

## **CHAPTER 2**

# **ORGANIZATION**

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# **CHAPTER 2**

## **ORGANIZATION**

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## **CHAPTER 2**

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## **CHAPTER 2 SECTION I**

### **ORGANIZATIONAL CHART**

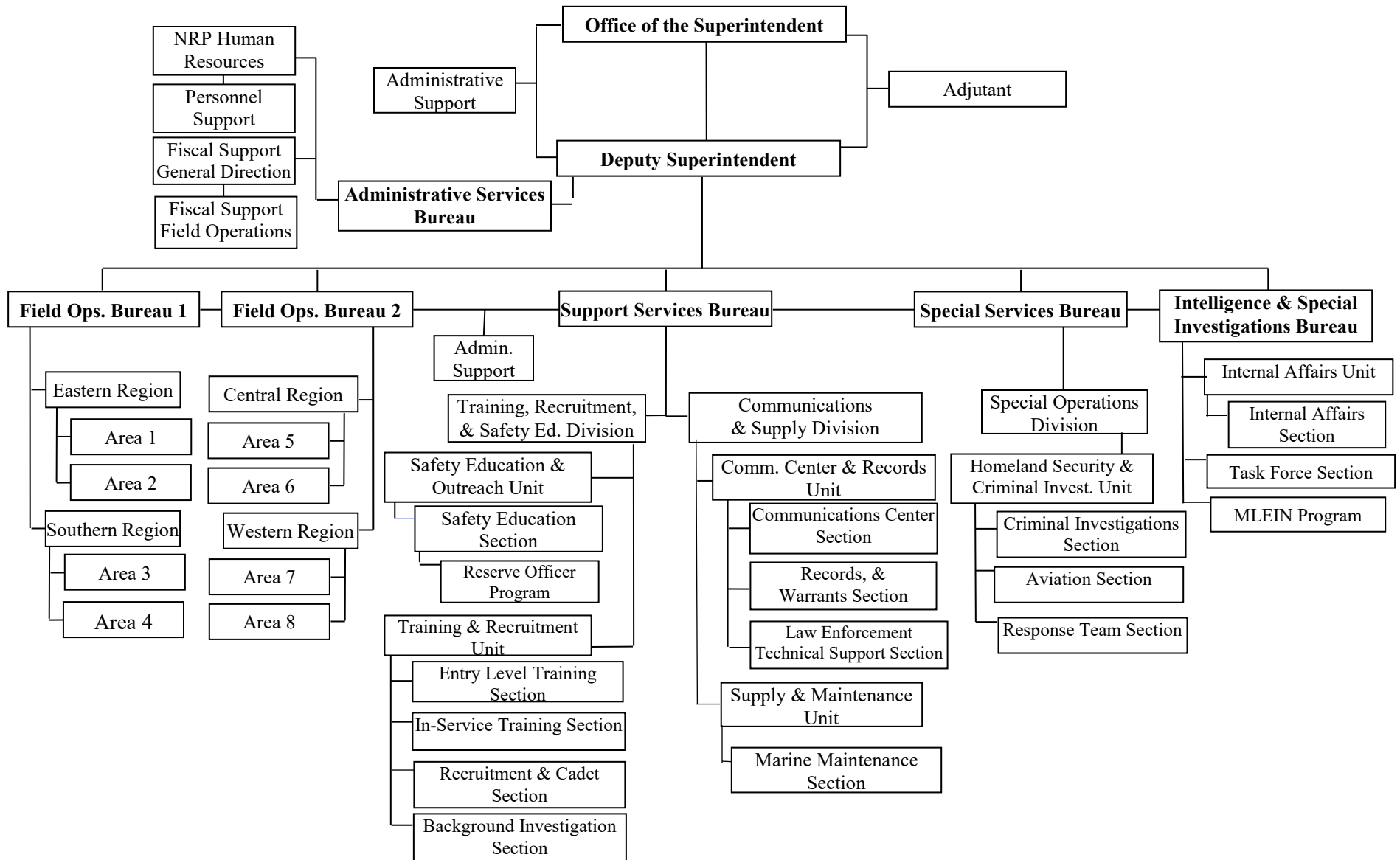
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The Organizational Chart is provided for the guidance of the flow of information within the Natural Resources Police. The Natural Resources Police may add or delete certain groups in the Natural Resources Police. The Human Resources Section for the Natural Resources Police will maintain the official Organizational Chart.

# Maryland Natural Resources Police

## Organizational Chart

June 17, 2019



## **CHAPTER 2 SECTION II ORGANIZATIONAL STRUCTURE**

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### **A. Office of the Superintendent**

1. Superintendent: The NRP is commanded by a Superintendent.
2. Commanders / Directors of the units that report directly to and perform functions as designated by the Superintendent are as follows:
  - a. Office of the Deputy Superintendent
  - b. Adjutant

### **B. Office of the Deputy Superintendent**

1. The Office of the Deputy Superintendent consists of the following:
  - a. Administrative Services Bureau
  - b. Field Operations Bureau
  - c. Support Services Bureau
  - d. Special Services Bureau
  - e. Intelligence & Special Investigations Bureau
  - f. Administrative Support Personnel

### **C. Administrative Services Bureau**

1. The Administrative Services Bureau consists of the following:
  - a. Chief Administrator
  - b. NRP HR Supervisor
  - c. Personnel Support
  - d. Fiscal Support – General Direction
  - e. Fiscal Support – Field Operations

### **D. Field Operations Bureau**

1. Each Field Operations Bureau consists of two Regions and is commanded by a Major.
2. Field Operations Bureau 1 consists of the following:
  - (1) Eastern Region
    - (a) Area 1
    - (b) Area 2
  - (2) Southern Region
    - (a) Area 3
    - (b) Area 4
3. Field Operations Bureau 2 consists of the following:
  - (1) Central Region
    - (a) Area 5
    - (b) Area 6
  - (2) Western Region

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- (a) Area 7
- (b) Area 8

#### **E. Support Services Bureau**

1. The Support Services Bureau is commanded by a Major.
2. The Support Services Bureau consists of the following:
  - a. Training, Recruitment & Safety Education Division
    - (1) Safety Education & Outreach Unit
      - (a) Safety Education Section
        - (i) Reserve Officer Program
      - (2) Training & Recruitment Unit
        - (a) Entry Level Training Section
        - (b) In-Service Training Section
        - (c) Recruitment & Cadet Section
        - (d) Background Investigations Section
  - b. Communications & Supply Division
    - (1) Communications Center & Records Unit
      - (a) Communications Center Section
      - (b) Records, & Warrants Section
      - (c) Law Enforcement Technical Support Section
    - (2) Supply & Maintenance Unit
      - (a) Marine Maintenance Section
      - (b) Supply Officers
      - (c) Agency Fleet Coordinator & Inventory Control Officer
      - (d) Administrative Officer
      - (e) Property Custodian

#### **F. Special Services Bureau**

1. The Special Services Bureau is commanded by a Major.
2. The Special Services Bureau consists of the following:
  - a. Special Operations Division
    - (1) Homeland Security & Criminal Investigations Unit
      - (a) Criminal Investigations Section
      - (b) Aviation Section
      - (c) Response Team Section

#### **G. Intelligence and Special Investigations Bureau:**

1. The Intelligence and Special Investigations Bureau is commanded by a Major.
2. The Intelligence and Special Investigations Bureau consists of the following:
  - a. Internal Affairs Unit



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- b. Task Force Section
- c. MLEIN Program Manager

#### H. Chain of Command

1. Each NRP sworn law enforcement position has a rank designation. Unless otherwise stated, all NRP communications will follow the chain of command. The NRP ranks in descending order are as follows:

<b>Rank Names</b>	<b>Rank Abbreviations</b>
Colonel <i>(Superintendent)</i>	Col.
Lieutenant Colonel <i>(Deputy Superintendent)</i>	Ltc.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.
Sergeant	Sgt.
Corporal	Cpl.
Master Officer	M/Off
Senior Officer	S/Off.
Officer First Class	Ofc.
Officer	Off.

2. Although civilian employees are not assigned a rank, they will be expected to follow the chain of command while conducting Agency business.

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### **ORGANIZATIONAL STRUCTURE**

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## **CHAPTER 2 SECTION III**

### **FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS**

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#### **A. Office of the Superintendent**

1. **Superintendent** - Commander of the NRP.
2. The following personnel report directly to the Superintendent:
  - a. Deputy Superintendent
  - b. Adjutant
  - c. Public Information Officer
3. Adjutant - Manages Headquarters and the Superintendent's projects and programs. This includes:
  - a. Coordinates NRP Policy Manual
  - b. Coordinating projects and programs with other governmental organizations and units within DNR.
  - c. Performing other duties as assigned by the Superintendent and/or Deputy Superintendent.

#### **B. Deputy Superintendent** - Second in command of the NRP. Serves as Acting Superintendent in the absence of the Superintendent.

1. The following groups report directly to the Deputy Superintendent:
  - a. Administrative Services Bureau
  - b. Field Operations Bureau - 1
  - c. Field Operations Bureau - 2
  - d. Support Services Bureau
  - e. Special Services Bureau
  - f. Intelligence & Special Investigations Bureau

#### **C. Administrative Services Bureau**

1. The Administrative Services Bureau is managed by a chief civilian administrator. This Bureau consists of three sections: the HR Supervisor, Personnel Support, & Fiscal Support.
2. NRP HR Supervisor
  - a. Duties & Responsibilities:
    - (1) Provides supervision to the NRP Personnel Support Section in all matters relating to payroll and personnel management.
    - (2) Serves as liaison with HR Staff to coordinate entry level job postings. Coordinates the following tests and exams: physical agility test, polygraph testing, and written and psychological exams.
    - (3) Serves as liaison to HR Staff for all Natural Resources Police promotional exams.
    - (4) Coordinates with DNR HR, DNR OAG, and NRP Internal Affairs to ensure all disciplinary matters are processed in accordance with state law, federal law, labor agreements, and the Law Enforcement Officers' Bill of Rights (LEOBR).
    - (5) Represents the Office of the Superintendent, as needed, at meetings with DNR Executive Leadership and Personnel Officers from other DNR Units.
    - (6) Assists the Chief of Administrative Services Bureau with other duties as needed.
3. Personnel Support
  - a. Duties & Responsibilities:

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### **FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS**

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- (1) Provides administrative support to the agency in the area of personnel actions, (i.e., hiring, promotions, transfers, benefits, applications, and changes).
- (2) Provides guidance regarding payroll issues, and personnel actions including employee grievances, disciplinary measures and other sensitive issues.

#### **4. Fiscal Support.**

##### **a. Duties & Responsibilities:**

- (1) Provides support in the areas of budget preparation, federal grant management, procurement, including contract development and execution, and reviews and approves all travel/training requests, working fund requests, expense accounts, credit card logs, etc.
- (2) Generally, provides assistance to agency employees on financial matters in order to insure the fiscal integrity of the Agency.

#### **D. Field Operations Bureaus**

1. There are two Field Operations Bureaus, and each Bureau is commanded by a Major.
2. Field Operations Bureaus:
  - a. Field Operations Bureau 1 consists of the following:
    - (1) Eastern Region
    - (2) Southern Region.
  - b. Field Operations Bureau 2 consists of the following:
    - (1) Central Region
    - (2) Western Region
3. Field Operations Regions:
  - a. Regions are composed of two Areas.
  - b. Regions are commanded by Captains.
4. Contractual Officer Program - The Regional Commander will supervise the Contractual Officer Program.
  - a. A Contractual Officer Program was created to provide an alternative manpower resource. The objective of this program is to supplement the NRP officer field force, especially during periods of peak activity. The command and control of the Seasonal Officer shall be identical to the organization and rank structure followed by classified NRP Officers.
5. Field Operations Areas:
  - a. Each Area is composed of two (2) to four (4) Districts.
  - b. Areas are commanded by Lieutenants.

#### **E. Support Services Bureau**

1. The Support Services Bureau consists of the Training, Recruitment & Safety Education Division and the Communications & Supply Division. The Support Services Bureau Commander will be at the rank of Major.
2. Training, Recruitment & Safety Education Division consists of the following:
  - a. Training and Recruitment Unit:

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### FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS

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- b. Entry Level Training Section:
  - (1) Serves as the central repository for the review and administration for all NRP training programs. Develops curricula and administers all entrance level, in-service, field training officer, and specialized training programs. Responsible for the issuance of agency training bulletins.
- c. In-Service Training Section:
  - (1) Provides yearly mandated training for all LEO's.
- d. Recruitment and Cadet Section
  - (1) Oversees the recruitment of qualified applicants.
  - (2) Oversees the training and assignment of NRP Cadets.
- e. Background Investigations Section
- 3. Safety Education Unit
  - (a) Safety Education Section
    - (1) Conducts projects and programs that promote and provide the public with hunting and boating education and safety courses.
    - (1) Maintains records of hunting and boating safety certificates.
    - (2) **Reserve Officer Program & Reserve Officer Coordinator Positions** - The Unit Administrator (Lieutenant) may be designated to manage and provide administrative support for the Reserve Officer Program and the Reserve Officer Coordinators within their respective geographical locations. The Program Supervisor (Sergeant) will have the day to day responsibilities of direct supervision, and direction, of the RO Program, and Coordinators.
  - (a) The Reserve Officer Coordinators are filled by a civilian contractual employee.
  - (b) Reserve Officer Coordinators will have the primary responsibilities to coordinate the activities of ROs as delegated by the Unit Administrator, Program Supervisor, or their designee.
  - (c) Coordinators will routinely brief the Program Supervisor of the progress, status, and needs of various Reserve Officer Programs. They will also perform other duties as deemed necessary by the Unit Administrator or Program Supervisor for the efficient and effective operation of the Program in support of the Agency's mission.
  - (d) Specific duties are contained in MS-22 for Reserve Officer Program Coordinator.
  - (e) The Reserve Officer Coordinator is responsible for keeping all qualification standards, training standards, and other detailed information pertaining to the Reserve Officer Program.
- 4. Health and Safety Officer (Training, Recruitment & Safety Education Division Commander)
  - (3) Coordinate and acts as liaison for all health and safety activities.

#### 3. **Communications & Supply Division** consists of the following:

- a. Communications Center Records & Warrants Unit
  - (1) DNR Communications Center Section
    - (a) Maintains twenty-four hour radio contact, checks for warrants and arrest histories, documents incidents of complaints, and dispatches information and personnel in the field as required.
  - (2) DNR Law Enforcement Records, & Warrants Section.
    - (a) Records Section maintains records of citations, warnings, safety certificates, and investigative reports. Certified records and reports are issued through this section.
    - (b) Warrant Section enters, verifies, and maintains all warrants issued by the Maryland judicial system and assigned to the Agency.
  - (3) Law Enforcement Technical Support Section
- b. Supply & Maintenance Unit

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### **FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS**

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- (1) Marine Maintenance Section
    - (a) Responsible for Agency vessel maintenance.
  - (2) Supply Officers
    - (a) Issues uniforms and accouterments as required, and issues supplies, equipment, and parts as requisitioned.
  - (3) Agency Fleet Coordinator and Inventory Control Officer
    - (a) Liaisons with DNR Fleet & Supportive Services to oversee vehicle and vessel documentation.
    - (b) Processes entries and requests for removal of sensitive and capital inventory items,
  - (4) Administrative Officer
    - (a) Prepares contracts for uniform, patrol boat, parts, and services.
    - (b) Coordinates body armor grants and performs annual inspection of Agency body armor.
  - (5) Property Custodian
    - (b) Receives and disposes of property that is seized, found, or abandoned
4. The Communications & Supply Division will have a duty officer recorded on their schedule for weekends, holidays, and off hours.
- a. The duty officer will respond to calls to store property at the Matapeake compound, or to any incidents involving the Matapeake compound.
  - b. This schedule will be kept in the DNR Communications Center and will be comprised of appropriate Matapeake staff.

#### **F. Special Services Bureau**

- 1. The Special Services Bureau consists of the Special Operations Division. The Special Services Bureau Commander will be at the rank of Major.
- 2. The Special Operations Division (SOD) will be commanded by a Captain.
- 3. The SOD consists of the Homeland Security & Investigations Unit which is commanded by a Lieutenant. The Homeland Security & Investigations Unit consists of the following Sections:
  - a. Criminal Investigations Section
  - b. Aviation Section
  - c. Response Team Section
- 4. For a complete description of the various organizational units within the Special Operations Division see Chapter 5, Section IX (Special Units)

#### **G. Intelligence & Special Investigations Bureau**

- 1. The Intelligence and Special Investigations Bureau will consist of the following Unit/Sections designed to provide highly trained personnel to support Agency operations and investigations.
- 2. Intelligence and Special Investigations Bureau consists of the following:
  - a. Internal Affairs Unit
  - b. Task Force Section
  - c. MLEIN Program

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### FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS

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#### 3. **Internal Affairs Unit**

- a. Investigates allegations of misconduct by an officer or employee.
- b. Assigns personnel to internal investigations as appropriate.
- d. Investigates Police Involved Shootings.
- e. Maintains personnel records as appropriate.

#### 4. **Task Force Section**

- a. Members of this section are assigned to either Covert Operations (CO) or to a Task Force.
- b. The purpose of Covert Operations is to detect and suppress the problem of deliberate, organized, and significant violations of the NR laws. CO shall target major commercialization of wildlife violations and unlawful activity concerning threatened or endangered species by utilizing officers who work in an undercover capacity.
- c. The purpose of the Task Forces is to expand Maryland's capacity to control drug trafficking and drug abuse. The Task Forces shall provide intelligence on suspected illegal drug activity occurring on and adjacent to the states waterways.

#### 5. **MLEIN Program**

- a. Monitors radar units and cameras stationed throughout the Chesapeake Bay region.

6. For a complete description of the various organizational units within the Intelligence and Special Investigations Bureau, see Chapter 5, Section IX (Special Units).

**H. Duty Officers** - Each Region or Area shall designate a Duty Officer who shall hold the rank of Sergeant or above. Acting Sergeants may serve as Duty Officers.

1. Regional Commanders shall insure a Duty Officer is listed daily on Work Schedules.

#### 2. Duty Officer Duties & Responsibilities

- a. Acts as a conduit or liaison only when the Regional/Area Commander, and/or the respective District Sergeants are not working.
- b. Assesses the scope of a situation to determine appropriate response if needed.
- c. Facilitates, coordinates, and provides direction to others as needed during their assigned rotation.
- d. Duty Officers are not restricted in their personal activities. Cell phones have been provided to facilitate this and to ease communications with other NRP employees while acting as Duty Officer.
- e. Duty Officers are not subject to geographical limitations or restrictions while they hold the responsibility of a Duty Officer. However; when a response is needed the Duty Officer is expected to respond within a reasonable time frame, of approximately 1.5 hours, or they are expected to relay the necessary information to another Supervisor or Commander that may be closer.
- f. The shift of a Duty Officer will start and end when the Duty Officer enters and leaves their Area of Responsibility, not when they enter and leave their normally assigned district.

**CHAPTER 2 SECTION III**  
**FUNCTIONAL RESPONSIBILITIES OF ORGANIZATIONAL UNITS**

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## **CHAPTER 2 SECTION IV**

### **GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS**

#### **A. Primary Patrol Responsibilities of Regions**

The tables on the following pages serve as a guide to the primary patrol responsibilities for each Region, Area, and District. The tables list primary patrol responsibilities by county, major river/water system, and DNR public lands.

# CHAPTER 2 SECTION IV

## GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS

EASTERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 1	District 2	Worcester	Pocomoke River (North of the Rt.13 Bridge)	Assateague State Park Pocomoke River SP (Milburn Landing) Pocomoke River SP (Shad Landing) Pocomoke River State Forest	E.A. Vaughn WMA    Isle of Wight WMA Pocomoke River WMA Sinepuxent Bay WMA Various Chesapeake Forest Lands
	District 3	Wicomico	Nanticoke River Wicomico River Chesapeake Bay	Pocomoke River State Forest Wicomico Demonstration State Forest	Ellis Bay WMA    Johnson WMA Nanticoke River WMA Various Chesapeake Forest Lands
	District 4	Worcester (Ocean City)	Assawoman Bay    Sinepuxent Bay St. Martin River    Atlantic Ocean Isle of Wight    Chincoteague Bay		
	District 5	Somerset	Big Annemessex River Manokin River Tangier Sound Pocomoke River (South of the Rt. 13 Bridge) Chesapeake Bay	Janes Island State Park Somers Cove Marina	Cedar Island WMA    Fairmount WMA Deal Island WMA    Wellington WMA Maryland Marine Properties WMA Pocomoke Sound WMA South Marsh Island WMA Wellington WMA Various Chesapeake Forest Lands
Area 2	District 6	Dorchester	Big Choptank River Fishing Bay Honga River Little Choptank River Chesapeake Bay	Bill Burton Fishing Pier State Park Harriet Tubman State Park	Fishing Bay WMA    Linkwood WMA LeCompte WMA    Tar Bay WMA Taylor's Island WMA Various Chesapeake Forest Lands
	District 7	Talbot Caroline	Big Choptank River Miles River Tred Avon River Wye River Chesapeake Bay	Bill Burton Fishing Pier State Park J.S. Ayton Tree Nursery (State Forest) Martinak State Park Seth Demonstration State Forest	Idylwild WMA Blackwalnut Point NRMA Bridgetown Ponds NRMA Various Chesapeake Forest Lands (CO Co.)
	District 8	Queen Anne's	Chester River Eastern Bay Kent Narrows Chesapeake Bay	Love Point State Park Tuckahoe State Park Wye Oak State Park	Kent Island Research Center WMA Wye Island NRMA
	District 9	Kent	Chesapeake Bay Chester River Sassafras River		Millington WMA Sassafras NRMA

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## GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS

SOUTHERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 3	District 2	Prince George's	Upper Potomac River (Below DC) Piscataaway Creek	Rosaryville State Park Cedarville State Forest	Aquasco Farm CWMA Belt Woods NEA Billingsley NRMA Bowen WMA Chaney NRMA Cheltenham WMA Croom NRMA Full Mill Branch NRMA Honey Branch NRMA Merkle Wildlife Sanctuary NRMA (PG Co.) Milltown Landing NRMA Nottingham NRMA Patuxent River NRMA Spice Creek NRMA Uhler NRMA
	District 3	Anne Arundel (Northern)	Magothy River Patapsco River Chesapeake Bay	Those areas of Patapsco Valley SP within AA Co.	House Creek NRMA (Patuxent River)
	District 4	Anne Arundel (Central)	Severn River Chesapeake Bay	Sandy Point State Park	Severn Run NEA
	District 5	Anne Arundel (Southern)	Rhode River South River West River Chesapeake Bay	Franklin Point State Park	Globe Comm WMA Pride Finance NRMA

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**GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS**

SOUTHERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 4	District 6	Calvert	Patuxent River (Upper/Lower) Chesapeake Bay	Calvert Cliffs State Park	Flag Ponds CWMA Hall Creek NRMA Kings Landing NRMA Merkle Wildlife Sanctuary NRMA (CA Co.)
	District 7	St. Mary's	Breton Bay Lower Potomac River St. Clements Bay St. Mary's River Wicomico River Chesapeake Bay	Greenwell State Park    Salem State Forest New Towne Neck State Park Point Lookout State Park St. Clements Island State Park St. Inigoes State Forest St. Mary's River State Park St. Mary's R. SP (Site 1- Lake) St. Mary's SP (Site 2 – Hunting Area)	Elms WMA Myrtle Point CWMA Point Lookout Barrier Island SMA
	District 8	Charles	Potomac River Mattawoman Creek Nanjemoy Creek Port Tobacco River	Chapel Point State Park Chapmans State Park Doncaster Demonstration State Forest Purse State Park Smallwood State Park	Blossum Point CWMA Chapmans NEA (Chapman Residual) Chicamuxen WMA Indian Creek NRMA Mattawoman NEA Maxwell Hall NRMA Myrtle Grove WMA Nanjemoy NRMA Patuxent River – Maxwell Hall NRMA Patuxent Riv. NRMA – Indian Creek Area Zekiah Swamp NEA

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## GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS

CENTRAL REGION							
Area #	District #	Primary Patrol Responsibilities					
		County	Major River / Water System		DNR Public Lands		
					State Park / State Forest		Other Public Lands
Area 5	District 2	Montgomery	Rocky Gorge Triadelphia Reservoir Upper Potomac River		Seneca Creek State Park Those areas of Patuxent River State Park within MO Co.		Cherrington CWMA Dierssen WMA Mckee-Beshers WMA Islands of the Potomac WMA Strider 1& 2 WMA
	District 3	Baltimore County & Baltimore City <i>(All Marine Operations)</i>	Back River Inner Harbor Gunpowder River	Middle River Patapsco River Chesapeake Bay	Hart-Miller Island State Park Riparian and water areas of North Point State Park.		
	District 4	Carroll & Howard	Upper Patapsco River Liberty Reservoir Piney Run Reservoir		Those areas of Patuxent River State Park within HO Co.  Those areas of Patapsco Valley SP within HO & CL Co.		Avondale WMA    Sawmill CWMA Farver CWMA    Slacks WMA Hahn CWMA    Spiegel CWMA Maring CWMA Hugg-Thomas WMA Hanover Watershed CWMA Morgan Run NEA Raincliffe CWMA Woodbrook CWMA Prettyboy Res. CWMA (CL Co.) Liberty Res. CWMA (CL Co.)
Area 6	District 6	Baltimore County & Baltimore City	Loch Raven Reservoir Gunpowder River Prettyboy Reservoir		North Point State Park Those areas of Patapsco Valley SP within BA Co. Those areas of Gunpowder Falls SP within BA Co.		Soldiers Delight NEA Loch Raven Watershed Gwynnbrook WMA Prettyboy Res. CWMA (BA Co) Liberty Res. CWMA (BA Co.)
	District 7	Harford	Susquehanna River Bush River		Those areas of Gunpowder Falls SP within HA Co. Susquehanna State Park Lands in Conowingo		Bush Declaration NRMA
					Rocks State Park    Susquehanna State Park Rocks SP (Palmer)    Stoney Demonstration Forest		
	District 8	Cecil	Bohemia River C&D Canal Elk River Northeast River Chesapeake Bay		Elk Neck State Park Elk Neck SP – Welch Point Area Elk Neck State Forest		Earlville WMA    Fair Hill NRMA C&D Canal Lands: Bethal CWMA Court House Point CWMA Elk Forest CWMA Grove Neck CWMA Stemmers Run CWMA Welch Point CWMA

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## GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS

WESTERN REGION					
Area #	District #	Primary Patrol Responsibilities			
		County	Major River / Water System	DNR Public Lands	
				State Park / State Forest	Other Public Lands
Area 7	District 3	Frederick	Monocacy River Upper Potomac River	Cunningham Falls State Park Gambrill State Park	Frederick City Watershed CWMA Monocacy River NRMA Heaters Island WMA Thurmont Watershed CWMA Islands of the Potomac (FR Co.)
	District 4	Washington	Antietam Creek Conococheague Creek Upper Potomac River	Greenbrier State Park South Mountain State Park Gathland State Park Washington Monument State Park Weverton-Roxbury Rail Trail Ft. Frederick State Park Ft. Tonoloway State Park Western Maryland Rail Trail	Indian Springs WMA Sideling Hill WMA Woodmont WMA Islands of the Potomac
Area 8	District 6	Allegany	Lake Habeeb (Rocky Gap) Upper Potomac River	Dans Mountain State Park Green Ridge State Forest Rocky Gap State Park Savage River State Forest within AL Co. Wills Mountain State Park	Belle Grove WMA Billmeyer WMA Dans Mountain WMA Warrior Mountain WMA Sideling Hill WMA (AL Co.) Evitts Creek Pond FMA McCoole FMA Islands of the Potomac (AL Co.)
	District 7	Garrett (Northern)	Deep Creek Lake Savage River Savage River Reservoir Youghiogheny Reservoir Youghiogheny River	Big Run State Park Casselman River Bridge State Park Deep Creek Lake State Park Garrett State Forest New Germany State Park Savage River State Forest Swallow Falls State Park	Deep Creek Lake NRMA Youghiogheny River CWMA Youghiogheny River NEA
	District 8	Garrett (Southern)	Broadford Lake Jennings Randolph Lake Deep Creek Lake Savage River Upper Potomac River Youghiogheny River	Garrett State Forest Herrington Manor State Park Jennings Randolph Lake Boat Ramp Potomac State Forest Savage River State Forest	Mt. Nebo WMA Islands of the Potomac (GA Co.)

# CHAPTER 2 SECTION IV

## GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS

### B. Map of Regions, Areas, & District Boundaries



**CHAPTER 2 SECTION IV**  
**GEOGRAPHICAL & PRIMARY PATROL RESPONSIBILITIES OF REGIONS**

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## **CHAPTER 2 SECTION V**

### **POSITION RESPONSIBILITIES**

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#### **A. Superintendent**

1. The Superintendent is appointed by the Secretary of the Department of Natural Resources. The authority of the Superintendent to administer the NRP is conferred by the Secretary.
2. The Superintendent administers the activities and operations of the NRP and makes all rules necessary to promote the effective and efficient performance of the Agency.

#### **B. Commanders / Directors**

1. The term commander refers to a commissioned officer. Directors are civilian employees with the same administrative responsibilities as commanders.
2. Commanders are responsible for the overall operation of their assignment to include:
  - a. Compliance with NRP policies, procedures and regulations
  - b. Proper supervision
  - c. Employee performance and morale
  - d. Public safety
  - e. Public relations
  - f. Building maintenance
  - g. All other matters which may affect the effective and efficient daily operation of their command.
3. Commanders may be responsible to respond on scene to certain events. Commanders should evaluate the following criteria when determining if response to an incident or event is necessary:
  - a. Type of incident.
  - b. Number of allied agencies involved.
  - c. Has a command post been established?
  - d. Commander's response time to the location. Will the incident or event remain on-going upon arrival?
  - e. Are there crucial decisions to be made involving life, property, and Agency resources?
  - f. Is the media on scene and presenting unique problems or demands?
  - g. Numbers of bystanders and on-lookers present.
  - h. Experience level of the NRP on-scene commander.
  - i. Number of NRP personnel, divisions, sections, and resources committed.
  - j. Is an NRP investigator on location or responding to the incident or event?
4. A commander, when on approved leave, will designate a supervisor from their command to serve in their absence.

#### **C. Supervisors**

Police and civilian supervisors will actively oversee the performance of subordinates to insure compliance with all NRP policies, procedures, and regulations. When needed, a Supervisor will serve in the absence of a Commander. Supervisors serve as Duty Officer's, complete employee evaluations, and perform all the duties assigned to a first line supervisor.

#### **D. Investigators**

Sworn personnel assigned to investigative duties within the Special Operations Division are responsible for conducting a timely and proper investigation.

## **CHAPTER 2 SECTION V**

### **POSITION RESPONSIBILITIES**

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#### **E. Corporals - Lead Workers**

Assigns, reviews, and monitors the work of, and trains, lower level Police Officers. Provides training to other employees as needed or directed. In the absence or discretion of an officer more senior in rank shall assume the responsibilities of command.

#### **F. Officers**

NRP Officers are responsible for prompt and proper action in all police matters, and the rendering of prompt, efficient, and courteous service in the manner prescribed by policy, procedure, and regulation. Officers are expected to exercise proper and reasonable judgment in the performance of their duties.

#### **G. Cadets**

1. The Natural Resources Police Cadet position provides young adults who are not yet eligible to apply to become Natural Resources Police Officers an opportunity to learn and be exposed to all facets of the job as a prospective future Natural Resources Police Officer.

2. The Cadet position is a non-law enforcement position, and therefore, the Cadet does not possess any police powers.

3. Cadet candidates:

- a. Must be between the ages of 17 and 19 years of age to apply for the position, and between 18 and 20 years of age to be hired.
- b. Must be a high school graduate or possess a high school equivalency certificate.
- c. Must be citizens of the United States.

4. Cadets may be assigned to perform duties in any area of the State, where they are subject to call-in to duty 24 hours a day.

5. To develop a working knowledge and experience in the various duties and responsibilities performed by officers of the Natural Resources Police, cadets are subject to rotating assignments in any combination of DNR or NRP specific programs such as DNR Communications; Boating Services; Parks; Fisheries; Wildlife; Forestry Service; the NRP Academy; Headquarters; and Investigations.

6. Upon reaching the age of twenty years and six months, and having served in the Cadet Program for a minimum of six months, cadets must seek appointment to the next available NRP Academy class. Cadets that are determined to be ineligible will be terminated from the Cadet Program.

Note: The Superintendent of the Natural Resources Police may make exceptions to the minimum six-month requirement and/or age requirement, on a case by case basis, when deemed in the best interest of the Agency.

#### **7. Cadet Safety & Work Limitations**

To promote Agency efficiencies and to help ensure the safety of NRP Cadets, officers, and citizens, the following cadet work limitations shall be adhered to:

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- a. VEHICLES: After Agency training, Cadets may operate unmarked patrol vehicles without supervision of an NRP officer. However, they may not operate marked patrol vehicles unless they are in the direct supervision of a Natural Resources Police officer.

In accordance with Chapter 5, Section V, “Pursuit of Vehicles/Vessels,” Cadets are not authorized to operate police vehicles during a Code 1 response situation, or in any other emergency situation utilizing emergency lights and sirens.

- b. VESSELS: After Agency training, Cadets may operate patrol vessels while in the direct supervision of a Natural Resources Police officer. In accordance with Chapter 5, Section V, “Pursuit of Vehicles/Vessels,” Cadets are not authorized to operate police vessels during a Code 1 response situation, or in any other emergency situation utilizing emergency lights and sirens.
- c. WEAPON HANDLING: After Agency training, Cadets may be allowed to handle weapons that are loaded with live rounds while under the direct supervision of a Natural Resources Police Officer.

If in the field checking hunters the NRP Officer may show the Cadet how to safely unload the weapon. Safety must be stressed in all situations when handling weapons.

- d. SURVEILLANCES: Only while under the direct supervision of an NRP Police Officer, may cadets participate in surveillance operations. Cadets are not authorized to take any type of enforcement action.

#### **H. Police Communications Operators (PCO)**

PCOs are civilian employees who are assigned to operate communications equipment and perform other assigned duties related to their classification. A PCO is required to work an 80 hour bi-weekly work schedule and is eligible for shift differential pay.

#### **I. Civilian Personnel**

Civilian employees of the NRP are subject to the policies and procedures, of the Agency.

## **CHAPTER 2 SECTION V**

### **POSITION RESPONSIBILITIES**

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## CHAPTER 2 SECTION VI

### COMMITTEES, BOARDS, AND PANELS

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#### A. Authority

1. The Superintendent may authorize the convening of the appropriate committees, boards, or panels to conduct reviews or other specific actions and to provide recommendations to the appropriate authority based on a committee's review.
2. Committee members shall notify their appropriate supervisor of their duties and responsibilities of the assigned committee and shall be accordingly relieved from normally assigned duties.
3. Committee Chairs or lead Agency representatives assigned to a committee will be responsible for providing a status briefing at the monthly Commanders meetings.

#### B. Current Established NRP Committees

The following is a list of current established NRP Committees:

1. Awards Review Board
2. Disability Panel
3. Fair Practices Work Group
4. Firearms Committee
5. NRP Review Board
6. Training Committee
7. Reassignment Review Board
8. Emergency Operations Committee
9. Vehicle, Vessel, and Uniform Committees
10. Ad Hoc Committees

#### C. Liaison Committees / Commissions

The following is a list of current committees on which NRP serves as a liaison:

1. Tidal Fish Advisory Commission
2. Sport Fish Advisory Commission
3. Wildlife Advisory Commission
4. Waterfowl Advisory Committee
5. Atlantic States Marine Fisheries Commission
6. Maryland Aquaculture Coordinating Council

#### D. Committee Functions

1. The **Awards Review Board** shall perform the duties as prescribed in the NRP Manual, Chapter 4, Section V.

- a. Membership

- (1) The Awards Review Board will consist of the following:

NRP Awards Review Board (Position specific / meet yearly / as needed)	
Adjutant - <b>Chair</b>	
Public Information Officer	

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### COMMITTEES, BOARDS, AND PANELS

<b>NRP Awards Review Board</b> <b>(Position specific / meet yearly / as needed)</b>
Lt J. Sweitzer – Western Region
Lt. B. Noon - Central Region
Lt. C. Medellin - Southern Region
Lt. R. Rafter – Eastern Region
Lt. D. Roschli - Support Services
Lt. S. Duke – Internal Affairs
Lt. T. Grove - Special Services

2. The **Disability Panel** shall perform the duties as prescribed in the NRP Manual, Chapter 4, Section IV.

a. Membership

(1) The Disability Panel will consist of the following:

<b>Disability Panel</b> <b>(Position specific / meet as needed)</b>
Maj. Field Operations Bureau 2 - <b>Chair</b>
Maj. Field Operations Bureau 1
Maj. Support Services Bureau
Maj. Special Services Bureau
Maj. Intelligence & Special Investigations Bureau
Chief Administrative Officer
NRP Personnel Support

3. The **Fair Practices Workgroup** shall perform the duties as prescribed in the NRP Manual Chapter 4 Section XI; and shall consist of:

a. Representatives from each Area, a representative from the Support Services Bureau, Special Services Bureau and a chairperson who shall be appointed by the Superintendent.

b. Membership

(1) The Fair Practices Workgroup will consist of the following:

<b>Fair Practice Work Group</b> <b>(Longer terms / meet quarterly)</b>
Maj. Support Services Bureau – <b>Chair</b>
Sgt. M. McMillan
Cpl. R. Griggs
Cpl. V. Bruns
Cpl. J. Coxon
Cpl. M. Bentley
Cpl. R. Ward
Cpl. J. Felsecker
Ofc. B. McCauley
Ofc. A. Fultz

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### COMMITTEES, BOARDS, AND PANELS

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#### 4. The Firearms Committee

- a. Shall be responsible for:
  - (1) Updating the NRP Firearms Training Manual.
  - (2) Establishing qualification courses as required by the Maryland Police and Correctional Training Commission.
  - (3) Recommending changes to the NRP Firearms Policy.
  - (4) Evaluating weapons, ammunition, leather gear, and other related equipment.
  - (5) Pursuing continuing educational opportunities for the firearms instructors and armorers.
  - (6) Addressing any other firearms related matters.
- b. Shall be chaired by the Training and Recruitment Unit Commander and include the Area Senior Firearms Instructors and the Academy Senior Firearms Instructor. The Commander of the Communications, Strategic Planning, & Supply Division shall serve as an ad hoc member of the Firearms Committee.
- c. Shall meet quarterly, beginning in January of each year. Subcommittee meetings shall be scheduled when necessary.
- d. Membership
  - (1) The Firearms Committee will consist of the following:

<b>Firearms Committee</b> <b>(Position specific / meet quarterly)</b>
Lt. Training & Recruitment Unit – <b>Chair</b>
Capt. Technical Services Division - Ad Hoc
Area Senior Firearms Instructors
Academy Senior Firearms Instructor

#### 5. NRP Review Board

- a. Is responsible for reviewing the following types of incidents:
  - (1) Lost or damaged State property
  - (2) Departmental vehicle accidents
  - (3) Departmental vessel accidents
  - (4) Discharge of a firearm by an officer (discharge of a firearm to kill an injured animal, and discharge of a firearm for practice or at the range are excluded)
  - (5) Officer involved use of force incidents (non-lethal and lethal)
  - (6) Officer assaults
  - (7) Officer safety issues
  - (8) Any other issue, as determined by the Superintendent, which necessitates a review process.
- b. Purpose of the NRP Review Board:
  - (1) Is to make a finding of non-preventable, preventable with no negligence, or preventable with negligence for vehicle and vessel accidents, and incidents involving lost or damaged State property.
  - (a) The NRP Review Board chairperson shall submit the Board's findings to the charged

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### COMMITTEES, BOARDS, AND PANELS

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- officer's Regional / Divisional Commander. For preventable incidents, the Review Board shall take appropriate corrective action, and notify the officer's commander in writing of the corrective action
- (2) For all other types of incidents received by the NRP Review Board, the Board shall not issue a finding, but shall review for consistency in the application of Agency policy, and ensure that any identified training issues are forwarded to the Training Academy Commander
    - (a) The chairperson for the NRP Review Board shall submit the results of specific incident reviews to the affected officer's commander.
    - (b) The chairperson for the NRP Review Board shall submit any identified training issues directly to the Training Academy Commander
    - (c) The Training and Recruitment Unit Commander shall be responsible for addressing any training issues that are identified by the Review Board, by way of updated basic training, in-service training, and training bulletins.
  - (3) The chairperson for the NRP Review Board shall maintain a log of incidents reviewed, and if applicable, the finding issued, and corrective action taken.
- c. Shall consist of members of the command staff as designated by the Superintendent.
- d. Submission of incidents to the NRP Review Board shall conform to the following format: (except for vehicle and vessel accidents, which shall follow the procedure as prescribed in the NRP Manual Chapter 8, Section III, 'Vehicle and Vessel Accidents', paragraph 9D.)
- (1) The involved party shall include a detailed written report with an incident number and any other supporting documentation / reports.
  - (2) Through the chain of command to the Chairman of NRP Review Board
  - (3) Supervisors shall review the report and prepare a cover sheet, in memorandum format, that contains the results of the review and a finding of the incident. The memorandum shall make a finding of Preventable or Non-preventable, and will also indicate whether or not negligence was involved. Negligence is defined as the failure to exercise care which is reasonable or the failure to exercise care normally used by a prudent person. Commanders shall also review the report, and, attach an NRP 511 which indicates concurrence with the supervisor's review and/or finding of the incident.
  - (4) If there is a non-concurrence by a supervisor or commander, an explanation shall be placed on the NRP 511.
  - (5) A Bureau Commander shall serve as the Chairman of the NRP Review Board.
- e. Membership
- (1) The NRP Review Board will consist of the following:

<b>NRP (Property/Damage) Review Board</b> <b>(Position specific/ meet as needed)</b>	
Maj. Field Operations Bureau 1 - <b>Chair</b>	
Maj. Field Operations Bureau 2	
Maj. Support Services Bureau	
Maj. Special Services Bureau	
Maj. Intelligence & Special Investigations Bureau	



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6. The **Training Committee** (TC) shall develop a strategic plan for training and be responsible for reviewing a variety of training issues.

- a. The TC shall consist of the Training and Recruitment Unit Commander, Training Section Supervisor, various representatives from the Field Operations Bureaus and Special Services Bureau, and any other NRP representatives as designated by the Superintendent.
- b. The TC shall meet at a minimum quarterly, beginning in January of each year or as needed. The goal of the TC is to assess, identify improvements for and make recommendations on the training of the Natural Resources Police to ensure employees are trained to accomplish and support the mission statement.
- c. TC members responsibilities:
  - (1) Review current training programs for policy compliance, legality, and relevance to the TC's goals.
  - (2) Contribute knowledge and expertise in developing training programs or techniques.
  - (3) Encourage and solicit input from NRP employees and outside organizations on training needs as well as improving methods and techniques in training (Act as advocates).
  - (4) Investigate and identify innovative methods and techniques for training.
  - (5) Make recommendations to both the Commander of the Training and Recruitment Unit and the Senior Command Staff as appropriate.
  - (6) Attend meetings as scheduled.
- d. Membership
  - (1) The Training Committee will consist of the following:

<b>Training Committee</b> <b>(Position specific / meet quarterly)</b>	
Lt. Training & Recruitment Unit - <b>Chair</b>	
Sgt. Training Section	
Sgt. C. Brown	
Sgt. B. Garvey	
Sgt. A. Sharpeta	
Sgt. K. Layman	
Sgt. G. Jilek	
Sgt. L. Markert	
Cpl. B. Friend	
Cpl. K. Austin	
Cpl. R. Kapp	

7. The **Reassignment Review Board** shall perform the duties as prescribed in the NRP Manual, Chapter 4, Section VII, and shall consist of the Bureau Commanders and the Director of the Administrative Services Bureau.

- a. Membership
  - (1) The Reassignment Review Board will consist of the following:

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<b>Reassignment Review Board (Position specific / meet as needed)</b>
<b>NO CHAIR</b>
Maj. Field Operations Bureau 1
Maj. Field Operations Bureau 2
Maj. Support Services Bureau
Maj. Special Services Bureau
Maj. Intelligence & Special Investigations Bureau
Chief Administrative Officer

8. The **Emergency Operations Committee** shall have the following responsibilities and memberships:

a. Responsibilities

- (1) Review and update the Emergency Operations Plan annually or as needed.
- (2) Identify training needs.
- (3) Review emergency operations as needed.
- (4) Make recommendations for changes in emergency operation procedures.
- (5) Recommend changes and acquisition of emergency equipment.
- (6) Review After-Action Reports as needed of real world incidents and exercise / drills.
- (7) Promote inter-agency communications and cooperation.
- (8) Meet quarterly or as needed.

b. Membership

- (1) The NRP Emergency Operations Committee will consist of the following:

<b>Emergency Operations Committee (Position specific / meet quarterly)</b>
Maj. Special Services Bureau – <b>Chair</b>
Capt. Eastern Region
Capt. Southern Region
Capt. Central Region
Capt. Western Region
Capt. Communications & Supply Division
Capt. Training, Recruitment, & Safety Education Division
Primary DNR / NRP MEMA Representative

9. The **Vehicle, Vessel, and Uniform Committees** shall have the following responsibilities and memberships:

a. Responsibilities

- (1) Review current and new equipment / uniforms for efficiency and effectiveness.
- (2) Submit proposals through Support Services Bureau Commander for senior command review and Superintendent's selection.
- (3) Meet quarterly

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b. Membership

- (1) Committees will consist of NRP Captains holding the chair, five non-commissioned officers, and one additional member involved in the use and/or purchase of equipment and uniforms.
- (2) The Supply and Maintenance Unit Commander will serve as an Ad Hoc member on all three committees.
- (3) The Superintendent may solicit input from the Union's Labor/Management Committee regarding the selection of the members of these three Committees.
- (4) The Vehicle, Vessel, and Uniform Committees will consist of the following:

<b>Vehicle Committee</b> <b>(3-year term/meet quarterly / as needed)</b>
Capt. A. Parker - <b>Chair</b>
Lt. Supply & Maintenance Unit - Ad Hoc
Sgt. M. McCall
Ofc. K. Neitzel
Cpl. C. Warden
Cpl. G. Tyler
Ofc. A. Shifflett
Ofc. J. King

<b>Vessel Committee</b> <b>(3-year term / meet quarterly/ as needed)</b>
Capt. Communications & Supply Division – <b>Chair</b>
Lt. Supply & Maintenance Unit – Ad Hoc
Mr. D. Iman
Sgt. T. Brimer
Sgt. B. Bunting
Cpl. A. Felsecker
Cpl. K. Kelly
Sgt. M. Ferguson
Ofc. E. Beckhardt
Cpl. M. Greeff
Cpl. A. Hunt

<b>Uniform Committee</b> <b>(3-year term / meet quarterly / as needed)</b>
Capt. B. Rathgeb – <b>Chair</b>
Lt. Supply & Maintenance Unit - Ad Hoc
Ms. S. Johnson
Sgt. A. Shirley
Cpl. A. Milburn
Ofc. M. Willitts
Cpl. R. Brown
Ofc. A. Blickenstaff
Cpl. J. Ball

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10. The Tidal Fish Advisory Commission, Sport Fish Advisory Commission, Wildlife Advisory Commission, Waterfowl Advisory Committee, Atlantic States Marine Fisheries Commission, and the Maryland Aquaculture Coordinating Council shall have the following responsibilities and memberships:

- a. Responsibilities
  - (1) Represent the Agency at the respective committees providing input on proposed regulation changes as needed.
  - (2) Provide information / trends as needed and appropriate to committees on activities related to their cause.
  - (3) Provide timely updates through the chain of command to the Superintendent on discussions that have the potential to affect the Agency.
- b. Membership
  - (1) Lead agency representatives will hold the rank of Captain or Lieutenant and are selected at the discretion of the Superintendent. Sergeants may also be assigned to assist the lead representative.

<b>Personnel assigned as a liaison representing NRP</b>
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<b>Tidal Fish Advisory Committee- Lead Rep. (3-year term / quarterly)</b>
Lt. R. Rafter (Area 2)
Sgt. T. Brimer (Area 1)

<b>Sport Fish Advisory Committee- Lead Rep. (3-year term / quarterly)</b>
Lt. B. Noon
Sgt. B. Bunting

<b>Wildlife Advisory Committee-Lead Rep. (3-year term / 8 times per year)</b>
Lt. C. Fawley
Sgt. D. Brown

<b>Waterfowl Advisory Committee-Lead Rep. (3-year term / as needed)</b>
Sgt. R. Bakeoven
Sgt. T. Kraemer

<b>Atlantic States Marine Fisheries Committee/Joint Enforcement Agreement - Lead Rep. Position specific / meets quarterly / LE committee bi-annually)</b>
Major R. Kersey
Lt. S. Simmons (Adjunct)

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<b>Maryland Aquaculture Coordinating Council – Lead Rep. (Position specific / meets bi-monthly)</b>
Lt. C. Medellin (Area 4)
Sgt. M. Ferguson

11. **Ad Hoc Committees** shall have the following responsibilities and memberships:
- a. Responsibilities
    - (1) Are established for a specific purpose or need.
    - (2) Comply with the Superintendent's mandates or other mandates that affect the committee.
  - b. Membership
    - (1) Committee chair(s) will hold the rank of Lieutenant or above and are selected at the discretion of the Superintendent.
    - (2) The Superintendent may solicit input from the Union's Labor/Management Committee regarding the selection of the members of this Committee.

#### **E. NRP Assignments to Committees / Boards / Panels / Groups / Liaisons**

1. All Committee Chairs and Liaisons will receive detailed direction on procedures for reporting out. Certain committees will have term limits; others are position specific. Personnel will be replaced upon unforeseen circumstances such as promotions, retirements, etc. A term limit does not necessarily mean all members are removed from participation.

## **CHAPTER 2 SECTION VI**

### **COMMITTEES, BOARDS, AND PANELS**

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