. This will be a top priority in the Orientation Program.

**F. Elements of Supervision \*Sergeants Only\***

The transfer sergeant will be given an overview of the supervisory practices in the Maryland-National Capital Park Police concerning their new Division. They will be given instruction, by a supervisor, in the Area of Operation to which they will be assigned. This will be considered to be a phase of the orientation program; any

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further instruction in this area should be sought through the Division Training Program.

**G. Transfer Orientation Extension Policy**

There will be an extension policy in effect that will be applied when specific problems are identified in the orientation process. This policy will provide for further attention in problem areas that could hinder the transfer officers or supervisor's performance or jeopardize officer safety. The extension allows the transfer officer to work with their Orientation Officer or another specialized officer on particular areas of concern without the pressure of the two-week time limit. No stigma is attached to a transfer officer who receives an extension. It should be viewed as a positive decision, instructive in intent, and meant to allow the transfer officer to better adapt to their new environment.

**IV. RESPONSIBILITY**

**A. Assigned Assistant Chief**

1. It is the responsibility of the assigned Assistant Chief or designee to obtain and review the officer's personnel file from the Division that the officer is transferring from. The personnel file will consist of:
  - a. Employee's training, including FTO manual;
  - b. Personnel history; and
  - c. Performance evaluations, including exit evaluation.
2. The assigned Assistant Chief or designee will coordinate and review the orientation responsibilities of Field Operations, Investigative Operations and Support Operations.
3. The assigned Assistant Chief or designee will make final recommendations to the Park Police Division Chief, upon completion of the officer's orientation.

**B. Field Operations Assistant Chief**

1. It is the responsibility of the Field Operations Assistant Chief to plan, schedule, and coordinate a functional orientation of transfer personnel, with specific regard to the following:
  - a. Knowledge of work schedules and reporting times;
  - b. Commission vehicle accident reporting procedures;
  - c. Employee injury procedures;
  - d. Performance evaluation tasks/functions;
  - e. Codes and signals used by the Division;
  - f. Patrol beat structures;
  - g. Learning the geographical patrol area of assigned stations; and

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- h. Selected county ordinances.
2. The Field Operations Assistant Chief will ensure that the transfer officer demonstrates the required working knowledge, skills and abilities of their prescribed job classification.
  3. The Field Operations Assistant Chief will review all requests for training in areas where officers are identified to be deficient.
  4. Upon completion, the Field Operations Assistant Chief will submit certification that this phase of orientation was successfully completed by the transfer employee.
- C. Support Operations Assistant Chief
1. It is the responsibility of the Support Operations Assistant Chief or his or her designee to plan, schedule, and coordinate a functional orientation of transfer personnel with specific regard to the following:
    - a. Audit of issued uniform and equipment, including serviceability;
    - b. Supplemental issue of Division uniform and equipment;
    - c. Standard issue of citations, articles, digest and manuals;
    - d. Issue of keys;
    - e. Weapons qualification;
    - f. Highlight review of Division Directives;
    - g. Explanation of reports used by the Division, report writing procedures, and;
    - h. Mutual Aid Agreements.
  2. The Support Operations Assistant Chief will submit certification that this phase of orientation was successfully completed by the transfer employee.

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