

CHAPTER 4

PERSONNEL

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CHAPTER 4

PERSONNEL

Sec. I LEAVE

- A. Annual Leave (AL)
- B. Compensatory Time & Leave
- C. Personal Leave (PL)
- D. Sick Leave (SL)
- E. Bereavement Leave (BL)
- F. Regular Day Off
- G. Holiday Leave (HL)
- H. Military Leave
- I. Military Administrative Leave
- J. Family and Medical Leave Act (FMLA)
- K. Work Related Accident Leave (ASL)
- L. Leave Donation & Leave Bank
- M. Emergency Conditions
- N. Jury Duty
- O. Accident Sick Leave (ASL) & Leave Without Pay (LWOP) Reporting Requirements
- P. General
- Q. Time for Union Activities

Sec. II WORK AND LEAVE RECORDS

- A. Workday Time & Attendance Computer Program
- B. Request for Leave (Form NRP-207)
- C. RMS Officer's Daily Log
- D. Duty Roster Form (Form NRP-307) & Scheduling Guidelines
- E. Monthly Record of Approved Leave (Form NRP-308)
- F. Minimum Time Off

Sec. III COMPENSATION AND ALLOWANCES

- A. Overtime
- B. Compensatory Time (CT)
- C. Call Out
- D. Shift Differential (SD)
- E. Clothing Allowance
- F. Health Insurance
- G. Meals Reimbursement
- H. Mileage Reimbursement
- I. Advanced Compensation
- J. K-9 Officer Compensation
- K. Bilingual Pay
- L. Release Time

Sec. IV MEDICAL SECTION

- A. First Report of Injury – Paid Employees
- B. First Report of Injury – Volunteers/Non-Paid Employees (Reserve Officers)
- C. Fitness for Duty & Restricted Duty Policy
- D. Psychological Referrals
- E. Drug Screening
- F. Medical Wavers
- G. Notification of Illness or Injury

CHAPTER 4

PERSONNEL

- H. Exposure Control Plan
- Sec. V AWARDS AND RECOGNITIONS**
 - A. Awards Nomination Procedure
 - B. Incentives
 - C. Employee of the Month Program

- Sec. VI SECONDARY EMPLOYMENT**
 - A. Definitions
 - B. Request Procedures
 - C. Limitations Generally
 - D. Ethical Limitations
 - E. Specific Job Restrictions
 - F. Extra Duty Secondary Employment
 - G. Liability

- Sec. VII CHAIN OF EMPLOYMENT**
 - A. Appointment
 - B. Probation
 - C. Officer First Class Reclassification / Evaluation
 - D. Promotions
 - E. Reassignments
 - F. Acting Capacity
 - G. Termination
 - H. Reinstatement

- Sec. VIII EMPLOYMENT SEPARATIONS**
 - A. Employment Separation Procedures – In General
 - B. Officer’s Supervisor’s Responsibilities
 - C. Officer’s Commander’s Responsibilities
 - D. Other Responsibilities
 - E. Voluntary Separations
 - F. Involuntary Separations
 - G. Employment Separation by Death

- Sec. IX TRAINING AND CAREER DEVELOPMENT**
 - A. Entrance Level Training
 - B. NRP Probationary Period
 - C. Promotional Training
 - D. Field Training Officer Program
 - E. In-service Training
 - F. Nominations to FBI Academy
 - G. Travel Regulations

- Sec. X EMPLOYEE ORGANIZATIONS**
 - A. Collective Bargaining
 - B. Labor Activities
 - C. Political Activities

- Sec. XI FAIR PRACTICES WORKGROUP**
 - A. Fair Practices Workgroup

CHAPTER 4

PERSONNEL

Sec. XII DISCRIMINATION & HARASSMENT

- A. Authority
- B. Scope
- C. Definitions
- D. Policy
- E. Responsibilities
- F. Reporting Discrimination and/or Harassment Situations
- G. Processing Complaints of Discrimination, Harassment, and/or Retaliation
- H. Complaints of Discrimination and/or Harassment from Non-NRP Employees

Sec. XIII GRIEVANCE PROCEDURES

- A. Grievance Procedures – In General
- B. Title 12 Grievance Process
- C. Weapons at Office of Administrative Hearings (OAH) Facility
- D. Sworn Law Enforcement Officers' Grievance Process

Sec. XIV LAW ENFORCEMENT OFFICERS' BARGAINING AGREEMENT

- A. Memorandum of Understanding Between NRP & SLEOLA
- B. Conflicts Between the NRP Manual of Policies, Procedures, and Regulations and the MOU
- C. Relevant Portions of the Memorandum of Understanding

CHAPTER 4 SECTION I LEAVE

A. Annual Leave (AL)

1. An employee will begin to accumulate AL on the first day of employment; however the employee will not be entitled to use AL until the seventh month of employment.
2. Annual Leave will be earned and taken in accordance with the State Personnel and Pensions Article, Title 9, Subtitle 3, sections § [9-301](#) thru § [9-308](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.04](#).
3. Leave balances can be found and remain current within Workday.

B. Compensatory Time & Leave

1. Under [COMAR 17.04.11.02.E](#) nonexempt employees (civilian employees, cadets, PCO's, and sergeants and below) may earn compensatory time instead of overtime.
 - a. The maximum amount of compensatory time which may be accrued and/or paid-out upon leaving State service is:
 - (1) Civilians & PCOs: 240 hours.
 - (2) Sergeants & below: 480 hours
 - b. Non-Exempt employees may carry over their compensatory time when promoted into an exempt employees classification.
2. Under [COMAR 17.04.11.02.D](#) exempt employees (lieutenants and above) may not receive any overtime pay, but they may receive compensatory time for their overtime work.
 - a. There is no maximum amount of compensatory time which may be accrued; however it must be used within 12 months of being earned.
 - b. Upon leaving State service, the Regular Compensatory Leave payout will be limited to a maximum of ONLY 16 hours as an exempt employee.

C. Personal Leave (PL)

1. Personal Leave is governed by statute, the State Personnel and Pensions Article, Title 9, Subtitle 4, sections § [9-401](#) thru § [9-404](#) of the Annotated Code of Maryland.
2. An employee must obtain permission to use PL from an immediate supervisor. A PL request may not be denied to observe a religious holiday, except for essential employees.

D. Sick Leave (SL)

1. Sick Leave is governed by [DNR's Sick Leave Policy](#) which can be found on DNR's Intranet under Employee Resources. Sick leave is also governed by the State Personnel and Pensions Article, Title 9, Subtitle 5, sections § [9-501](#) thru § [9-508](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.05](#).
2. In the event that an officer will not be able to report to work because of an illness, the officer will notify the supervisor or duty officer (whichever is on duty) at least one hour prior to the start of the shift, if possible. The DO/Supervisor will contact the DNR Communications Center. These contacts should be made at a minimum of one hour prior to the employees shift.
3. For an illness or disability of five (5) or more consecutive work days, an employee shall submit an original certificate which authenticates the illness or disability in accordance with State Personnel and

CHAPTER 4 SECTION I LEAVE

Pensions Article, § [9-504](#), Annotated Code of Maryland.

- a. In addition to, or in lieu of an original certificate, a Form NRP-496 (Attending Physician's Certificate) shall be completed and signed by the medical provider.

E. Bereavement Leave (BL)

1. Bereavement Leave is governed by [COMAR 17.04.11.06](#)
2. BL is administrative leave; therefore, it is given to the employee by the State, and is not charged to the employee's leave balance.

F. Regular Day Off

Officers must be scheduled for 8 regular days off in a 28-day work period.

G. Holiday Leave (HL)

1. Holiday Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 2, sections § [9-201](#) thru § [9-205](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.08](#).
2. For officers and Police Communications Operators, alternate holiday scheduling provides one holiday to be taken each month. However, in a non-election year, 11 holidays are provided. Therefore, a holiday will not be taken in June.
3. Employees must take holiday leave in full days.
4. A holiday shall be scheduled during the month it is earned. If circumstances prevent the supervisor from scheduling the holiday during the month it is earned, the supervisor shall then schedule the holiday within 30 days from the month the holiday was earned. All holidays shall be scheduled and taken before the end of the calendar year that the holiday was earned.
5. A supervisor shall not change an employee's scheduled holiday unless it is an emergency, as determined by a commander, which requires the call back of personnel to duty.
6. An employee may request a schedule change for a pre-scheduled holiday by submitting a leave request form to their immediate supervisor. If the supervisor approves the requested schedule change, every attempt shall be made to reschedule the holiday in the month earned. In any case, the holiday shall be rescheduled within 30 days.
7. Thanksgiving, Christmas and New Year's Day are considered premium holidays.
 - a. PCO's and Officers (Sgt. and below) eligible to receive cash overtime shall:
 - (1) Enter the appropriate times and codes into the Workday program.
 - (2) Be compensated at the rate of time and one-half for the number of hours actually worked on a premium holiday, and
 - (3) Be credited with hour for hour compensatory leave for each hour actually worked under 4 hours on a premium holiday, or
 - (4) Be automatically credited with 8 hours compensatory leave for actually working more than 4 hours on a premium holiday.
 - b. Commissioned officers are only eligible to receive compensatory leave and shall:

CHAPTER 4 SECTION I LEAVE

- (1) Enter the appropriate times and codes into the Workday program.
 - (2) Be compensated with compensatory leave on an hour for hour basis for the number of hours actually worked on a premium holiday.
 - c. For PCO's and all officers
 - (1) The premium holidays do not take the place of regularly scheduled holidays for January, November, and December.
 - (2) Compensatory leave earned as a result of working on a premium holiday must be taken within one year of the date that it is earned.
8. Holidays are pre-scheduled by the employer for the Natural Resources Police. NRP sworn personnel and Police Communications Operators who are eligible to receive cash overtime and who are required by the supervisor to work a holiday that was designated as pre-scheduled, shall receive payment for the number of hours scheduled at the employee's regular rate of pay, and shall be compensated at the rate of time and one-half for the number of hours actually worked on a pre-scheduled holiday.
9. Employees, whose holidays are not prescheduled by the employer, are entitled to the following State holidays, or as designated by the Governor.
- a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. President's Day
 - d. Memorial Day
 - e. Independence day
 - f. Labor Day
 - g. Columbus Day
 - h. Election Day (in election year)
 - i. Veteran's Day
 - j. Thanksgiving Day
 - k. Day after Thanksgiving
 - l. Christmas Day

H. Military Leave

1. Military Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 11, sections § [9-1104](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.10](#).
2. An employee who is a member of a reserve unit of the armed forces or in the organized militia is:
 - a. Entitled to leave with pay for military training,
 - b. Not more than 15 days annually, and
 - c. Without loss of pay or charge against leave.
3. If an employee is on ML for five or more consecutive days, then regular day off must be included in the scheduling.
4. A copy of the military orders shall be submitted and maintained by the employee's supervisor in order to support the employee's usage of military leave. While on military leave, a copy of the orders shall be submitted to NRP Personnel Support at the end of each pay period.

I. Military Administrative Leave

1. Military Administrative Leave is governed by the State Personnel and Pensions Article, Title 9,

CHAPTER 4 SECTION I LEAVE

Subtitle 11, § [9-1107](#).

2. A qualified employee is entitled to Military Administrative Leave in accordance with § [9-1107](#).
3. A copy of the military orders shall be submitted and maintained by the employee's supervisor in order to support the employee's usage of military leave. While on military leave, a copy of the orders shall be submitted to NRP Personnel Support at the end of each pay period.
4. An employee eligible to receive Military Administrative Leave shall elect to use either Military Administrative Leave or Military Leave.
5. If an employee is on Military Administrative Leave for five or more consecutive days, then regular days off must be included in the scheduling.

J. Family and Medical Leave Act (FMLA)

1. Family and Medical Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 10, § [9-1001](#) of the Annotated Code of Maryland, and COMAR sections [17.04.11.05](#), [17.04.11.24](#), and [17.04.11.26](#).
2. Pursuant to the Family and Medical Leave Act, employees are entitled to:
 - a. 12 weeks of unpaid leave in any 12 month period or 480 hours.
 - b. Continued subsidized health insurance benefits
 - c. Guaranteed return to your previous job or an equivalent position.
3. FMLA may be used for:
 - a. The birth of a child or the placement of a child for adoption or foster care within one year following the birth or placement of the child into the employee's home.
 - b. A serious health condition that makes the employee unable to perform the essential functions of their job.
 - c. When the employee's spouse, child, parent, or legal dependent has a serious health condition and the employee is required to provide care.
4. Accrued paid leave must be taken concurrently with FMLA.
5. Employee's responsibilities when requesting or being placed on FMLA:
 - a. When possible, an employee is requested to give their supervisor 30 days notice for FMLA leave
 - b. Employee is required to send the DNR FMLA Request and Review Form and the Medical Certification Form with an original signature from their medical practitioner to the Human Resources contact for their Unit within 2 weeks. (Forms can be obtained through the DNR Intranet or Human Resources contact.
6. The NRP Personnel Section retains detailed information regarding FMLA.

K. Work-Related Accident Sick Leave (ASL)

1. Work-Related Accident Sick Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 7, sections § [9-701](#) thru § [9-705](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.07](#).

CHAPTER 4 SECTION I LEAVE

2. The supervisor will contact IWIF at 1-888-410-1400 within 24 hours of the injury and provide the basic and necessary information regarding the injury and provide the policy number 909068.
3. When accident leave is used, the employee must obtain an original doctor's certificate (Form NRP-496 - Attending Physician's Certificate) with the doctor's actual/original signature to be submitted to the NRP Personnel Support section for the pay period the employee begins to use accident leave. The NRP-496 must include a prognosis about the employee's ability to return to full duty.
4. Before an employee may return to full duty, the employee must have their doctor complete Form NRP-496 (Attending Physician's Certificate) and the doctor must certify that the employee can perform the essential tasks required for full duty status.
5. The NRP Disability Panel must conduct a review and approve an employee's return to full duty. NRP reserves the right to require an employee be certified by the State Medical Director as a part of the review and approval process.
6. Work related accident sick leave may be granted for up to an additional 6 months according to § [9-702](#)
 - a. If the employee is injured to the extent that immediate care is necessary the immediate supervisor will fill out the required documentation. The Supervisor must obtain the First Report of Injury number in accordance with [COMAR 17.04.11.07](#).
7. The designated forms will be filled out and forwarded to the NRP Personnel Support section within two days. The employee must give a detailed written description of the circumstances surrounding the incident to include what part of the body was injured. Witnesses will also be required to complete a detailed account of the incident.
8. Commanders or supervisors must notify the NRP Personnel Support section and the appropriate Bureau Commander when an employee is injured and off duty for an extended period of time.

L. Leave Donations and Leave Bank

1. The Leave Donations and Leave Bank programs are governed by the State Personnel and Pensions Article, Title 9, Subtitle 6, sections § [9-601](#) thru § [9-607](#) of the Annotated Code of Maryland, and COMAR sections [17.04.11.22](#) and [17.04.11.23](#).
2. Forms related to the Leave Donations and Leave Bank programs may be requested from the NRP Personnel Support section.

M. Emergency Conditions

1. Sworn Personnel
 - a. Sworn essential personnel are guided during emergencies by the provisions of [Emergency Operations Manual](#).
2. Civilian Personnel
 - a. In accordance with [Executive Order 01.01.1981.10](#) an emergency essential employee is an employee whose duties are of such a nature so as to require the employee to report for work or remain at the work site to continue agency operations during an emergency closing situation. The appointing authority or his designee may excuse personnel from duty, or require their

CHAPTER 4 SECTION I LEAVE

presence, as circumstances and conditions warrant, in order to maintain minimum staffing requirements for the affected facility.

- b. When it is determined that an emergency condition exists, circumstances that would expose State employees to harm or unsafe conditions, an announcement will identify the specific nature of the emergency, the affected geographic areas, and the starting period of the emergency condition. A full day closing, liberal leave, delayed starting time, or early release will be permitted in these extreme circumstances.

N. Jury Duty

1. Jury Duty Leave is governed by the State Personnel and Pensions Article, Title 9, Subtitle 11, § [9-1104](#) of the Annotated Code of Maryland, and [COMAR 17.04.11.12](#).
2. Explanation to the Employer for the Juror's Absence Report Form must be obtained from the Court and submitted and maintained by the employee's supervisor as needed to support the employee's usage of Jury Duty Leave.

O. Accident Sick Leave (ASL) & Leave Without Pay (LWOP) Reporting Requirements

1. A supervisor who has an employee on Accident Sick Leave (ASL) or Leave Without Pay (LWOP) must call or email the NRP Personnel Section no later than 9:00 AM on the last Tuesday of each pay period, unless requested earlier, and the supervisor must advise the following :
 - a. The exact dates and/or number or hours:
 - (1) The employee used Accident Sick Leave or Leave Without Pay.
 - (2) The employee used "X" days.
 - (3) The employee used Holiday Leave.
 - (4) The employee actually worked.
 - b. For Accident Sick Leave, the supervisor must include in their report the Date of Injury.

P. General

At the end of a calendar year, if the pay period extends into the following year, leave, excluding Holiday Leave, taken during this pay period is counted against the employee's leave balance from the previous calendar year.

Q. Time for Union Activities

1. In compliance with the SLEOLA MOU, The NRP and SLEOLA recognize that union representatives and stewards play an important role in effectuating the terms of the MOU; however, both parties acknowledge that the duties undertaken as a union representative or steward are in addition to their job assignments.
2. Consistent with the operational needs of the Employer, the Employer shall grant duty time for designated stewards and union representatives, including reasonable travel time when necessary, to attend:
 - a) grievance meetings;
 - b) Labor Management Committee meetings;
 - c) negotiating sessions regarding supplementation or amendment of the MOU during its term; or negotiation of a successor MOU,
 - d) committee meetings and activities if such meetings or activities have been jointly established by

CHAPTER 4 SECTION I

LEAVE

- the parties; or
 - e) meetings called or agreed to by the Employer if such employees are entitled and required to attend the meetings by virtue of being Union representatives.
3. In addition to the above events, Union representatives and stewards shall be allowed reasonable work time to complete assignments that have been assigned by the Labor Management Committee.
- a) The employee's supervisor shall approve when the time can be taken.
 - b) Release hours will not exceed the employee's normally scheduled workday.
 - c) Time off with pay will not be unreasonably withheld.
 - d) The Union will normally provide the Employer with the names of its stewards who need release time within 5 days prior to the date of the meeting.
4. The practices described in § 12-405 of the State Personnel and Pensions Article shall apply to grievant, witnesses and Union representatives.
5. Release Time Account for Union Activities
- a) Union representatives will be allowed time off with pay charged against the Union Release Time Account consistent with the operational needs of the Employer for Union business such as:
 - 1) The name of employee members for whom release time is being requested; and
 - 2) The name of the employee members' immediate supervisor(s).
 - 3) The words "Union Release Time" as a description of leave in the other box;
 - 4) The requested leave dates;
 - 5) The title and general purpose of the event shall be listed in the Remarks section.
 - b) The Employer shall respond in writing within fifteen (15) days of receiving the representative's notice.
 - c) Such time off will not be detrimental in any way to the employee's record and will be specifically taken into account when applying performance standards relating to quantity and timeliness of work.
 - d) Time off with pay will not be unreasonably withheld.
6. Obtaining Release Time Approval from DBM
- a) All requests for release time for Union-sponsored meetings and conventions listed above shall be submitted to the Secretary of DBM at least thirty (30) days in advance of an event and shall include:
 - 1) The names of the employee members to be granted release time and the units of State Government which employ them;
 - 2) The purpose and general description of the event;
 - 3) The place and date of the event; and
 - 4) Any other information that the Secretary may require
 - b) If the Secretary approves the request, the Secretary shall notify the appointing authority of the employee members for whom release time has been approved.
 - c) Once approval is returned to the Union representative from DBM, the representative shall forward a copy of all paperwork to the NRP Personnel Section for coordination with DNR Payroll/Human Resources.
 - d) The union shall provide the DBM Secretary with a list of all employee members attending the event within 30 days after the event.
7. Release from Duty Issues
- a) Requests for release time in accordance with the SLEOLA MOU and policy shall routinely be granted.

CHAPTER 4 SECTION I

LEAVE

- b) In instances where the union notifies the State of the specific employees to be released within the time frames listed above, the Employer should only deny time off based on extraordinary operational needs.
- c) When the Employer denies time off based on operational needs in accordance with this Agreement, it shall, upon written request of the Union, provide the reasons in writing and shall advise the representative when he/she can obtain the time off.
- d) Time off under this provision shall not be arbitrarily denied.

CHAPTER 4 SECTION II WORK AND LEAVE RECORDS

A. Workday Time & Attendance Computer Program

1. An employee must account for their time and attendance in accordance with the Workday computer program.
 - a. An employee's time must be submitted no later than 2359 hrs. on the last day of the pay period.
 - b. Supervisors must approve the employee's time no later than 1200 on the first Wednesday following the end of the pay period.
 - c. Contractual Employees: Without the timely submission and approval of a contractual employee's Workday times, the employee will not be paid.
2. Eight X days must now be shown blank in the Workday system.

B. Request for Leave (Form NRP-207) [SMF-16]

1. An employee must submit a Request for Leave to their supervisor for initial authorization to use annual or compensatory leave. It may also be used to request personal or holiday leave. In authorizing leave, supervisors and commanders shall neither request nor require a reason from the employee as to why the leave is being requested.
2. A supervisor will return the signed leave card to the employee within 10 calendar days indicating the leave is approved or disapproved.
3. Once leave has been approved, it will not be cancelled unless extenuating or emergency conditions are anticipated or exist.

C. RMS Officer's Daily Log

1. The RMS Officer's Daily Log is to be completed daily by officers holding the rank of Sergeant and below, if related to field operations activities or investigations. Officers not assigned to Field Operations are exempt from completing the RMS Officer's Daily Log.
2. This log reflects information regarding an individual officer's daily activities.

D. Duty Roster (Form NRP-307) & Scheduling

1. Scheduling Guidelines
 - a. The establishment of scheduling guidelines is intended to maximize efficiency in the deployment of personnel and to standardize the manner in which the Natural Resources Police Duty Roster is completed.
 - b. Scheduling must comply with those rules established in the State Personnel and Pensions Article, and the SLEOLA MOU.
2. The NRP Duty Roster:(Electronic Versions)
 - a. Distribution of schedules will be limited to NRP sworn personnel, PCO's, administrative assistants, and cadets.
 - b. Lists the name, NRP identification number, home/or state telephone number, and unit number for employees below the rank of Major.
 - c. Reflects the work shift or leave status for each day of a 28-day period for employees below the rank of Sergeant. Sergeants schedules will include leave status.
 - d. Split shifts can be authorized by a supervisor in accordance with the SLEOLA agreement.

CHAPTER 4 SECTION II

WORK AND LEAVE RECORDS

- e. Reflects the leave status for Sergeants, Lieutenants, and Captains;
- f. When Sergeants begin their work day they shall immediately enter the appropriate numerical starting shift on the working schedule on the Website.
- g. Area Commanders may designate a work shift for Sergeants based upon their operational needs.
- h. Identifies a Duty Officer the rank of Sergeant or above on each day.
- i. Identifies specific assignments outside of the patrol function for employees below the rank of Lieutenant.
- j. Shall be completed and posted on the Regional/Divisional website for all affected personnel at least one week prior to implementation.

3. Staffing Levels:

- a. Minimum staffing levels are established by the Area / Unit and Regional / Divisional Commanders based upon the following criteria:
 - (1) Agency priorities.
 - (2) Current/historic activity
 - (3) Citizen reported violations
 - (4) Special events

4. Leave:

- a. The usage of leave shall comply with the law as established in the State Personnel and Pensions Article, and the regulations established in Title 17 COMAR and in Chapter Four of this Manual.
- b. The use of Regular days off shall be scheduled in the following manner.
- c. Exceptions may be made to accommodate specific requests.
- d. If requested, employees will be entitled to a second regular weekend off if both weekends are connected to 5 or more consecutive days of approved leave with at least 30 days advanced notice.
 - (1) May 1st to September 30th
 - (a) Field personnel below the rank of Lieutenant may be scheduled for one weekend off per 28-day period.
 - (2) October 1st to April 30th
 - (a) Field personnel below the rank of Lieutenant may be scheduled for two weekends off per 28-day period.

E. Monthly Record of Approved Leave (Form NRP-308)

- 1. Area Commanders shall record approved leave for employees under their command onto the Monthly Record of Approved (NRP-308) or equivalent electronic version.
- 2. The Monthly Record of Approved Leave will be made available to employees desiring to schedule leave so they can view the Area's approved leave schedule and select specific dates which will not have an undue impact on the Area's staffing levels.
- 3. Before approving an employee's leave request, the employee's supervisor shall review the Monthly Record of Approved Leave and discuss the request with the Area Commander to insure that the leave will not seriously harm the Area's staffing levels.

CHAPTER 4 SECTION II

WORK AND LEAVE RECORDS

F. Minimum Time Off

1. There shall be a minimum of 8 hours between the end of a scheduled shift and the beginning of the next scheduled shift workday.
2. This section does not apply:
 - a) If the schedule is the result of the affected employee requesting a shift change.
 - b) If there are fewer than the required number of hours between shifts as the result of overtime that occurs after the first shift or prior to the second shift.

CHAPTER 4 SECTION II
WORK AND LEAVE RECORDS

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CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

A. Overtime

1. Officers through the rank of sergeant must be paid overtime for any hours worked more than 8 during any scheduled workday. (State Personnel & Pensions Article, sections § 8-308 and § 8-309, of the Annotated Code of Maryland,)
2. Overtime is compensated at a rate of 1.5 times the officer's regular hourly pay rate.
3. Overtime must receive supervisory approval before being earned.

B. Compensatory Time (CT)

1. Officers through the rank of sergeant may accrue CT in lieu of overtime.
 - a. CT is accrued at 1.5 times the officer's regular rate of pay for a maximum of 480 hours.
 - b. CT must receive supervisory approval before being earned or used.
2. Officers the rank of lieutenant and above, are ineligible to earn monetary payment for overtime worked and will instead earn compensatory time at the rate of 1.0 hours per hour for all hours worked in excess of scheduled shifts. This compensatory time will be forfeited if not used within one year from the date it was accrued.
3. Forfeited leave will automatically be placed in the State Employees Leave Bank, unless the employee objects in writing.

C. Court Appearance

1. Under the State Personnel and Pensions Article, § 8-308, of the Annotated Code of Maryland, officers who make an appearance in court on official duty during off-duty hours are entitled to be paid overtime for the greater of:
 - a. The hours worked during the off-duty hours; or
 - b. 2 hours.

D. Call Out

1. Non-Commissioned Officers called to duty at times other than their regularly assigned shift, shall be granted overtime. (State Personnel & Pensions Article, § 8-308, of the Annotated Code of Maryland.)
2. If the officer is called out on a scheduled day off (holidays, annual, personal, reduction recovery or regular leave known as X-days) or on a scheduled work day after being placed off duty, the officer will be compensated with a minimum of four hours overtime.
3. Any time worked in excess of the four hours call-out pay that does not fall within number 4 below will be on an hour-for-hour basis.
4. If the officer is called out within four hours of his/her next scheduled shift, the officer will be paid for the time between the initiation of the call-out and the beginning of the that next shift.
5. If a subsequent call-out falls within the original four hour block of call-out hours, additional overtime will not be allowed until actual work time exceeds the original four hour period.

CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

E. Schedule Changes

1. Other than in emergency situations, schedules will not be changed with fewer than 48-hours-notice.
2. A non-commissioned officer whose schedule is changed with fewer than 48-hours-notice is entitled to premium pay for the duration of the shift that is changed.
3. Premium Pay is compensated at a rate of 0.5 times the officer's regular hourly pay rate.
4. The scheduling supervisor shall, consistent with manpower requirements, make a reasonable attempt to add an additional day off prior to or following other scheduled days off.

F. Shift Differential

1. The State shall pay shift differential to designated employees who work a qualifying shift.
2. The State shall pay a separate shift differential to employees who work overtime from a qualifying shift into another qualifying shift, in addition to any overtime payment or compensatory time to which the employee may be entitled.
3. The State shall pay a separate shift differential to employees who work overtime from a non-qualifying shift into a qualifying shift, provided that the employees work at least 1/2 of the qualifying shift, in addition to any overtime payment or compensatory time to which the employee is entitled.
2. The State may not pay shift differential to employees who are on paid leave.
3. Commissioned Officers must obtain approval from their supervisor prior to working a shift differential eligible shift.
4. Shift differential shall be paid to designated law enforcement personnel in accordance with the Memorandum of Understanding between the Natural Resources Police and the State Law Enforcement Officers' Labor Alliance (SLEOLA).
5. Shift differential shall be paid to designated civilian personnel in salary grades 5 through 17 in accordance with COMAR 17.04.02.04.

G. Clothing Allowance

1. Clothing allowance shall be paid in accordance with the Memorandum of Understanding between the Natural Resources Police and the State Law Enforcement Officers' Labor Alliance (SLEOLA).

H. Health Insurance

1. Employees, as listed in the COMAR 17.04.13.03, who are regularly paid salary and wages through an official State payroll center are eligible for health insurance coverage.
2. Each employee is eligible for coverage on the first scheduled working day.
3. New employees shall apply for coverage within 60 days of the employment or shall wait for the annual open enrollment period.

CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

4. Normally, open enrollment periods are held once a year. During this time employees may initiate or change their coverage.

I. Meals Reimbursement

1. Meal allowances for employees in travel status are reimbursable at the rates established by the Maryland Department of Budget and Management.

J. Mileage Reimbursement

1. An employee is eligible for reimbursement when personally owned vehicles are used for authorized State business.

- a. A supervisor must authorize the use of a personal vehicle.
- b. Reimbursement is only authorized when a State vehicle is not available for use.

2. The reimbursement rates are determined annually by the Maryland Department of Budget and Management.

3. The form, #COT/GAD-X-5, State of Maryland Expense Account, must be completed to request reimbursement.

K. Advanced Compensation

1. In accordance with the Memorandum of Understanding between the Natural Resources Police and the State Law Enforcement Officers' Labor Alliance (SLEOLA) the following are advanced compensation programs:

- a) Each day a Field Training Officer (FTO) is assigned a trainee, they will earn an additional stipend per hour to compensate them for their extra duties and training program responsibilities.
- b) Law enforcement officers shall be paid additional compensation based on the highest level of education they possess.
- c) Law enforcement officers shall be paid additional compensation based on the successful completion of the Agency's physical fitness bonus program.
- d) Law enforcement officers shall be paid additional compensation if their bilingual skills are used in the course of their duty. Officers will confirm a minimum skill level.

L. K-9 Officer Compensation

1. Canine officers will earn ½ hour overtime or comp time on non-working days to maintain their K-9.

2. When a K-9 officer is on leave and their K-9 is in the care of another officer or in a kennel, there is no compensation allowed for the primary / secondary handler.

M. Bilingual Pay

1. Officers are authorized to receive \$25 per pay period if they utilize their foreign language or sign

CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

language skills in the course of their duties after a minimal proficiency level has been verified.

2. Prior to being authorized to receive bilingual pay, officers will complete and submit the form, NRP-595 (Bilingual Verification Form).

3. To test an officer's fluency in a foreign language, the officer will take an oral foreign language communication test, known as the Speaking and Listening Assessment (Interactive Voice Response) administered and scored by ALTA Language Services. For more information see the following hyperlink:

<https://www.altalang.com/language-testing/speakinglisten/>

4. The Agency will pay for the first oral foreign language test in each specific language, while the officer will be responsible for subsequent tests if they fail to obtain a score of 9 or higher in a specific language.

5. Officers who receive a minimum foreign language proficiency level score of 9 will be authorized to receive bilingual pay upon supervisory approval. Scores are based on the following ALTA proficiency level descriptions:

CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

Bilingual Proficiency Levels	General Descriptions for Foreign Language Proficiency
8	A person at a level 8 can participate in general conversations surrounding routine and topics in most social and work-related settings. They will have trouble with some normal speed conversations and with topics that are more advanced or specialized. They may lack the capability to speak at a normal speed, and will not use advanced grammatical structures or will make many mistakes. A candidate at this level will potentially cause misunderstandings between themselves and the listener based on some lack of ability to convey clearly his/her message.
9	A person at a level 9 can successfully handle in-depth conversations in the target language, on a broad range of subjects and at a normal rate of speech. They will have difficulty understanding some slang or idioms or some advanced grammatical structures, but can figure out what is said by the context of the discussion. When speaking, a person at a level 9 can express themselves over a broad range of topics at a normal speed. They may have a noticeable accent and will make grammatical errors, for example with advanced tenses, but the errors will not cause misunderstanding to a native speaker.
10	A person at a level 10 can handle all of the tasks that a level 9 can, with the addition of demonstrating skills such as selling and persuasion. They can successfully handle in-depth client questions, and does not require as much contextual support for understanding of slang and idioms. A person at this level is able to select vocabulary that conveys a finer shade of meaning with more precision than a level 9 and can better support his/her opinions. Errors in speech are few, are limited to advanced grammatical situations and do not affect understanding.
11	A person at a level 11 is nearly fluent. They can handle a wide variety of communicative tasks with finesse. Their communication is close to that of a well-educated speaker, and only encounters difficulty if speech is highly abstract. Errors in speech are very few, are limited to advanced grammatical situations and do not affect understanding.
12	The level 12 oral skills are equivalent to native fluency. The person can understand everything said in the language and can speak with precision and finesse using the full range of grammar, vocabulary, idioms, and expression.

6. To test an officer's fluency in American Sign Language, the officer will participate in an American Sign Language Proficiency Interview (ASLPI) which is administered and scored by Gallaudet University. For more information see the following hyperlink:

<https://www.gallaudet.edu/asl-diagnostic-and-evaluation-services/aslpi>

7. The Agency will pay for the first ASLPI exam, while the officer will be responsible for subsequent exams if they fail to obtain a score of 3+ or higher.

8. Officers who receive a minimum American Sign Language proficiency level score of 3+ will be authorized to receive bilingual pay upon supervisory approval. Scores are based on the following ASLPI proficiency level descriptions:

(See Next Page)

CHAPTER 4 SECTION III

COMPENSATION AND ALLOWANCES

American Sign Language Proficiency Levels	General Descriptions for American Sign Language Proficiency Levels
5	Signers at this proficiency level are able to communicate with accuracy and fluency in order to participate fully and effectively in conversations on a wide variety of topics, both formal and informal and from concrete and abstract perspectives. They discuss their interests and special fields of competence, explain complex matters, and provide lengthy and coherent narrations, all with ease and impromptu detail. They present their opinions on issues and provide structured arguments to support those opinions. They are able to construct and develop hypotheses to explore alternative possibilities. They demonstrate no pattern of error in the use of basic structures, although they may make sporadic errors, particularly in low-frequency structures and in complex high-frequency structures. Such errors, if they do occur, do not distract or interfere with communication. They are able to use the language consistently with accuracy, complexity, flexibility, and intuition and incorporate depth and breadth of vocabulary, and pertinent culture references. Comprehension is excellent across a broad spectrum of topics, which includes fully understanding both what is stated, as well as what is inferred.
4+	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and unfamiliar, formal and informal topics but they are not able to maintain accuracy or complexity for the duration of the evaluation. Such discourse, while coherent, may be influenced by language patterns other than those of the target language. Even with this influence, they are consistently able to demonstrate all of the linguistic features required for high level proficiency. Comprehension is excellent across a broad spectrum of topics, and inferences are understood.
4	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and most unfamiliar topics; however, there is incorporation of language patterns other than those of the target language. They are able to use an array of rhetoric (narration, description, argument, and hypothesis) with complex topics in paragraph-length discourse related to employment, current events, and matters of public and community interest. Although they command a good number of grammatical features, they are deficient in some areas such as cohesion, non-manual signals (NMS), and depiction. They are able to present information with sufficient accuracy, clarity, and vocabulary selection to convey intended meaning without misrepresentation or confusion. Comprehension is very good with demonstration of confidence in the discussion of most complex topics.
3+	Signers at this proficiency level are able to demonstrate spontaneous elaboration on all familiar and some unfamiliar topics with increasing incorporation of language patterns other than those of the target language. When they attempt to perform tasks at the next proficiency level, they exhibit features of breakdown, such as shorter paragraph-level discourse, errors with mapping, cohesion, affect, and non-manual signals (NMS). Despite noticeable imperfections, they are able to present broad vocabulary with sufficient accuracy and clarity. Comprehension is good on all topics, but repetition and/or rephrasing might be needed.
3	Signers at this proficiency level are able to express language with sufficient structural accuracy and vocabulary to participate in most familiar and unfamiliar topics about practical, social, and professional situations. They can discuss particular interests with reasonable ease. They demonstrate confidence discussing topics at the paragraph discourse level, but exhibit errors and breakdown when in-depth elaboration and detail is requested. Occasional groping for vocabulary can be present. There is good control of grammar but there are some noticeable imperfections and errors which may interfere with understanding. They tend to function reactively by responding to direct questions or requests for information. They are capable of asking a variety of questions when needed to gather information pertaining to certain situations. They may combine and recombine known language elements to create short paragraph length responses. Their language contains pauses and self-corrections as they search for adequate vocabulary and language forms. Comprehension is often accurate with highly familiar and predictable topics although misunderstandings may occur.

CHAPTER 4 SECTION III COMPENSATION AND ALLOWANCES

American Sign Language Proficiency Levels	General Descriptions for American Sign Language Proficiency Levels
<p>NOTE: Except for LEVEL 5, the ASLPI proficiency level received may include the assignment of a plus value (+). This does not represent a midway point between two levels, but may be inferred to indicate that the examinee exceeds the requirements for a particular level but does not satisfy in all respects the requirements of the next higher level.</p>	

9. The completed NRP-595 (Bilingual Verification Form) and test results will be filed with the NRP Personnel Section.

10. Workday Procedures for Bilingual Pay:

- a. In the **FIRST WEDNESDAY** of the two-week pay period.
- b. Select “Bilingual Pay” from the Time Entry Code dropdown options.
- c. Enter “1” in the Quantity Box.
- d. In the Work Tag dropdown box select “Manager Approved.”

11. Bilingual pay should only be submitted, if utilized, in the course of the officer’s duties during a specified pay period. Supervisors must approve all entries.

N. Release Time

1. In accordance with the Memorandum of Understanding between the State of Maryland and the State Law Enforcement Officers Labor Alliance, this policy shall set forth the procedures for requesting and approval of Release Time.

2. Definition of Release Time: Release Time is Union requested and Agency approved paid time-off from normal working duties/hours to conduct certain types of Union activities.

3. The types of Union activities for which Release Time may be requested and approved include the following:

- a. **Term Negotiations:** Release Time used by Union Representatives to prepare for and negotiate a basic collective bargaining agreement or its successor.
- b. **Mid-Term Negotiations:** Release Time used to bargain over issues raised during the life of a collective bargaining agreement.
- c. **General Labor - Management Relations:** Release Time used for: meetings between labor and management officials to discuss general conditions of employment, labor-management committee meetings, labor relations training for Union representatives, and Union participation in formal meetings and investigative interviews.
- d. **Dispute Resolution:** Release Time used to process grievances up to and including arbitrations and to process appeals of bargaining unit employees to the various administrative agencies and, as necessary, to the courts.

4. To request Release Time, a Union Representative must utilize the NRP Form, NRP-570 (Request Release Time for Union Activities).

CHAPTER 4 SECTION III

COMPENSATION AND ALLOWANCES

- a. The Union Representative will document on the NRP-570:
 - (1) The date(s) that Release Time is requested for a bi-weekly pay period.
 - (2) The number of hours that Release Time is requested for a bi-weekly pay period.
 - (3) The types of Union activities for which the Release Time is requested.
 - b. Once completed, the Union Representative will sign the NRP-570, and forward it to the Union Member whom the Union wishes to receive the Release Time.
 - c. The Union Member will sign the NRP-570, and forward it through their chain-of-command to the Superintendent for review and approval. If anyone in the Union Member's chain-of-command denies the Release Time Request, then they shall provide a reason for their denial.
 - d. The Superintendent's Office shall forward the NRP-570 to DNR Director of Human Resources who will forward the Request to the Department of Budget and Management for final approval.
 - e. The Union will provide the Natural Resources Police with the names of its representatives who need Release Time not less than 5 days prior to the date of the meeting. The types of Union activities that require at least 5 days in advance notification include, but not limited to, the following (See the MOU, Article IV – Union Rights, Section 3 – Time Off with Pay During Working Hours):
 - (1) Grievance meetings.
 - (2) Labor / Management meetings.
 - (3) Negotiating sessions regarding supplementation or amendment of this MOU during its term or the negotiation of a successor MOU.
 - (4) Committee meetings and activities if such meetings or activities have been jointly established by the parties, or meetings called or agreed to by the Employer.
 - f. The Union must submit the NRP-570 at least 15 days in advance of the requested Release Time. The Natural Resources Police has 15 days to respond to the request. The types of Union activities that require at least 15 days in advance notification include, but not limited to, the following (See the MOU, Article IV – Union Rights, Section 4 - Release Time Account for Union Activities):
 - (1) State or area-wide committee meeting.
 - (2) State or international conventions.
 - (3) Preparation time for negotiations.
 - (4) Labor Management Committee meetings.
 - (5) Union sponsored labor relations training.
 - (6) Any other Union business deemed necessary by the Union President.
5. Workday Procedures for Release Time:
- a. Enter Time as you normally would on the day the time was used.
 - b. Add the Work Tag "Remote Work Location: Union Business."

CHAPTER 4 SECTION IV MEDICAL SECTION

A. First Report of Injury – Paid Employees

1. Immediately, following any job-related injury, accident, incident exposure, or re-injury of a previously reported job-related injury, the employee, or individual acting on the employee's behalf shall notify a supervisor. The supervisor must call the Injured Workers' Insurance Fund (IWIF) Injury Hot Line within 24 hours (1-888-410-1400). The supervisor will be asked for the Agency's policy number, which is #9-0906-8. Following this phone call, the supervisor must send a copy of the information provided to IWIF to the NRP Personnel Support section.
2. The following forms must be completed and forwarded to the NRP Personnel Support section within two (2) days.
 - a. Form IA-1 Workers Compensation - First Report of Injury or Illness (NRP-447)
 - b. Report of Injury – Employee's / Volunteer's Report (NRP-448E)
 - c. Report of Injury – Supervisor's Investigation (NRP-448S)
 - d. If there were any witnesses to the accident, Report of Injury – Witness Statement (NRP-448W)
3. In addition to the above, any use of accident leave must be reported by telephone or email to the NRP Personnel Support section by 0900 hours on the last day of the pay period. If there is an upcoming holiday, accident sick leave may be requested earlier.

B. First Report of Injury – Volunteers/Non-Paid Employees (Reserve Officers)

1. While this policy specifically refers to Reserve Officers as volunteer non-paid employees, it also includes any other type of volunteer non-paid employee working for the Agency.
2. In accordance with the Annotated Code of Maryland, Labor and Employment Article, Title 9 – Workers' Compensation, Subtitle 2 – Covered Employees and Employers, § 9-231.1, volunteers for State government, i.e. Reserve Officers, are only covered for medical services and treatment for a compensable injury. Reserve Officers are not eligible for disability benefits or lost wages.
3. Immediately following any job-related injury or illness to a Reserve Officer, or re-injury of a previously reported job-related injury, the Reserve Officer, or an individual acting on the Reserve Officer's behalf shall notify the closest on-duty Area District Supervisor. If there are no Area District Supervisors available, then the following contact list shall be utilized until first contact and notification is made:
 - a. Area Duty Officer
 - b. Area Commander
 - c. Regional Commander
4. Upon being notified of a job-related injury/illness to a Reserve Officer, the Supervisor shall:
 - a. Immediately notify the respective Regional Commander of the injury/illness. The Regional Commander shall relay this information through the chain of command to the Superintendent.
 - b. Call the Injured Workers' Insurance Fund (IWIF) Injury Hot Line within 24 hours (1-888-410-1400) to report the job-related injury/illness. The supervisor will be asked for the Agency's policy number, which is 9-0906-8.
 - c. Contact the NRP Personnel Support section and report the injury. During non-business hours, the supervisor shall leave a voicemail message reporting the job-related injury/illness. Following this phone call, the supervisor must send a copy of the information provided to IWIF to the NRP Personnel Support section.

CHAPTER 4 SECTION IV MEDICAL SECTION

5. The Reserve Officer and the Supervisor shall complete the followings forms and send them to the NRP Personnel Support section within 24 hours. These forms can be found in Chapter 6 Section II of the Reserve Officers' Policies and Procedures Manual.
 - a. Volunteer Employee's Proof of Claim – Accident Medical Expense (NRP-450A).
 - b. Volunteer Employee's Statement of Attending Physician (NRP-450B).

6. The Reserve Officer and the Supervisor shall complete the following forms and forwarded them to the NRP Personnel Support section within two (2) days. These forms can be found in Chapter 6, Section II of the Reserve Officers' Policies and Procedures Manual.
 - a. Workers Compensation - First Report of Injury or Illness (NRP-447).
 - b. Report of Injury – Employee's Report (NRP-448E).
 - c. Report of Injury – Supervisor's Investigation (NRP-448S).
 - d. If there were any witnesses to the accident, Report of Injury – Witness Statement (NRP-448W).

C. Fitness for Duty & Restricted Duty Policy

1. Non-Officer Status shall be defined as whenever a sworn law enforcement officer, who continues to be employed by the Agency, is temporarily relieved of law enforcement powers.
 - a. As required under COMAR 12.04.01, whenever an officer is placed in non-officer status for more than a thirty (30) day period, the Area/Unit Commander will notify the Training and Recruitment Unit Commander. The Training and Recruitment Unit Commander shall notify the Maryland Police Training Commission (MPTC) of the officer's status.
 - b. Such notification shall be made by the NRP Academy by completing the MPTC Form "Notice of Personnel Action." This form is available on the MPTC's web site, at:
<http://www.mdle.net/forms.htm>

2. A police officer, in order to fulfill their sworn duties, must be physically and mentally able to perform all of the tasks associated with the normal police functions. Therefore, any officer who indicates or has documented a physical or mental impairment which restricts their ability to carry out their normal police functions may be relieved of normal duty requirements and placed in a non-officer status. This action will be taken on a case-by-case basis to best meet the needs of the officer, the community, and the Agency.

3. Any officer who has knowledge of or reason to believe that they or any other employee may be suffering from or that they have had a documented physical or mental impairment which may restrict their ability to carry out the normal police functions shall notify their supervisor immediately.

4. In instances where an employee may be restricted in their ability to carry out their duties due to a suspected or documented physical or mental impairment, the Agency reserves the right to refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.

5. Fitness for Duty – As described below there are two categories of fitness for duty that are utilized to classify the status of sworn law enforcement officers of the Agency: Full Duty and Restricted Duty.
 - a. Full Duty - An officer is able to fully perform all duties and meet all responsibilities required of a sworn police officer.

 - b. Restricted Duty - An officer is not able to fully perform all duties and/or meet all responsibilities

CHAPTER 4 SECTION IV

MEDICAL SECTION

required of a sworn police officer. Further, the reason for the incapacitation is determined to be of a temporary nature, generally less than six months. Restricted duty status shall not exceed six months in duration for a specific incident. However, the Superintendent may for cause make an exception to this limitation. Officers in this category must have a moderate level of physical fitness and mental health as determined by a medical authority. Within this category, an officer's status will be listed as one of the following types:

- (1) ***TYPE 1 Limited Duty*** - The officer can perform most of the duties assigned. However, because of a specific administrative reason or a temporary medical condition, the officer is limited in the type or degree of duties they are physically capable of performing. The medical limitations must be well controlled and present no unreasonable risk to the individual, other employees, or the public during performance of duty.
 - (a) Officers in a limited duty status will retain their arrest powers and authorization to carry a weapon.
 - (b) May be subject to a temporary reassignment that has assigned duties and responsibilities consistent with administrative or medical restrictions.
 - (c) If the limited duty is the result of a temporary medical condition, then the officer must submit a physician's certification of condition (NRP-496) as required by the Disability Panel.
 - (d) Before returning to duty, the Agency may refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.
 - (e) Upon return to full duty, the officer will normally return to their regular assignment.

- (2) ***TYPE 2 Light Duty*** - An officer will be placed in a light duty status when the officer is able to report for duty, but is temporarily incapacitated so that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees, or the public. This status includes, but is not limited to, pregnancy. The following conditions apply to officers in a light duty status:
 - (a) Is relieved of all law enforcement responsibility.
 - (b) During this restricted duty period the officer shall be placed in a non-officer status.
 - (c) May not wear the police uniform for the period of light duty and may not be armed.
 - (d) Will be required to submit a written certificate from the treating physician stating the prognosis as required by the Disability Panel.
 - (e) An officer will not be assigned a state vehicle while on light duty status.
 - (f) May be subject to a temporary reassignment that has assigned duties and responsibilities consistent with medical restrictions.
 - (g) Officers in a light duty status will be required to submit medical certificates (NRP-496) from their treating physician(s) with the Bi-Weekly Time and Attendance Report unless otherwise directed. For reporting requirements for pregnancy, refer to (4).
 - (h) Before returning to duty, the Agency may refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.
 - (i) Light Duty status can be re-evaluated at any time by the Agency.

- (3) ***TYPE 3 Temporary No-Duty*** - An officer will be in a temporary no-duty status when they are unable to report for duty and unable to perform the duties of the assignment without presenting an unreasonable risk to the officer, other employees, or the public. Officers on medical leave and who may pose such a risk due to their illness or injury will be in this status. The following conditions apply to officers in a no-duty status:
 - (a) Officer is relieved of all law enforcement authority.
 - (b) During this restricted duty period the officer shall be placed in a non-officer status.

CHAPTER 4 SECTION IV

MEDICAL SECTION

- (c) The Agency shall require the officer to surrender their badges and issued firearm(s).
 - (d) The officer shall not wear the police uniform.
 - (e) Officers in a temporary no-duty status will be required to submit an original signed medical certificate (NRP-496) of illness or disability from their treating physician(s) or medical practitioner(s) which includes a prognosis about the officer's ability to return to full duty, in accordance with the State personnel and Pensions Article, '9-504, Annotated Code of Maryland. Copies are provided to payroll and to the Disability Panel. The NRP-496 must be submitted with the bi-weekly time and attendance report unless otherwise directed.
 - (f) Before returning to duty, the Agency may refer the employee to the State Medical Director for evaluation of their fitness to perform assigned duties.
 - (g) An employee placed in a Type 3 Status by the Agency shall be referred to the state medical director for evaluation of their fitness to perform assigned duties, and paragraph (3)(d), above, does not apply.
- (4) ***TYPE 4 Pregnancy*** -
- (a) As soon as the pregnancy is verified, the employee should notify her immediate supervisor, in writing, of her condition. In addition, this written notification shall be accompanied by a Physician's Certificate (NRP-496) that includes the estimated date of delivery.
 - (b) In accordance with the Annotated Code of Maryland, State Government Article §20-609, which is effective October 1, 2013, the employee's supervisor will explore with the employee all possible means of providing reasonable accommodations, including:
 - (i) Changing the employee's job duties;
 - (ii) Changing the employee's work hours;
 - (iii) Relocating the employee's work area;
 - (iv) Transferring the employee to a less strenuous or less hazardous position; or
 - (v) Providing leave.
 - (c) The Type 2 Light Duty policy and the reasonable accommodations listed above will apply for pregnant employees, certified by the attending physician, who are no longer able to perform full duty police functions.
 - (d) Interval reports need not be submitted unless an employee loses time from work, in which case the employee will comply with the usual requirements for physicians' certificates (NRP-496) due to sick leave usage.
 - (e) After the employee's six-week check-up following delivery, she will forward, through channels, a certificate (NRP-496) from her physician indicating the date that she expects to return to full duty. On that date, the employee is normally certified as able to return to duty; if unable to, as certified by the attending physician, the usual requirements for sick leave usage apply.
 - (f) If the employee must take a protracted period of sick leave before the seventh month of pregnancy or when her sick leave extends beyond the sixth week after the delivery, a physician's consultation report explaining the need for these extensions must be submitted by the employee to the NRP Personnel Support section.
- (5) ***TYPE 5 Disability*** - An officer will be in a disability status when they have sustained an injury, contracts an illness, or developed a mental or physical condition which causes a permanent impairment in their ability to fully perform the duties and responsibilities of a police officer as determined by the Medical Director of the Department of Budget and Management, and, a return to full duty constitutes a health or safety risk to other employees or the public.
- (a) Officer is relieved of all law enforcement authority.

CHAPTER 4 SECTION IV

MEDICAL SECTION

- (b) During this restricted duty period the officer shall be placed in a non-officer status.
 - (c) Officer will surrender their badges and issued firearm(s) and may not wear the police uniform.
 - (d) Options available to a disabled employee are:
 - (i) Transfer to another agency - The officer may, at their option, request to be transferred to another agency. Placement is dependent on availability of positions and the ability of the employee to meet the minimum qualifications of the position.
 - (ii) Disability retirement - In lieu of transferring to another State agency, a disabled employee may apply for disability. The officer may request the Department of Natural Resources Human Resources office to provide additional assistance in referrals to the Employees Assistance Program and Vocational Rehabilitation.
 - (e) In the event that the disabled officer does not elect to pursue one of the options available to them, the Agency may exercise its right to file charges for removal, in accordance with Department of Budget and Management regulations.
- (6) ***TYPE 6 Police Involved Shooting*** - An officer will immediately be placed on administrative leave in accordance with [COMAR 17.04.11.17](#) with pay and will remain at home pending the psychological/physical appointment and release by the State Medical Director. Once released by the State Medical Director, the officer will continue on administrative duty at an Area Office or designated location pending the final review of the incident and declination letter from the States Attorney. The following conditions apply to officers involved in police shootings who have been released by the State Medical Director upon first visit:
- (a) Is relieved of all non-life threatening law enforcement responsibility.
 - (b) Will not wear the police uniform, but may be armed.
 - (c) Will be assigned an unmarked state vehicle.
 - (d) Will only be released to full duty after release by State Medical Director, and the internal review is complete.
 - (e) Before returning to full duty, the officer will comply with the mandates set forth in this policy and will sign the NRP-838 (Order to Return to Full Duty).
 - (f) If the State Doctor recommends the officer have no law enforcement powers and requires follow up appointments, the Officer will be placed on Type 2 Light Duty status and will not carry a weapon or be assigned a state vehicle.
 - (g) Administrative Duty status can be re-evaluated at any time by the Agency.
6. An officer requesting to be placed in a Type 1, Type 2, or Type 4 Restricted Duty status for medical reasons must make a request in writing, in the memorandum format, to the Disability Panel through the chain of command.
- a. The request is to include:
 - (1) The physician's prognosis for return to full duty.
 - (2) All restrictions subsequent to their temporary medical condition.
 - (3) The prognosis must be an original (NRP-496) with an original doctor's signature.
 - b. The request must be accompanied by recommendations of assignment options from the Regional/Area/Division/Unit commander. However, the Disability Panel or the Superintendent may recommend an alternate assignment based on the needs of the Agency.
 - c. The number of Restricted Duty assignments which can be accommodated at any given time by the Agency are limited and will vary depending upon the Agency's needs and available vacancies.
 - d. The Disability Panel, under the direction of the Superintendent, shall make the final decision regarding the assignment.

CHAPTER 4 SECTION IV

MEDICAL SECTION

7. Return to Full Duty from Restricted Duty

- a. A request from the officer, in memorandum format, must accompany a physician's certification (NRP-496) and be submitted to the Disability Panel through the chain of command prior to an officer returning to full police duty.
 - (1) The certification must include an original doctor's signature, and
 - (2) State that the officer can return to full duty as a NRP Officer.
 - (3) The memorandum must state that the officer is requesting to return to a full duty status on a specific date.
- b. The Disability Panel may require:
 - (1) Direction from the Medical Director of the Department of Budget and Management to determine fitness for duty.
 - (2) Additional information from the officer's doctor.
- c. The Disability Panel shall submit a recommendation to the Superintendent for approval and advise the NRP Personnel Support section of the final decision.
- d. An officer may not return to full duty until notified through the NRP Personnel Support section.

D. Psychological Referrals

1. A supervisor who believes that a subordinate is displaying conduct that may be symptomatic of emotional and/or behavioral problems has the option of recommending that the employee be referred to the Employee Assistance Program or the State Medical Director. For the purposes of this policy, commander shall be defined as a person holding the rank of Lieutenant or above and supervisor shall be a person holding the rank of Sergeant or above.

2. It has been recognized that emergency service personnel experience a number of incidents that may produce Post Traumatic Stress Disorders. Civilian employees who work with these emergency service personnel may also be susceptible to these critical incidents. A major concern with these employees is that the effects of the incident may not surface until a later date. The use of peer debriefers has proven effective in dealing with this type of stress. The initial contact with the employee at the request of the commander and/or the employee will be held in confidence and will only be conducted by trained peer debriefers.

3. Employee Assistance Program (EAP) - Supervisors may elect to refer an employee to the EAP after considering the employee's work performance and/or work behavior. When the employee's work performance and/or behavior fails to meet established work performance standards, the supervisor should take those steps necessary to correct the problem. A referral to the EAP may be the step necessary to correct the situation. Participation in the EAP may be voluntary or at the request of management. Referrals can be either voluntary by the employee for mental health issues or initiated through management for job related issues. Participation is always confidential.

- a. Voluntary Referral - Employees can be advised to contact the EAP on their own for personal or family mental health issues. The initial contact, however, requires a co pay on the part of the employee and the use of the employee's leave time.
- b. Job related referrals
 - (1) Employees may be referred to the EAP by a supervisor for problems in work performance, (i.e., tardiness, misuse of sick leave, aberrant behavior in the work place, etc.) The initial assessment interview on this type of referral will be paid for by the State and will not incur any use of the individual's leave. Subsequent interviews will be at the expense of the employee.
 - (2) An employee will only be referred to the EAP after the supervisor has conducted interviews

CHAPTER 4 SECTION IV

MEDICAL SECTION

with the employee regarding the particular performance and/or behavior. The employee must clearly know what the expected job standards are for the position and how their performance and/or behavior fails to meet the standards. The questioned behavior and/or performance and the interviews with the employee will be documented by the supervisor. When the supervisor has completed the necessary interviews, the commander will contact the NRP Personnel Support section and request that the employee be referred to EAP.

- (3) Documentation of the employee's performance or conduct is mandatory in these cases. It is also mandatory that records of interviews with the employee concerning these issues are maintained and forwarded to the NRP Personnel Support section.
- (4) All information concerning the request for a referral will be sent to the NRP Personnel Support section for further action. Commanders will supply the Personnel Section with whatever additional information is necessary to complete the action.

4. State Medical Director - In many instances, the choice for the employee to receive assistance cannot be voluntary. Such is the case when the employee, through displays of behavior and/or performance, clearly indicates that immediate action is necessary.

- a. If the behavior or performance disrupts or threatens the workplace, the commander may direct that the employee be assigned administrative duties pending the action of the State Medical Director.
- b. If the employee is a sworn police officer, the officer shall be placed in a Non-Officer Status as defined in this Section under paragraph C., and the officer's law enforcement powers shall be immediately suspended with pay.
 - (1) The officer shall be listed in a Type 3 Restricted Duty Status by a supervisor.
 - (2) The supervisor will notify the commander of the suspension as soon as possible.
 - (3) The supervisor/commander shall complete form NRP-832 and take the officer's issued equipment as required on form NRP-832.
- c. As soon after the action as practicable, the commander will notify the Personnel Section of the change in status of the employee. The commander will also advise the NRP Personnel Support section that they are requesting a referral to the State Medical Director.
- d. The NRP Personnel Support section will advise the commander of the information needed to complete the action. Generally, this will include all documentation concerning the incident or any interviews with the employee concerning their behavior or performance. This information will be transmitted to the NRP Personnel without delay.

5. Post-Traumatic Stress Disorders (PTSD) - Post Traumatic Stress Disorders can affect an employee's ability to perform their job. Symptoms such as anxiety, sleeplessness, and many others can manifest themselves as the employee tries to deal with the effects of a PTSD. A proven method of dealing with these problems is the use of peer debriefers.

6. Critical Incident Stress Debriefing Teams (CISD) –

- a. CISD teams will be formed using volunteer uniform employees of the NRP. These teams will be trained to conduct interviews with employees and will be available for call out as needed. All interviews conducted by these teams will be confidential. The exceptions to confidentiality will be a threat of suicide or injuries to others, admissions or threats of serious unlawful conduct, admissions of child abuse or when ordered to do so by a Court.
- b. A roster of available team members will be sent monthly to the DNR Communications Center. All call outs of these members will be through the Communications Center. A request for a CISD response can be made by the affected employee, the supervisor, or the commander.
- c. Participation as a member of the CISD team is voluntary. Team members will receive no

CHAPTER 4 SECTION IV

MEDICAL SECTION

additional compensation for this assignment other than overtime for a call out after regular duty hours.

- i). An employee who does not respond to a CISD debriefer may request further assistance. The employee, a supervisor or the commander may request that the employee be referred to the State Medical Director. The CISD debriefer may also advise the commander that further assistance is needed. In these instances, the request will be forwarded to the NRP Personnel Support section for further action through the State Medical Director's office.

E. Drug Screening

1. Definitions

- a. Agency Technical Representative (ATR): an employee designated by an appointing authority to ensure compliance with the requirements of this Program.
- b. Applicant: a person who is seeking an employer/employee relationship in a position with a sensitive classification or in a sensitive position.
- c. Appointing Authority: a person who has the power to make appointments and to terminate employment.
- d. Employee: a person with whom the State has an employer/employee relationship.
- e. Secretary: The Secretary of Department of Budget & Management.
- f. Sensitive Classification: are determined by DBM and are a classification in which it has been determined that any of the following conditions exists
 - 1) An employee in the classification has a substantially significant degree of responsibility for the safety of others and there is a potential that impaired performance of the employee could result in death of or injury to the employee or others;
 - 2) An employee in the classification is required to carry a firearm;
 - 3) An employee in the classification is directly involved in efforts to interdict the flow of narcotics; or
 - 4) An employee in the classification is directly involved with narcotics law enforcement.
- g. Sensitive Position: a position for which an appointing authority has determined that any of the conditions listed in the definition of sensitive classification exist, but which is not in a sensitive classification

2. Background and Authority

- a) The Drug Screening Program is authorized under COMAR 17.04.09, Testing for Illegal Use of Drugs and Executive Order 01.01.1991.16, State of Maryland Substance Abuse Policy, creates a drug and alcohol-free workplace.
- b) All employees are required to sign a statement stating that you read and understand the policy, and that the signed statement will be posted in your official personnel file.
- c) All employees are issued a copy of the Substance Abuse Policy upon signing. The NRP Personnel Support section also maintains a copy.
- d) Screening for illegal substances is required for employees with sensitive classifications, or positions if the applicant has not been eliminated from consideration at an earlier stage of the recruitment process.
- e) A random sampling of NRP employees in sensitive classifications and positions will be selected by DBM on a quarterly basis for testing.
- f) NRP employees in sensitive classifications and positions arrested for a controlled dangerous substance violation will report the arrest to his/her supervisor immediately. Failure to report the arrest will result in disciplinary action, up to dismissal.

CHAPTER 4 SECTION IV

MEDICAL SECTION

3. Scope Methods and Screening

- a) The drugs that will be screened include:
 - 1) amphetamines;
 - 2) barbiturates;
 - 3) benzodiazepines;
 - 4) cocaine;
 - 5) marijuana/cannabinoids;
 - 6) opiates; and
 - 7) phencyclidine (PCP).
- b) Screening will be accomplished through urinalysis.
- c) The method used for screening and confirmation must be approved by the National Institute on Drug Abuse.
- d) Collection of urine specimens from applicants and NRP employees will be done at designated collection sites.
- e) Collections will be performed by collection site representatives of the contractor for the State of Maryland.
- f) The ATR will be present at the collection site to direct individuals being tested to the restroom areas to be used for collection.
- g) Once informed of the screening process, employees will complete and sign an Employee Acknowledgment of Instruction in Testing for Illegal Use of Drugs.

4. Required Screenings

- a) An appointing authority may require employees in sensitive classifications or positions to be screened:
 - 1) when an appointing authority has reasonable suspicion and/or specific grounds to believe that a drug abuse test of an employee will produce evidence of illegal use of drugs;
 - 2) when an injury to the employee or another person or property damage may have been caused by human error and the employee was directly involved in the accident or incident; and
 - 3) during and, for a one-year period immediately following, an employee's participation in a drug rehabilitation program:
 - a. when an employee in a sensitive classification or position has notified the employee's appointing authority that the employee is voluntarily participating in a drug abuse rehabilitation program, including any program offered under the State Employee Assistance Program; and
 - b. when participation is not the result of having tested positive in accordance with this directive.
- b) Mandatory Screenings will occur:
 - 1) when an employee in a sensitive classification or position has notified his supervisor that he/she has been arrested for a controlled dangerous substance violation; and
 - 2) as a result of being randomly selected for a quarterly screening.

5. Notification

- a) All prospective employees will be notified of:
 - 1) the requirements for testing;
 - 2) the consequences of refusing to be tested; and
 - 3) the consequences of positive test results.
- b) Officer/Cadet applicants will be notified in their conditional offers of employment.
- c) Civilian applicants for sensitive classifications or positions will be notified at the time of their

CHAPTER 4 SECTION IV

MEDICAL SECTION

interview.

- d) Officer candidates will be notified by the Training, Recruitment and Safety Education Division.
- e) For randomly selected employees:
 - 1) The ATR will notify the commander of an employee to be randomly tested of the date, time and place of the test appointment.
 - 2) The employee's commander will notify the employee no earlier than 8 hours prior to the test of:
 - a. the date, time and place of random testing;
 - b. the consequences of refusal; and
 - c. the consequences of positive test results.

6. Testing Procedures

- a) NRP Personnel Section will contact the collection service and schedule appointments for collection of urine specimens from Officer/Cadet applicants, civilian applicants, Officer Candidates and randomly selected employees.
- b) The ATR will provide:
 - 1) each applicant with 3 copies of a Drug Abuse Screen - Applicant Authorization form (MS-DT2); or
 - 2) each employee to be tested with 3 copies of a Controlled Dangerous Substance Test Order (MS-DT4), and
 - 3) each applicant and employee with 3 copies of the HIPAA Release of Records and Information Form for Drug Testing.
- c) For random screenings, the ATR will be present at the collection site to verify:
 - 1) the employee appeared for the test;
 - 2) presented one of the following currently valid documents:
 - a. photo identification issued by a federal, state, or local government agency;
 - b. driver license with photograph;
 - c. a state employee photo identification card; and
 - 3) provided a urine specimen.
- d) The ATR will immediately notify the appointing authority if an applicant, candidate or employee:
 - 1) fails to appear for the test;
 - 2) fails to provide a urine specimen; or
 - 3) displays inappropriate behavior.
- e) The appointing authority will take appropriate disciplinary action based on this notification.
- f) The Department of Budget and Management will notify DNR Human Resources of test results.

7. Test Refusals and Positive Test Results for Applicants

- a) Officer/Cadet Applicants who Refuse to be tested
 - 1) Refusal by an Officer/Cadet applicant to submit to drug testing during any phase of processing will result in withdrawal of the conditional offer of employment and removal from the hiring process.
 - 2) The appointing authority will review the individual's refusal to test and the individual will be notified of the withdrawal of the conditional offer of employment.
- b) Officer/Cadet Applicants with Positive Test Results
 - 1) A positive test result disqualifies an Officer/Cadet applicant from the position for which an Officer/Cadet applicant is being considered.
 - 2) The Officer/Cadet applicant will be informed of the disqualification by letter.
- c) Civilian Applicants for Sensitive Classifications or Positions who Refuse

CHAPTER 4 SECTION IV

MEDICAL SECTION

- 1) Refusal by a civilian applicant to submit to drug testing at any point in the selection process or during the probationary period will result in:
 - a. disqualification from that position;
 - b. removal from any list of eligible candidates for any sensitive classification or position; and
 - c. removal from the list of eligible candidates for the position the applicant refused to be tested for.
- d) Civilian Applicants with Positive Test Results
 - 1) A civilian applicant who tests positive will be disqualified from State employment for a position in a sensitive classification or position.
 - 2) Exceptions will be granted for civilian applicants who submit to the Secretary a certificate from a physician, certifying under oath, that the applicant has:
 - a. successfully participated in a drug abuse rehabilitation program of at least 6 months duration; and
 - b. be free of the drugs listed for at least 18 months immediately before reapplying for State service.
 - 3) The Medical Director may disapprove a physician's certificate if he determines that the drug abuse rehabilitation program does not meet standards generally recognized in the field of drug abuse treatment or therapy.
 - 4) A civilian applicant who is later hired after a refusal or positive test results will be subject to random screenings for illegal drugs.
8. Test Refusals or Positive Test Results – Officers.

In the event an Officer refuses or tests positive:

 - a) the appointing authority will be notified and will initiate the appropriate internal investigation
 - b) disposition, and filing will be in accordance with NRP policy and the Law Enforcement Officers Bill of Rights.
 - c) The Medical Director, or his designee, will recommend duty status, treatment, etc., pending the outcome of the internal investigation.
9. Test Refusals or Positive Test Results – Civilian Employees in Sensitive Classifications or Positions.
 - a) Refusal by a civilian employee to be tested may result in disciplinary action, including termination from state service.
 - b) For civilian employees with positive test results during a random test the appointing authority will:
 - 1) suspend the employee without pay for 15 work days; and
 - 2) make a determination as to the employee's duty status and assignment on a case-by- case basis.
 - c) As a condition of returning to work, the employee will enroll in a drug abuse rehabilitation program for at least six months and will be subject to periodic testing throughout the program.
 - d) At the conclusion of the rehabilitation program, the employee will submit to the Secretary:
 - 1) certification of successful completion of the program; and
 - 2) certification that he has not tested positive for drugs at any point during the rehabilitation program.
 - e) The certifications will be completed under oath and must be from one of the following individuals:
 - 1) the attending physician
 - 2) certified chemical dependency counselor;
 - 3) licensed certified social worker; or

CHAPTER 4 SECTION IV

MEDICAL SECTION

- 4) licensed psychologist.
- f) Should the employee refuse to enroll or fail to complete the rehabilitation program within the suspension period, the appointing authority will commence termination proceedings.
- g) Should an employee test positive as a result of reasonable suspicion, an incident triggered factor, voluntary participation in a drug abuse rehabilitation program, or arrest for a controlled dangerous substance violation, the appointing authority will commence termination proceedings.
- h) For employees not in a sensitive classification or positions who test positive, the appointing authority will use his discretion in applying appropriate disciplinary procedures.

10. Retests

- a) Any applicant or employee who tests positive may request a specimen be retested.
- b) The Medical Director may also request a specimen be retested.
- c) For all retest requests:
 - 1) the retest will be done on a portion (aliquot) of the original specimen;
 - 2) an applicant or employee may request an independent test of a portion of the same specimen that resulted in a positive test result;
 - 3) the third party will be a Maryland Department of Health & Mental Hygiene certified laboratory of his choice;
 - 4) any costs associated with third party retesting will be borne by the applicant or employee;
 - 5) any retest requested by the Medical Director, or his designee, will be performed by the laboratory which contracts with the State and the full cost will be paid by the NRP; and
 - 6) the applicant or employee will be advised of his right to appeal any action resulting from a positive test.

11. Confidentiality

- a) The NRP drug screening program will be bound by strict standards of confidentiality.
- b) The following documents will be kept confidential at all times:
 - 1) Drug Abuse Screen - Applicant Authorization Forms.
 - 2) Controlled Dangerous Substance Test Orders.
 - 3) Positive or negative test results.
 - 4) Reports pertaining to an applicant's or an employee's involvement in the program.
 - 5) NRP actions resulting from an applicant's or an employee's involvement in the program for testing for the illegal use of drugs; including but not limited to:
 - a) disqualifications from employment;
 - b) counseling of the employee by the Medical Director;
 - c) disciplinary actions;
 - d) charges for removal; and
 - e) referrals to the Employee Assistance Program.
- c) The only employees authorized to have knowledge of, or access to, any information concerning an applicant's or employee's involvement are the:
 - 1) appointing authority;
 - 2) ATR;
 - 3) personnel officer;
 - 4) immediate supervisor/commander;
 - 5) individual employee;
 - 6) Secretary;
 - 7) Medical Director;
 - 8) Internal Affairs Unit; and
 - 9) Office of Legal Counsel.

CHAPTER 4 SECTION IV

MEDICAL SECTION

- d) Test results will be considered part of the employee's personnel record and subject to the confidentiality protections of [MD. CODE ANN., STATE GOV'T. §10-616](#) and [COMAR 17.04.14](#).

F. Medical Waivers

1. General Medical Waivers

- a) Officers with documented medical certification from a physician outlining a medical condition that would inhibit compliance with uniform and grooming policies may request an exemption from the applicable general guidelines.
- b) Requests for exemptions shall be sent through the chain of command, in memorandum format, to the Disability Panel. They will be reviewed on a case-by-case basis and must ultimately be approved by the Superintendent or their designee.

2. Shaving Waiver Request

- a) An officer who is suffering from a skin condition such as Pseudo Folliculitis Barbae and is unable to shave may request a shaving waiver utilizing the following procedure:
 - 1) Before submitting a request for a shaving waiver, an officer must attempt each of the below mitigating shaving alternatives.
 - a) Attempting to shave with a single blade razor.
 - b) Attempting to shave with a hi-end multi-blade razor.
 - c) Attempting to shave with an electric razor.
 - d) Use of non-drying dermatological shave gel.
 - e) Use of dermatologist approved shave oil.
 - f) Use of post-shave balm.
 - b) If a mitigating alternative is successful, the officer shall continue the practice and comply with the agency appearance standards. Only when each of the alternatives proves unsuccessful may an officer submit a shaving waiver request.
- d) The affected officer will forward the form NRP 553 Request For Shaving Waiver to the Disability Panel chairperson.
- e) Acceptable medical documentation will be from a dermatologist.
- f) Medical documentation and a request for waiver must be submitted twice annually by January 15th and July 15th of each year.

G. Notification of Illness or Injury

1. Employees suffering from illnesses and injuries not incurred while on duty are required to report their use of sick leave to their supervisor. Often the illness may be of long duration, serious, terminal, or personal in nature and one that an employee does not wish to share with the other Agency members. The following guidelines will be followed in these cases.

- a. A supervisor receiving a report of an illness or injury described above will take all of the necessary information to report it to the Natural Resources Police Personnel Section. The supervisor will also determine whether the employee wishes to have Agency personnel notified of the illness or injury and report this information to the Personnel Section.
- b. If the employee does not want the information disclosed, the Personnel Section will regard the information as confidential.

CHAPTER 4 SECTION IV

MEDICAL SECTION

- c. If the employee does wish to share the information with Agency members, the Personnel Section will notify Agency personnel by electronic mail as soon as practical.
 - d. Under no circumstances will commanders or supervisors make such notification without first reviewing all information of this nature with the Personnel Section.
2. Any officer who has knowledge of or reason to believe that they or another employee may be suffering from or that they have had a documented physical or mental impairment which may restrict their ability to carry out the normal police functions shall notify their supervisor immediately.

H. Exposure Control Plan

1. The purpose of the Bloodborne Pathogens Standard is to reduce occupational exposure to Hepatitis B Virus, Human Immunodeficiency Virus, and other Bloodborne Pathogens.
2. The Agency has implemented the Natural Resources Police Exposure Control Plan to meet the OSHA Bloodborne Pathogens Standard, Codified as [29 CFR 1910.1030](#).
3. Employees will be provided appropriate treatment and counseling should they be exposed to Bloodborne Pathogens.
4. The Occupational Safety and Health Officer is responsible for overall management of the NRP Exposure Control Plan. The Commander of the Technical Services Division shall hold this responsibility.
5. Employees must:
 - a. Know what task or groups of tasks they perform have occupational exposure risk;
 - b. Attend the bloodborne pathogens training sessions;
 - c. Develop good personal hygiene habits and use universal precautions during operational tasks where bloodborne pathogens exposure may exist;
 - d. Plan and conduct all operations in accordance with work practice controls; and
 - e. Document all possible exposure incidents.
6. Methods of compliance
 - a. Infection Control Techniques
 - (1) Universal precautions must be observed. This method of infection control requires the employer and employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.
 - (2) Universal precautions are methods, measures, or precautions used to prevent or limit the contact and spread of disease. Universal precautions and safe work practices will be observed by all employees to prevent contact with blood or other potentially infectious materials. Examples of universal precautions are:
 - (a) Hand washing;
 - (b) Gloves;
 - (c) Face masks;
 - (d) Eye protection;

CHAPTER 4 SECTION IV

MEDICAL SECTION

- (e) Gowns/aprons; and
- (f) Proper cleaning of equipment and disposal of waste.
- (3) Body substance isolation (BSI) goes a step beyond universal precautions and considers all body substances potentially infectious. Thus, the following body fluids/substances would also be considered potentially infectious; feces, nasal secretions, sputum, sweat, tears, urine and vomitus.
- (4) BSI is generally accomplished through the barrier technique - the use of personal protective equipment to prevent personal contact with blood or other potentially infectious materials.
- b. Tasks and Procedures
 - (1) Tasks and procedures are duties that may cause an employee to experience an occupational exposure. Some examples are:
 - (a) Cardio-pulmonary resuscitation;
 - (b) Mouth-to mouth or mouth-to-nose;
 - (c) First-response to fire and emergency medical care;
 - (d) Handling of deceased persons and/or property of the same;
 - (e) Searches and evidence collection (knives, guns, clothing, etc.);
 - (f) Handling of contaminated waste;
 - (g) Contacts with blood or blood-contaminated body fluids;
 - (h) Crime scenes;
 - (i) Control of unpredictable, or violent persons;
 - (j) Fights and assaults;
 - (k) Airborne particles of dried blood;
 - (l) Autopsies;
 - (m) Body cavity searches;
 - (n) Handling and cleaning equipment;
 - (o) Fingerprinting suspects; and
 - (p) Handcuffing or the use of flex cuffs, restraint rope or leg irons.
 - (2) Any patient care, clean-up activities, and law enforcement activities not addressed above require certain precautions.
 - (3) All employees will protect broken or abraded skin with occlusive dressing (waterproof if possible) prior to any patient/suspect contact.
- c. Personal Protective Equipment (PPE)
 - (1) Personal protective equipment is used to prevent occupational exposure to infectious materials. It is to be selected based on the level of protection required to perform a particular task or procedure. The Natural Resources Police shall provide the PPE needed to protect against exposure. This equipment includes, but is not limited to:
 - (a) Gloves - rubber or latex. Hypo-allergenic gloves, glove liners or similar alternatives must be made available to employees who are allergic to gloves that the agency normally uses;
 - (b) Safety glasses;
 - (c) Goggles;
 - (d) Pocket face masks/shields;
 - (e) Masks; and
 - (f) Coats/jackets.
 - (2) Personal protective equipment shall be inspected at least monthly by the employee and every six months by the employee's supervisor and repaired or replaced as needed to maintain its effectiveness.
 - (3) Supervisors are responsible for ensuring that all vehicles, vessels, and work areas have the appropriate personal protective equipment available to employees.

CHAPTER 4 SECTION IV

MEDICAL SECTION

7. Hepatitis B Vaccination Program

- a. The Hepatitis B Vaccine and Vaccination Series shall be offered to all employees within ten working days of initial assignment who have occupational exposure to blood or other potentially infectious materials and have completed the required bloodborne pathogens training. The program consists of all medical evaluations including the Hepatitis B vaccine, post exposure evaluation, and follow-up at no cost to the employee.
- b. The Occupational Safety and Health Officer shall coordinate the vaccination program that consists of three inoculations. Employees electing not to participate in the program must sign a Hepatitis B Vaccine Consent/Declination Form. If after signing this declination, the employee decides to take the vaccine, the employee may still participate after signing a revised form.
- c. Notices of vaccination dates and locations will be posted in NRP facilities.

8. Exposure Incident

- a. An exposure incident occurs when an employee experiences a specific eye, mouth, other mucous membrane, non-intact or parenteral contact with blood or other potentially infectious materials that results from the performance of the employee's duties.

9. Post Exposure Evaluation and Follow-Up

- a. Incidents of exposure or suspected exposure to bloodborne pathogens will be immediately reported by the employee to their immediate supervisor. An incident report number documenting the exposure will be requested by the employee. An employee exposed to potentially infectious material will, as soon as practical, wash the exposed area with soap and water or saline eyewash if the eyes are involved.
- b. Any employee who suffers an occupational exposure to bloodborne pathogens or other potentially infectious materials shall be medically evaluated at a health care facility as soon as possible. If HIV Post-Exposure Treatment is medically indicated it should be initiated promptly, preferably within 1- 2 hours after the exposure incident. The medical evaluation and any follow-up required is available at no cost to the employee.
- c. The supervisor shall investigate the exposure or suspected exposure immediately after being notified of the incident and submit a written report containing the following information:
 - (1) Employee's name
 - (2) Date and time the incident occurred;
 - (3) Where the incident occurred;
 - (4) Routes of exposure and how exposure occurred;
 - (5) PPE available and being used at the time of the incident;
 - (6) Identification of source individual unless infeasible or prohibited by law; and
 - (7) Actions taken as a result of the incident such as employee decontamination, cleanup, and disposal of contaminated items.
- d. The supervisor will have the Occupational Safety and Health Officer notified of the incident as soon as possible and immediately send a copy of the report.
- e. The supervisor, after obtaining consent, will have the source individual's blood tested as soon as possible to determine HIV and HBV infectivity. If consent is not obtained the supervisor will document this. If consent is not required by law the source individual's blood shall be tested. If the source individual is known to be infected with either HIV or HBV, testing is not required.
- f. The results of the source individuals testing will be made available to the exposed employee and the Occupational Safety and Health Officer. The employee will be informed of the applicable laws and regulations regarding disclosure of the identity and infectious status of the source individual.

CHAPTER 4 SECTION IV

MEDICAL SECTION

- g. The health care professional medically evaluating an exposed employee will be provided with the following:
 - (1) A copy of OSHA standard (29 CFR part 1910.1030);
 - (2) Exposure Incident Report;
 - (3) Status of employee vaccinations (obtained from the OSHO); and
 - (4) Results of source individual's blood tests, if available.
 - h. The health care professional will offer the employee the opportunity to have their blood tested for HBV and HIV serological status.
 - i. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample will be preserved for 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible. After 90 days the sample will be disposed of in accordance with established procedures.
10. Health Care Professionals Written Opinion
- a. The Occupational Safety and Health Officer will obtain the health care professional's written opinion within 15 days of the completion of the evaluation and provide the employee with a copy of the results.
 - (1) The written opinion for Hepatitis B Vaccination is limited to whether Hepatitis B Vaccination is indicated for the employee and whether the employee has received the Hepatitis B Vaccination.
 - (2) The written opinion for post-exposure evaluation and follow-up shall be limited to the employee who has been informed of:
 - (a) The results of the medical evaluation and
 - (b) Any medical conditions resulting from the exposure incident that may require further evaluation or treatment.
11. Notification by Medical Examiner of Possible Exposure
- a. Upon receiving notification from the State's Medical Examiner's Office or another medical care facility of the possible exposure of an NRP employee who had contact with a patient or deceased person determined to have or have had a contagious disease or virus at the time of contact, the Occupational Safety and Health Officer or designee shall :
 - (1) Notify the employee verbally and in writing within 48 hours;
 - (2) Determine if an exposure incident occurred. Based on this information one of the following will occur:
 - (a) If an exposure has occurred then the post exposure evaluation process will be initiated;
 - (b) If an exposure has not occurred this information will be documented and the case closed;
 - (3) Conduct the notification in a manner that will protect the confidentiality of the person and employee to the extent possible; and
 - (4) Maintain all records in regard to this notification.
12. A copy of the complete NRP Exposure Control Plan is on file with the Occupational Safety and Health Officer.

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CHAPTER 4 SECTION V

AWARDS AND RECOGNITIONS

A. Awards Nomination Procedure

1. The Natural Resources Police annually recognizes and awards employees for outstanding performance. Various agencies and organizations also offer recognition awards for exceptional performance in law enforcement, boating safety, or conservation activities. The NRP has established a process for nominating and selecting individuals for the various recognition awards that are available to employees of the Natural Resources Police. The NRP Awards Review Board will consist primarily of personnel at the rank of Lieutenant and any other personnel as assigned by the Superintendent.
2. Officer of the Year Awards
 - a. Nominations shall be based on an officer's performance within a calendar year.
 - b. Nominations shall be submitted through the chain of command to the NRP Awards Review Board by February 1 of each year.
 - c. Regional / Divisional Commanders are responsible for ensuring that an Officer of the Year nomination is submitted for each Area/Unit under their command for the following four categories:
 - (1) Boating Safety Officer of the Year.
 - (2) Conservation Officer of the Year.
 - (3) NRP Officer of the Year.
 - (4) Support Services / Special Services Officer / Employee of the Year.
 - d. Area/Unit Commanders are responsible for forwarding all final nominations received from their command to the NRP Awards Review Board, the Officer, and inclusion into the Officer's Personnel File.
 - e. Nominations shall be submitted in the prescribed format stated in this Policy.
 - f. The NRP Awards Review Board shall review all of the Officer of the Year nominations from the preceding calendar year and make recommendations to the Superintendent and select worthy candidates for each category. The NRP Awards Review Board shall submit their recommendation for the Officer of the Year awards to the Superintendent by February 20th of each year.
 - g. Officer of the Year Nomination Format - Nominations for the five Officer of the Year categories shall include the nominee's name, assignment, and a descriptive response to the following nomination criteria:
 - (1) Quality of work
 - (2) Quantity of work
 - (3) Judgment
 - (4) Initiative and self-reliance
 - (5) Attitude, loyalty, and dependability
 - (6) Maintenance and care of equipment
 - (7) Knowledge of boating safety / conservation practices / public lands
 - (8) Outstanding accomplishments.
 - h. The NRP Awards Review Board has the latitude to consider a particular nomination in any of the other categories if the nomination warrants consideration. The Superintendent may concur, modify, or reject any nomination for an award.
3. Awards from Other Agencies and Organizations
 - a. When an award nomination request from another agency or organization is received by the NRP, the NRP Awards Review Board shall forward the nomination request with a due date and all pertinent information to each Bureau Commander. The Bureau Commander shall be responsible for forwarding the nomination requests to each of their Regional / Divisional Commanders.
 - b. Regional / Divisional Commanders are responsible for ensuring that a nomination is submitted if

CHAPTER 4 SECTION V

AWARDS AND RECOGNITIONS

there is an individual under their command that meets the nomination criteria. If appropriate, Regional / Divisional Commanders may use their Officer of the Year selection(s) for the award nomination but must follow the prescribed format dictated in the nomination criteria.

- c. Nominations shall be submitted through the chain of command to the NRP Awards Review Board by the designated due date. A copy will be given to the Officer and inclusion into the Officer's Personnel File.
 - d. The NRP Awards Review Board shall maintain a file by calendar year of all nomination requests received, nominees submitted to the Board, and the Board's selection for each award.
4. Awards from Local Agencies or Organizations
- a. Award nomination requests from local agencies or organizations shall be forwarded to the appropriate Regional / Divisional Commander. The Regional / Divisional Commander shall determine the process for the selection of the nominee and be responsible for the submission of the nomination. A copy will be given to the Officer and inclusion into the Officer's Personnel File.
5. Anyone can recommend an employee, person, unit, or group for one of the following awards. Recommendations will be made through the Regional / Divisional and Area / Unit Commanders. When the recommended employee or person is not affiliated with one of the above, the nomination will be sent directly to the chairman of the Awards Review Board. The Awards Review Board will then make a final recommendation to the Superintendent on what awards if any should be given to the nominee. The Superintendent may concur, modify, or reject any nomination for an award. In the event an officer / employee receives a non-departmental award or ribbon, they may submit the documentation of the award to the Review Board who will recommend to the Superintendent whether the wearing of any ribbons associated with non-departmental awards will be authorized. Awards include:
- a. ***Medal of Valor*** - The Medal of Valor is awarded to an officer who performs a courageous act far and above the call of duty. During the course of his action, the officer knowingly and voluntarily exposes himself to danger so extreme that death or serious injury, while not expected, is realistically possible. In addition to receiving a medal (Medal of Valor), the officer will also receive a certificate and a ribbon.
 - b. ***Award of Merit*** - The Award of Merit is a certificate and a ribbon awarded to a law enforcement officer of this Agency or an allied agency who perform above and beyond the call of duty in a specific incident or situation. The recipient must demonstrate a high level of expertise, initiative and resourcefulness or dedication in the delivery of an important police service or an attempt to save a human life.
 - c. ***Superintendent's Commendation*** - The Superintendent's Commendation is a certificate and ribbon awarded to a law enforcement officer of this Agency or an allied agency who perform above and beyond the call of duty in a specific situation or incident. The Superintendents Commendation is awarded for administrative service, public service, or community relations achievements.
 - d. ***NRP Officer of the Year*** - The NRP Officer of the Year Award (2.c.(3)) is a Natural Resources Police Award that includes a certificate and a ribbon that designates the employee as the Officer of the Year.
 - e. ***Boating Safety Officer of the Year, Conservation Officer of the Year, and Support/Special Services Officer/Employee of the Year*** – Awards that designate the officer, or in the case of a nominated civilian, an employee of the year, in a specific category that includes a certificate and a ribbon.

CHAPTER 4 SECTION V

AWARDS AND RECOGNITIONS

- f. **Unit Citation** – A unit citation is awarded to a specific area, district, section, or another unit of organization for superior performance during a calendar year that is deemed exceptional and worthy of recognition. Nominations must be based on exceptional overall performance rather than simple improvements during the calendar year. A significant increase in arrests, convictions, citations could be a basis for the recommendation. Members must serve at least three months in the unit to be eligible. This award includes a certificate for all recipients and a ribbon for law enforcement personnel.
- g. **Superintendent's Letter of Appreciation** - The Superintendent's Letter of Appreciation is a certificate issued to an individual or organization for their selfless actions or contributions made to assist the Agency in meeting its overall mission, goals, and objectives.
- h. **Superintendent's Special Achievement Commendation** - The Superintendent's Special Achievement Commendation is a certificate awarded to civilian employees for particular or outstanding contributions made to the Agency or public.
- i. **Non-Departmental Award** - A Non-Departmental Award is an award and/or ribbon issued to an Agency employee by a civilian or government agency, or organization connected to a police or military service.

B. Incentives

1. The Incentive Awards Program of the State Personnel Management System shall be administered in accordance with the provisions of State Personnel and Pensions Article, Title 10, Subtitle 2, Annotated Code of Maryland.
2. An Innovative Idea Award may be rewarded for an innovative idea which if implemented would result in monetary savings to the State, increased revenues to the State and improved quality of services delivered to the public or any other significant benefit to the State.

C. Employee of the Month Program

The Employee of the Month Program is designed to recognize the outstanding work, performance, and accomplishments of sworn and civilian employees of the Maryland Natural Resources Police in a timely and professional manner. This program is not intended to replace, nor conflict with, the annual nomination and selection of the NRP Officers of the Year.

1. Nomination Criterion:

Nominations for Employee of the Month will be based on the following:

- a. Consistent exceptional performance for the entire month. (This does not necessarily mean the highest producer or the most recent sensational case).
- b. Rapport with peers and the public.
- c. Attendance and appearance.
- d. Community participation.
- e. Initiation of problem solving strategy

2. Nomination Procedure:

- a. Any employee of the Agency may nominate a co-worker, subordinate, or supervisor for the Employee of the Month Award.
- b. Each Area / Unit will select one employee every month to receive recognition.
- c. First Line Supervisors shall make the nomination.
 - (1) The Supervisor of the employee selected will submit on a monthly basis to the employee's

CHAPTER 4 SECTION V

AWARDS AND RECOGNITIONS

- Area / Unit Commander on Agency letterhead through the proper channels.
- (2) The Agency letterhead will be submitted along with monthly reports, to the Area / Unit Commander no later than the 5th of each month.
 - (3) Area / Unit Commanders will make the final selection.
 - (4) The Employee of the Month shall be recognized in updated postings on the Area/Unit webpage.
 - (5) Nominations are valid only for the month submitted.
 - (6) Nominations will be given to the employee and submitted for inclusion into their Personnel File and included in the 6-month evaluation.

CHAPTER 4 SECTION VI SECONDARY EMPLOYMENT

A. Definitions

1. Secondary Employment is the rendering of any service or participating in any activity for pay or remuneration from any source other than the Department of Natural Resources, including but not limited to any form of self-employment. Off-Duty Secondary Employment: Outside secondary employment wherein the use of law enforcement powers is not a condition of employment.
2. Extra-Duty Secondary Employment: Outside secondary employment wherein the actual or potential use of law enforcement powers is anticipated or whereas vested law enforcement powers are a condition of employment. This includes, but is not limited to, secondary employment as a private police, security guard, or other similarly related occupation.

B. Request Procedures

1. All sworn personnel desiring to engage in secondary employment shall complete a Natural Resources Police Secondary Employment Request Form, NRP-454 and submit an original and two copies to their immediate supervisor for review. A separate request shall be made for each secondary employer.
 - a. If the employment request is with another State agency, a [Department of Natural Resources Secondary Employment Agreement - Two Maryland State Agencies](#), form must be submitted along with the NRP 454.
 - b. The DNR Secondary Employment Agreement - Two Maryland State Agencies form must be forwarded to the Human Resources Services Office at C-3 Tawes State Office Building.
2. Upon receiving an officer's NRP-454, the officer's supervisor shall review and endorse the form. The officer's supervisor shall forward the request and any comments regarding the request to the officer's commander for approval.
3. After receiving an employee's NRP-454 and any written comments from the officer's immediate supervisor, the commander shall review the officer's request and either deny or approve the request.
4. Whenever a commander denies an employee's request, they shall prepare a written memorandum stating the reasons for their denial. The original commander's memorandum shall be attached to the employee's original request form.
5. A commander may approve a secondary employment and set forth specific restrictions or conditions. Should an employee fail to adhere to the restrictions or conditions, then the prior approval shall automatically terminate and the employee shall not be authorized to engage in the secondary employment requested.
6. Whether denied or approved, the respective commander will provide a copy for the files at the employee's Unit/Area office,
7. The Regional Commander will forward the original to the Bureau Commander and any related documents are filed in the Master Secondary Employment File.
8. Approval of secondary employment of a short, spontaneous, temporary duration which requires immediate acceptance by an employee may initially be granted by the verbal approval of an employee's commander. However, a NRP-454 shall still be initiated, completed, and approved within 72 hours of

CHAPTER 4 SECTION VI

SECONDARY EMPLOYMENT

obtaining verbal approval from the employee's commander. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.

9. An approved secondary employment request authorizes only such work and conditions as are specifically designated on the NRP-454.
10. Approved requests shall be valid for one year unless terminated earlier by the officer or if necessary, the Agency. If at any time, changes occur as to the work or conditions set forth in the original NRP-454, it shall be the officer's responsibility to submit a new NRP-454 for approval.
11. Officers shall submit a NRP-454 to their supervisor within thirty (30) days of terminating their previously approved secondary employment.
12. If requested by an officer, denied requests for secondary employment shall be reviewed by the officer's Regional / Divisional Commander for reconsideration. The Commander's decision shall be final.
13. Employees shall not engage in secondary employment when their duty status is listed as suspended, light duty, extended sick leave, disability leave, accident leave due to an on-duty accident/injury or administrative leave, unless written authorization is obtained from the employee's commander. In appropriate instances, the commander shall confer with the Disability Panel Chairperson before rendering a decision.
14. The employee shall submit the following documentation to their commander for review when on light duty, extended sick leave, disability leave, accident leave, for a determination of their existing or new secondary employment status.
 - a. Employment status (light duty, extended sick leave, etc.)
 - b. Name of secondary employer
 - c. Number of hours worked per week
 - d. Detailed description of the nature of work performed in the secondary employment.
 - e. Physicians' recommendation.
15. Permission for an employee to engage in secondary employment may be denied or revoked where it is determined pursuant to Agency procedure that such secondary employment is not in the best interests of the Agency or due to the secondary employer's location or nature which may bring disfavor, disrespect, or discredit to either the employee or the Agency.
16. Entrance or re-enlistment into a military reserve component does not require a secondary request form to be filed. Officers on Military Leave must follow general State and Department guidelines already established.

C. Limitations Generally

1. Employees who engage in secondary employment without approval are subject to disciplinary action.
2. In order to be eligible for secondary employment, an employee must not have any "Needs Improvement" or "Unsatisfactory" on their last six-month appraisal.

CHAPTER 4 SECTION VI

SECONDARY EMPLOYMENT

3. In order to be eligible for extra-duty secondary employment, an employee must have successfully completed the requirements for reclassification to Officer First Class.
4. Employees shall not engage in any outside employment that will adversely affect their ability to perform their duties or the quality of their work.
5. Should an employee be off-duty due to the use of sick leave, other than for a documented medical appointment, then the employee shall not engage in secondary employment until they return to regular duty or 24 hours have elapsed since incurring the sick leave, whichever occurs first.
6. In conformance with the Memorandum of Understanding between the Natural Resources Police and the State of Maryland and the State Law Enforcement Officers Labor Alliance (SLEOLA), the following limitations shall apply to secondary employment.
 - a. A law enforcement officer may work not more than 40 hours of secondary employment during a workweek that includes two leave days.
 - b. Employees must be off-duty at least 8 continuous hours prior to returning to work a regular NRP shift.
 - c. Regardless of duty status the next day, employees will only work a maximum of 16 consecutive hours when combining a regularly scheduled shift which includes all hours worked and all off-duty secondary employment hours. On non-duty days employees may work a maximum of 16 hours of off-duty secondary employment.
 - d. Officers will report for duty fully rested and alert, capable of performing the essential functions of a Natural Resources Police Officer and other duties as assigned.
7. The forty (40) hour limitation given in paragraph 6a. does not apply when the officer is on approved annual or personal leave.
8. Work hours for all secondary employment must be scheduled in a manner that does not conflict or interfere with the employee's performance of duty.
9. When sick leave records or other evidence indicates that secondary employment might impair the requesting officer's ability to meet their Agency obligations, secondary employment will be denied or previous approval withdrawn.
10. A law enforcement officer engaged in any secondary employment is subject to call-out in case of an emergency and may be expected to leave their secondary employment in such situations.
11. While on-duty with the Agency, the employee shall show no preferential coverage to the place of their secondary employment, nor while employed there off-duty shall they encourage visitation by on-duty officers.
12. Employees shall not engage in any secondary employment that requires the wearing or displaying of any part of the Agency uniform unless, specifically authorized by the commander. This does not prohibit the carrying of the issued handgun in an inconspicuous manner or the wearing of the Agency issued body-armor.
13. In the field of sales the officer's identity as a law enforcement officer of the Department of Natural Resources shall not in any manner enter into such sales.

CHAPTER 4 SECTION VI SECONDARY EMPLOYMENT

D. Ethical Limitations

1. Employees wishing to work secondary employment shall comply with [DNR's Outside Employment Policy](#). Relevant portions of the policy are listed below.

a. Definitions

- (1) "Business" means a license, permit, or authorization issued by the Department to engage in commercial activity for income or profit.
- (2) "Business" includes a license, permit, or authorization that is currently inactive.

b. Policy

- (1) An employee of the Department may not own, be employed by or have an interest in a business subject to the authority of the Department unless:
 - (a) The employee is not part of, or affiliated with, the specific unit within the Department that exercises authority over the employee's business;
 - (b) The employee's Departmental duties do not significantly impact the employee's business; or
 - (c) The employee's Departmental duties are ministerial; and
- (2) The employee's ownership of, employment by, or interest in the business does not create a conflict of interest or the appearance of a conflict of interest.

c. Application

- (1) The following examples illustrate application of this policy:
 - (a) An employee of the Fisheries Service, which regulates commercial fishing in Maryland, may not hold a tidal fish license, fishing guide license, or an aquaculture permit;
 - (b) An employee of the Forest Service, which administers regulatory and landowner assistance programs, may not engage in a private forestry consulting business involving applications to the Service; and
 - (c) A member of the Natural Resources Police force, which enforces the conservation laws, may not hold a commercial hunting or fishing license.
- (2) The examples listed in this section are representative but not inclusive of the situations to which this policy applies.

d. Procedures

- (1) An employee who
 - (a) Owns, is employed by, or has an interest in a business subject to the authority of the Department; or
 - (b) Proposes to own, become employed by, or have an interest in a business subject to the authority of the Department
- (2) Shall:
 - (a) Not engage in the proposed business, or
 - (b) Notify the employee's unit or program director of the employee's decision to discontinue the business effective sixty (60) days from the date of notification; or
 - (c) Request a review of the application of this policy to the employee's business by providing the employee's unit or program director with a detailed description of the employee's business or proposed business.
- (3) If the employee elects to request the review provided by paragraph (d)(2)(c) of this section, the unit or program director shall provide the employee's description to the Secretary, who shall determine whether the employee's proposed or current business complies with the terms of this policy. The Secretary may gather additional information in order to make this

CHAPTER 4 SECTION VI

SECONDARY EMPLOYMENT

determination.

- (4) If the Secretary determines that the employee's business does not conform to this policy, the employee may not engage in or continue to engage in the business.

2. Employees shall not engage in any secondary employment where such employment would create a conflict of interest or the appearance of conflict. See [Executive Order 01.01.2015.08](#) for additional guidance. .

E. Specific Job Restrictions

1. Employees shall not engage in secondary employment in any capacity for any business establishments which sell illicit pornographic books, magazines, videos, sexual devices or otherwise provides illicit entertainment or services of a sexual nature.
2. Employees shall not engage in secondary employment, in any capacity, for any gambling establishments not exempted by law.
3. Employees shall not engage in secondary employment, in any capacity, for any business that sells, dispenses or handles alcoholic beverages, with the following exceptions and conditions:
 - a. An employee may work for a motel, hotel, country club, or similar establishment as a security person, desk clerk or similar capacity provided no parts of their specific duties are related to or involve the restaurant/bar area where alcoholic beverages are sold or dispensed.
 - b. An employee shall not seek employment or work at any business establishment or on any portion of such a business property, where the primary duties of the employee would be to sell, serve, or dispense alcoholic beverages.
 - c. An employee shall not seek employment or work in any capacity where it could be reasonably construed that the duties are that of a “bouncer”.
4. Employees shall not engage in any secondary employment which involves quasi-police type functions such as serving civil processes, collecting bad checks or bad debts, working as a reposessor, conducting private investigations as or for a licensed private investigator or in any other employment in which law enforcement authority might tend to be used to collect money or merchandise for private purposes.
5. Employees shall not engage in secondary employment while in uniform to make endorsements, speaking engagements, commercials, etc., for their secondary employer.
6. Employees shall not engage in secondary employment for a business or labor group that is on strike, nor, shall they work as a private police or security guard at the scene of a labor strike.
7. Employees shall not engage in secondary employment working for or as the defense under the following conditions:
 - a. Shall not engage in such employment that might require or call upon the skills or expertise of a law enforcement officer to assist in the case preparation for the defense in any criminal or civil action or proceeding.
 - b. Shall not engage in such employment to conduct investigations or surveillance for the defense in any criminal or civil action or proceeding.
 - c. Shall not work as the defense when to do so would be in violation of The Maryland Lawyers’ Rules of Professional Conduct as found in the Annotated Code of Maryland.

CHAPTER 4 SECTION VI

SECONDARY EMPLOYMENT

8. Employees shall not engage in any secondary employment that would involve the use of Agency records, documents, or files.
9. Employees in the performance of their secondary employment shall not take advantage of any services provided by the Agency unless in the performance of legitimate law enforcement action.
10. Employees shall not engage in any secondary employment that could result in the employee being required to disseminate information obtained from the Agency's computer systems. The National Crime Information Center computer system or the computers of the Criminal Justice Information System (CJIS). Under the CJIS law, it is a violation to disseminate criminal records information to non-criminal justice agencies or to anyone when not in the scope of official business. When working within the capacity of secondary employment the obtaining of any information, criminal or non-criminal, can only be done in the same capacity as a private citizen.

F. Extra Duty Secondary Employment

1. Officers may participate in extra duty employment if specifically authorized by the Superintendent.
2. Agency uniforms, insignias, or equipment may be utilized while engaged in extra-duty secondary employment only upon the approval of the Superintendent or their designee. Officers requesting approval for the use of Agency uniforms, insignias or equipment shall give the following information on their NRP-454.
 - a. The exact duties of the secondary employment.
 - b. The specific type of uniform, insignia, or equipment requested.
 - c. Whether the usage of such uniform, insignia, or equipment is a requirement of the secondary employer.
3. Officers working extra-duty employment shall, within one (1) hour prior to starting the extra-duty employment notify the Headquarters Communications Center and provide the following information for the purpose of opening a CAD incident:
 - a. Date and time extra duty employment is to begin and the expected ending time.
 - b. All work locations anticipated.
 - c. Whether or not working in uniform
 - d. General duties of the job.
 - e. Contact phone number or pager number.
4. Officers working extra-duty employment shall immediately after ending the extra-duty employment notify the DNR Communications Center and provide the following information for the purpose of closing the CAD incident:
 - a. Date and time extra-duty employment actually ended.
 - b. Unusual or significant incidents occurring while working extra-duty employment.
 - c. Generate an RMS report for all incidents requiring such a report..
5. Law enforcement officers shall submit an incident report to their immediate supervisor within 24 hours whenever any of the following conditions occur as a result of secondary employment:
 - a. Incidents involving the use of law enforcement powers.
 - b. Incidents involving the use of force.
 - c. Incidents resulting in the injury of the officer or others.
 - d. Incidents that will result in a court appearance by the officer.

CHAPTER 4 SECTION VI

SECONDARY EMPLOYMENT

6. Officers required to appear in court as a result of actions arising from extra-duty employment shall do so on off-duty time and any compensation received for that time will be paid by the secondary employer. Supervisors will make every effort consistent with manpower requirements to accommodate an officer's court commitments.

7. Officers do not have to fill out a NRP-454 when the agency has entered into an agreement with a government, profit making, or nonprofit making entity and the Superintendent has given their written authorization for the performance of these services. All affected Unit / Regional Commanders shall be provided with the Superintendent's written authorization.

G. Liability

1. The Agency will not assume any liability including Worker's Compensation for any injury, damages, or civil action incurred by personnel while they are performing secondary employment activities unless there is a legal obligation to do so. Thus, unless there is a legal obligation placed upon the Agency, any injury or illness arising from secondary employment is not compensable by the State and employees have only personal or job insurance and State sick and vacation leave on which to rely for income while ill or injured. Serious illness or injury may result in the employee being disqualified to resume State employment.

2. The Agency will not provide a legal defense for legal claims arising from secondary employment activities of a law enforcement officer unless there is a legal obligation to do so.

CHAPTER 4 SECTION VI
SECONDARY EMPLOYMENT

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CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

A. Appointment

1. Candidates appointed as officers shall receive entrance level training at the NRP Training Academy.
2. Cadets serve an initial six months probationary period. Once a cadet is reclassified to candidate, the two year probationary status begins effective with the change.

B. Probation

1. All NRP officers serve a two-year probationary period, which begins on the first day of employment.
2. Appointed candidates who are not currently employed by NRP shall serve a two-year probationary period in accordance with NR Article 1-203(e).
3. All employees, in general, who are promoted or moved into a new job classification, will serve a six-month probationary period in accordance with Title 7, Subtitle 4, of the State Personnel and Pensions Article, Annotated Code of Maryland.

C. Officer First Class Reclassification/ Evaluation

1. The Natural Resources Police Officer First Class rank is a non-competitive promotion classification.
 - a. Non-competitive promotions are promotions by which employees advance from trainee to full performance levels in a classification series without changing position identification numbers (pin) and without a competitive process.
 - b. Employees in the NRP Officer First Class rank should be performing their full range of duties with complete independence.
2. A NRP officer candidate becomes fully certified by the Maryland Police and Correctional Training Commission (MPCTC) as a law enforcement officer when the officer graduates from the NRP Training Academy.
 - a. The date that an officer becomes eligible for reclassification to Officer First Class is one year from the date of the officer's graduation from the NRP Training Academy.
 - b. Officers who have one year of experience as a certified Natural Resources law enforcement officer are eligible for reclassification to the rank of Officer First Class upon successful completion of the Field Training Officer (FTO) Program.
 - c. Prior to an officer requesting reclassification to Officer First Class, the officer must have successfully completed the FTO Program and successfully completed the Officer First Class Performance Evaluation.
3. Reclassification to Officer First Class is not automatic; it is the officer's responsibility to request the reclassification.
 - a. Once an officer has met the prerequisite requirements, including completing all phases of the FTO. Program, the officer shall request a performance evaluation.
 - b. The request for the Officer First Class Performance Evaluation must be made in writing by the officer, and submitted to the officer's supervisor.
4. The immediate supervisor shall conduct the performance evaluation for the Officer First Class candidate within fourteen calendar days of receiving the written request for the Officer First Class Performance Evaluation.
 - a. If the immediate supervisor is not available, the Officer First Class candidate's Area/ Division

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

- Commander shall arrange for another supervisor to conduct the performance evaluation.
- b. The fourteen-day requirement may be waived, if both the Officer First Class candidate and the immediate supervisor agree to the performance evaluation being conducted beyond the fourteen calendar day period. However, the initial Officer First Class Performance Evaluation shall be conducted no later than ten weeks prior to the end of the officer's initial probation period.
 - c. The agreement to waive the fourteen-calendar day requirement shall be in writing, and signed by the Officer First Class candidate, the immediate supervisor, and the Area/ Division Commander.
5. The performance evaluation is administered to determine if the officer is performing the full range of duties with complete independence.
- a. The performance evaluation shall be conducted at the candidate's work site during a typical day on the job, and should be completed within four hours.
 - b. The Area Commander shall serve as the monitor, and shall be present during the evaluation process to ensure the consistency of the evaluations.
 - c. Supervisors shall complete an Officer First Class Performance Evaluation Check List (Form NRP-709) for each candidate evaluated and shall review the outcome of the evaluation with the candidate at the conclusion of the demonstration.
 - d. The candidate shall be provided with a copy of the evaluation within 24 hours of the completion of the performance evaluation.
6. In order to receive a positive recommendation for the rank of Officer First Class, the candidate must demonstrate an acceptable level of performance in all areas of the performance evaluation. Any performance found to be unacceptable by the supervisor must be fully explained to the candidate to include suggestions for improvement, and shall be documented in the comments section of the performance evaluation checklist.
7. A reevaluation of the unacceptable performance shall be conducted by the supervisor within fourteen calendar days of the first evaluation.
- a. Upon reevaluation, if the candidate's demonstrated performance is still found to be unacceptable, the evaluator and monitor shall immediately prepare a detailed written description of the unacceptable demonstrated performance and forward it to the Commander of the Training / In-Service Program Unit. The candidate shall be referred to the Commander of the Training / In-Service Program Unit for mandatory remedial training.
 - b. Upon completion of the mandatory remedial training, the Officer First Class candidate shall submit a written request for reevaluation to the candidate's supervisor.
 - c. The supervisor has fourteen calendar days from the date the written request for the Officer First Class Performance Evaluation is received, to conduct the performance evaluation.
8. Once the performance evaluation is successfully completed, the Officer First Class Performance Check List and a cover letter of recommendation from each supervisor in the officer's chain of command shall be forwarded through the appropriate chain of command as a complete packet to the Superintendent.
9. The effective date for the reclassification to the rank of Officer First Class:
- a. An officer is eligible for reclassification to Officer First Class one year from the date of the officer's graduation from the NRP Training Academy. The one year anniversary date of the officer's graduation shall be the effective date of the reclassification to Officer First Class, if the Officer First Class Performance Evaluation has already been completed. If the performance evaluation has not been successfully completed prior to the one year anniversary date of the officer's graduation, the effective date for reclassification to Officer First Class shall not be until

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

the date the Officer First Class Performance Evaluation is successfully completed.

- b. The effective date for the reclassification to Officer First Class for those officers who had one year of MPCTC certified experience as a commissioned Natural Resources law enforcement officer shall be the date the Officer First Class Performance Evaluation is successfully completed.

D. Promotions

1. A promotional examination will be used for the ranks of Corporal, Sergeant, Lieutenant, and Captain. The promotional exam for each rank may consist of any single, or combination of, written, interactive video, personal interview, or essay, component(s), chosen at the discretion of the Superintendent or their designee.
2. For all NRP promotional exams, a raw point score is converted to a 100 point scale. Additional points are added to the final scores for Maryland residency (5 points) and for State seniority (.25 points per year, up to 5 points for 20 years of service). Points for being a veteran are not awarded to current State employees on promotional exams (State Personnel and Pensions, Section 7-207).
3. After the promotional examination is administered, scored, and the documentation is forwarded, all candidates will receive a letter providing them with their eligibility category on the promotional examination. Any officer requesting any information on their test performance must do so in writing to the NRP Human Resource Service Contact through the Chain of Command within 60 days of receiving their letter.
4. When a position is to be filled through a combination of outside recruitment and internal promotion, a written examination will be administered. However, before proceeding to the interview, candidates not employed by NRP will be required to sign a conditional offer of employment that includes successful completion of all segments of a background investigation.
5. After taking a promotional examination, officers will be placed on an eligibility list.
 - a. Based on the officer's test score, the promotional candidate is placed in one of the following categories: best qualified (100-90), better qualified (89-80), and qualified (79-70).
 - b. Within each category, candidates are placed on the list in random order (State Personnel and Pensions, Section 7-208).
 - c. Eligibility lists normally expire after one year, but may be extended for a maximum of 6 months.
6. The Superintendent will make the final determination regarding whether to select a reassignment candidate or to consider a promotional candidate based on a review of the promotional eligibility list, list of reassignment candidates, the needs of the Agency, and in accordance with the Agency's Affirmative Action plan and any other legal requirements.

E. Reassignments

1. A reassignment shall be defined as the lateral movement of an employee from one Area/Unit/Region/Division/Bureau to another Area/Unit/Region/Division/Bureau. Reassignments can be based on an Officers request or the needs of the Agency.
 - a. To be eligible for a reassignment, the employee shall:
 - (1) Meet the minimum qualifications for the vacant position within the appointing authority's jurisdiction.

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

(2) Possess the same grade as the vacant position.

- b. For reference, personnel are directed to the Annotated Code of Maryland, State Personnel and Pensions Article, §[7-602](#) and COMAR [17.04.03.19](#) and [.20](#).
- c. Reassignments of employees is a recognized right of management and will be based primarily on the Superintendent's prerogative to assign personnel to best suit the needs of the agency.
- d. The Superintendent has the authority to reassign, employees of the NRP as needed to best serve the needs of the Agency. The superintendent may direct the reassignment review board to rank candidates based on the following criteria: Experience & Knowledge, personnel file, special skills/extra duties, seniority in rank, geographic needs, and supervisor comments and recommendations.

2. Reassignment Requests

- a. Non-Commissioned Officers' (sergeants and below) Requests for Reassignment Consideration (Form NRP-466-R) may be submitted by qualified officers. An officer may submit a Request for Reassignment Consideration and resume at any time. The most recently dated requests will supersede previously documented requests.
- b. Commanders' (captains & lieutenants) Requests for Reassignment Consideration (Form NRP-466-C) may be submitted by qualified commanders. A commander may submit a Request for Reassignment Consideration and resume at any time. The most recently dated requests will supersede previously documented requests.
- c. All Requests for Reassignment Consideration (NRP-466-R & NRP-466-C) shall be accompanied by the NRP-466-T (Resume) and shall be forwarded to NRP Personnel Support section.
- d. An officer may submit up to three specific locations where they wish to be reassigned.
- e. All Requests for Reassignment Consideration are purged from the active file at the end of the calendar year.
- f. To ensure frequent operational consideration of reassignment requests within Bureaus, Divisions, and Regions, the respective Bureau, Regional, or Divisional Commanders may meet quarterly to review the reassignment request forms and make recommendations to the Reassignment Review Board.
- g. The Reassignment Review Board shall consist of the following personnel who will meet as needed to submit recommendations on the NRP-466-S (Reassignment, Acting Capacity, Extra Duty Assignment, Scoring Chart) to the Superintendent if requested:
 - (1) Deputy Superintendent
 - (2) All Majors
 - (3) Chief Administrative Services Bureau
- h. When directed by the Superintendent for selecting reassignment requests among competing candidates, the Reassignment Review Board shall utilize the following rating criteria on the NRP-466-S. Point values will be scaled for items (1)-(5) below and will be based on the number of participants (e.g., 4 participants, point scale will range from 4-1 in each of the below listed criteria. One numerical value will be assessed to each participant in descending order 4,3,2,1.

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

The highest point value will aid in determining the participant selected).

- (1) **Experience & Knowledge** - Officer's written resume which summarizes their qualifications, training, and education which are pertinent to the job they are seeking.
- (2) **Officer's Personnel File** - Any positive or negative material for the past five years, excluding appraisal reports.
- (3) **Special Skills & Extra Duties** - On the job extra duties which may include training, committee membership, etc.
- (4) **Seniority in Rank**
- (5) **Geographic Needs**
- (6) **Current Supervisor Comments & Recommendation**

The following are the point values that are utilized when assessing a participant related to the current supervisor's comments and recommendations in category (6) only. Same point values can be applied to multiple participants in this category.

- (a) **Superior (Point Value – 4)**: The candidate possesses skills found in the top percentage of employees who now do the same type and level of work for which the board is selecting.
- (b) **Above Satisfactory (Point Value – 3)**: The candidate is more than acceptable.
- (c) **Satisfactory (Point Value – 2)**: The candidate possesses just enough knowledge, skills, and abilities to do an acceptable job.
- (d) **Not Fully Satisfactory (Point Value – 1)**: The candidate does not have enough of the skill, knowledge, and ability to do an acceptable job.
- (e) **Unsatisfactory (Point Value – 0)**: The candidate is so deficient in the skills, knowledge, and abilities that he could not do the job.

3. Oral interviews or a fitness test may be used for positions within the Agency as needed and will be included in the announcement in advance.
4. Before an existing vacancy or new position vacancy is filled, active requests for reassignments may be considered based on the criteria described above.
5. The Superintendent will make the final determination regarding whether to select a reassignment candidate or to consider a promotional candidate.
6. After notification of reassignment, the reassigned officer shall report to the Regional / Division Commander on the effective date of the reassignment. The Regional / Division Commander will determine and review with the officer the officer's new duties and responsibilities.
7. Reassignments at the Officer First Class level within the Natural Resources Police will be at the discretion of the Superintendent.
8. Requests for transfer from candidates employed in law enforcement positions in the Maryland State Police may be accepted for vacancies in specialized positions.
9. Due to the difference in the salary structure between NRP positions and all other State law enforcement positions, transfers may not be possible due to the State of Maryland salary rules. With the exception of the Maryland State Police, which have the same salary structure, all transfers would receive a salary increase, and as such be determined promotions requiring candidates to test and compete at the entrance level.
10. Any transfer candidates from another Maryland law enforcement agency will serve a two-year probation period, in accordance with NRP Article Section 1-203(e).

CHAPTER 4 SECTION VII CHAIN OF EMPLOYMENT

F. Acting Capacity

1. An employee designated by an appointing authority (or their designee) to perform on a temporary basis all the duties of a position in a classification that has a rate of pay which is higher than that of the employee's classification shall be paid additional compensation, known as acting capacity pay, in accordance with guidelines adopted by the Office of Personnel Services and Benefits. The amount of the acting capacity pay shall be the amount, which the employee would be paid if permanently promoted to the higher classification unless otherwise provided by law.
2. An employee may be designated to perform in an acting capacity for any of the following reasons:
 - a. The temporary absence of an incumbent.
 - b. A vacancy exists for which recruitment is underway;
 - c. Unusual circumstances which necessitate assignment of duties at a level higher than that of the employee's classification;
3. An employee designated to receive acting capacity pay must meet the minimum qualifications of the higher classification and any special requirements of the position. (The appointing authority under special circumstances may waive this requirement.)
4. Payment for acting in a higher classification shall be paid for the period in excess of 20 continuous workdays.
5. For the ranks of Corporal, Sergeant, and Lieutenant, the following procedures shall be utilized:
 - a. Regional / Division Commanders will consider the anticipated length and reason for an incumbent's absence, and will then submit a written recommendation to their Bureau Commander on whether to leave the position vacant or to fill the vacancy with an acting capacity position.
 - b. Upon approval to fill the vacancy with an acting capacity position, the Regional / Division commander will solicit interest in writing from qualified (one who meets minimum education and experience requirements for the next higher rank as identified on the State of Maryland Classification Specification Sheets developed by the Department of Budget and Management) employees within the affected District / Section / Area / Unit. If there is no interest or eligible candidate within the affected District / Section / Area / Unit, then it may be offered within the Unit / Area / Region / Division / Bureau. It may also be offered statewide, if determined to be in the best interest of the Agency.
6. If there are competing candidates for the acting capacity position, then Commanders shall utilize the NRP-466-S in making their initial selection. The highest scoring candidate will serve first in the acting capacity position.
7. Whenever possible, a rotation list of qualified employees shall be utilized. This list shall be updated each time qualified personnel are reassigned into or out of the affected temporary acting capacity assignment.
8. Upon selection of an employee designated for acting capacity, the Commander will complete the MS-345 - Designation of Employee to Function in an Acting Capacity form and submit through the chain of command to the NRP Personnel Section along with all the supporting documentation.(ADD Acting/Reassignment FORM # here)

CHAPTER 4 SECTION VII

CHAIN OF EMPLOYMENT

9. Natural Resources Police personnel will be limited to no more than a 6 month period of acting capacity at a time. Requests to extend a person's acting capacity beyond the 6 month period must be approved by the Superintendent. All efforts will be made to limit acting capacities to 9 months maximum rotations. Commanders shall submit all requests to extend a person's acting capacity in writing justifying the need and reasons to the Superintendent, through the chain of command.

10. All State rules and regulations governing this issue shall be adhered to (COMAR [17.04.02.06](#)).

11. *The above paragraphs do not apply to the ranks of Captain, Major, or Lieutenant Colonel, and acting capacity positions, these ranks shall be determined and appointed at the sole discretion of the Superintendent.*

G. Termination

1. Involuntary terminations for permanent sworn employees will be conducted in accordance with the Law Enforcement Officers' Bill of Rights, and the State Personnel and Pensions Article, Annotated Code of Maryland.

2. Retirement of sworn employees will be in accordance with Title 21, of the State Personnel and Pensions Article.

3. Resignation will be submitted to the Superintendent. The officer's commander will by endorsement to resignations summarize the employee's performance, work attitude, work habits, suitability for reinstatement or rehiring. Resignations are not effective until accepted by the Superintendent.

H. Reinstatement

1. An individual previously certified as a police officer in Maryland who has been separated in good standing from a law enforcement unit for less than three years may be recertified as a police officer and is not required to meet the entrance level training standards of the Maryland Police and Correctional Training Commission.

2. A former non-temporary State employee who returns to State employment in a position in the State Personnel Management System within three years from separation is reinstated.

3. When a vacancy exists and that vacancy has been authorized to be filled, the Superintendent may reinstate or rehire any former sworn employee who meets all requirements for initial appointment.

CHAPTER 4 SECTION VII
CHAIN OF EMPLOYMENT

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CHAPTER 4 SECTION VIII EMPLOYMENT SEPARATIONS

A. Employment Separation Procedures – In General

The NRP has developed the following procedures to insure a consistency of process and organizational effectiveness in documenting and controlling Agency employment separations. This process is intended to help with the transition of an employee from employment to separation and will serve as a guide to both the Agency and the employee.

B. Officer’s Supervisor’s Responsibilities

Upon being notified that an officer is separating their employment with the Agency, the departing officer’s supervisor shall:

1. Prepare and monitor completion of Employment Separation Clearance Report (NRP-490C).
 - a. Prepare the Officer Information section on the NRP-490C.
 - b. Forward the NRP-490C through chain to the following for proper completion:
 - (1) Commander – Supply Services & Safety Ed Unit
 - (2) Commander – Special Operations Division
 - (3) Commander – Homeland Security & Investigations Unit
 - (4) Commander – Internal Affairs Unit.
 - (5) Administrative Services Bureau - Personnel Support Section
 - c. Upon completion of Parts I through Part IV of the NRP-490C, the supervisor shall forward to the Support Services Bureau Commander for completion of Part V.
2. Ensure all Agency property is returned.
3. Conduct an investigation when an officer has not properly cleared the Agency or retains Agency property.
4. Ensure that employee’s final work hours have completed in the Workday program and approved.
5. Upon collecting the items listed in Part I, Sections A – C, of the NRP-490C, make disposition of the items as follows:

ITEM(S)	DISPOSITION
Handgun & Ammo All Magazines & Ammo Shotgun & Ammo Rifle & Ammo	Return to the lead Firearms Instructor for the Area Office or Unit. Then ultimately the Firearms Control Officer.
Vehicle & Equipment Portable Radio Cellular Telephone Laptop Computer	Return to Area/Unit Commander for reassignment. Phone goes to IT. Computer goes to LE Tech Support for reassignment.
Fuel System Card	Return to NRP Fleet Manager
Corporate Credit Card	Return to NRP Fiscal Support
State I.D. Card	NRP Personnel Support
USF&W Deputy ID	NRP Personnel Support
Officer ID MPCTC ID	Police Academy
JEA NMFS Deputy ID	JEA Coordinator
Task Force ID Covert Ops. ID	SOD Commander
2 Breast Badges	Police Academy / Quartermaster

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

ITEM(S)	DISPOSITION
1 Wallet Badge	
<u>Warning / Citation Books</u> DNR Citations DNR Warnings Criminal Citations Motor Vehicle Citations Juvenile/Civil Citations Uniform Mun. Civ. Citations	Return all warning books to the Area/Unit Commander. Unused warning books may be reassigned. Return all citation books and other books to the DNR Records Section.
<u>Other Books</u> Order of Driver Suspension	

C. Officer's Commander's Responsibilities

1. Monitor and insure that all employment separation requirements have been met and all associated reports have been completed.
2. If appropriate, schedule, conduct, and document an exit interview with the officer.

D. Other Responsibilities

1. When the Support Services Bureau Commander receives a completed NRP-490C, they will make recommendations and sign the report regarding the separation status and the issuance of retirement credentials. This report will then be forwarded to the Superintendent for their approval.
2. If the employee has a Security Clearance, it is their responsibility to notify the issuing agency (DHS, FBI, or DOD) of their employment separation as well as the Commander of the Special Operations Division. The Special Operations Division Commander will ensure the information was forwarded to the appropriate agency.
3. The approved report will be sent to the Personnel Support Section for inclusion into the separated person's personnel folder.

E. Voluntary Separations

1. Voluntary Separation means one of the following types of employment separations:
 - a. Retirement
 - (1) Service Retirement
 - (2) Ordinary Disability Retirement
 - (3) Accidental Disability Retirement
 - b. Resignation
 - (1) General Resignation
 - (2) Leave of Absence
 - (a) 30 day Leave of Absence
 - (b) 6 month leave of Absence
 - (c) Two year leave of Absence
2. For all voluntary separations, officers shall notify the Superintendent of their intent to end their employment with the Agency by completing and forwarding through their chain-of-command NRP Form NRP-490N (Employment Separation Notice). When considering a general resignation or a leave

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

of absence, the employee should meet with the NRP's Personnel Support Section to weigh all options available. The Personnel Support Section will provide information pertaining to reinstatement rights and benefits that may be available to the officer.

3. For all employment separations by retirement, the officer must submit their NRP-490N at least thirty (30) days before their last working day with the Agency. Failure to submit the NRP-490N at least thirty (30) days before the officer's last working day may result in the officer being ineligible to receive any retirement mementos; including, but not limited to, retirement badge and retirement identification card. An officer's eligibility for retirement mementos will be evaluated on a case by case basis.
4. For all employment separations by resignation, the officer should, whenever possible, submit their NRP-490N at least thirty (30) days before their last working day with the Agency.
5. Upon an officer giving notice of their employment separation, the officer's commander will make arrangement to place the officer on administrative duties during the last thirty (30) days of their law enforcement employment. This thirty (30) day period of administrative duties will be at the discretion of the Regional/Divisional Commander.
 - a. During this 30 day period, the officer's supervisor will complete their separation processing.
 - b. While assigned to administrative duties, the officer's commander will insure that the officer is assigned to an unmarked patrol vehicle.
 - c. The commander will advise and encourage the officer to refrain from becoming involved in any new investigations or cases, so as to insure an efficient separation process
6. Exit Interviews:
 - a. In all cases of voluntary separations, the officer's commander will offer to schedule and conduct an exit interview.
 - b. The purpose of an exit interview is as follows:
 - (1) To develop information that may be useful for developing and enhancing employment practices, NRP policy, legislative proposals, training needs, employee development programs, etc.
 - (2) To identify the specific reason(s) for employment separation.
 - (3) Obtain information from retiring personnel based upon their experience with the NRP.
 - c. The following topics are offered as issues for general discussion during an exit interview. Any one item or an accumulation of items may have contributed to a resignation or be a concern of the retiree, and upon identification, should be thoroughly explored.
 - (1) Administration
 - (2) Continuing Education
 - (3) Employee Benefits
 - (4) Employee Recognition
 - (5) Intra-NRP Communication
 - (6) Job Satisfaction
 - (7) Motivation
 - (8) Other Employment
 - (9) Personal Problems
 - (10) Personnel Practices
 - (11) Salary
 - (12) Training

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

- (13) Upward Mobility
- (14) Working Conditions

- d. Exit interviews will be documented as follows:
 - (1) The officer's commander will prepare a detailed report regarding the results of the interview and the information obtained. The report will be forwarded through the chain-of-command to the Office of the Deputy Superintendent for review.

7. Retirements:

- a. Retirements shall be governed by the applicable provisions of the State Personnel and Pensions Article, Annotated Code of Maryland.
- b. Official Retirement Mementos - If an officer is eligible to receive retirement mementos, the Superintendent, or their designee, shall secure and present the following to personnel retiring in good standing:
 - (1) Retirement Badge
 - (2) Retirement Identification Card
 - (3) Governor's Citation
 - (4) Senate and House Resolutions.
- c. Agency Issued Handgun – In accordance with the Public Safety Article, §2-415(c) and §3-501, Annotated Code of Maryland, an officer who has or is about to retire in good standing may purchase their issued handgun from the Agency by following the procedures detailed below.
 - (1) If a retired/retiring officer wishes to purchase their issued handgun, then they must submit the following completed documents to their Area/Unit Commander, through the chain of command:
 - (a) Retiree's Issued Handgun Purchase Form (NRP-490H).
 - (b) A Maryland State Police Application and Affidavit to Purchase a Regulated Firearm, Parts I & II (MSP Forms 77R-1 & 77R-2), along with a \$10.00 MSP application fee.
 - (2) The retiring officer's Area/Unit Commander shall review the NRP-490H and the Maryland State Police forms, and forward all of (a) and (b) above to the Agency Armorer.
 - (3) Upon receipt of the items from the Area/Unit Commander, the Agency Armorer shall:
 - (a) Insure that the NRP-490H and the appropriate Maryland State Police forms have been properly completed, and the MSP application fee has been attached.
 - (b) Make arrangements with the retiring officer to inspect the handgun and determine its condition and replacement dollar value. The condition and replacement value can be determined by one of the following methods.
 - (i) The Agency Armorer may consult the most recent publication of the "Blue Book of Gun Values," which is published by Blue Book Publications, Inc. or by searching online at: <http://bluebookofgunvalues.com/>
 - (ii) The Agency Armorer may consult with a valid Federal Firearms Licensed (FFL) dealer. The

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

web link listed below can be utilized to check the status and validity of an FFL Dealer License.

<https://www.atfonline.gov/fflezcheck>

- (c) Once the Agency Armorer has determined the condition and replacement value, they shall notify the retired/retiring officer of the replacement value. Upon receiving the replacement value monies from the retired/retiring officer, the Armorer shall:
 - (i) Complete “Handgun Condition & Value” section of the NRP-490H, and forward the packet of materials to the Agency’s Inventory Control Officer at the Matapeake facility.
 - (ii) Forward the replacement value monies received from the retired/retiring officer to the NRP Administrative Services Bureau, Fiscal Support, Field Operations Section, for deposit into the appropriate Agency account.
- (4) The Agency’s Inventory Control Officer shall prepare and process the necessary documents to have the handgun declared as excess property. Once officially declared as excess property, then the Inventory Control Officer shall sign the NRP-490H and forward the packet of materials to the Support Services Bureau Commander.
- (5) The Support Services Bureau Commander shall determine if the retired/retiring officer has or is retiring from the Agency in good standing, and if so, then sign the NRP-490H. Once signed, the Bureau Commander will forward to the Superintendent for their signature. Upon the signature of the Superintendent, the Bureau Commander will forward the packet to the Agency Armorer.
- (6) The Agency Armorer shall review the NRP-490H and insure that all authorizing signatures have been completed.
- (7) The Agency Armorer shall send the completed MSP Forms, along with the application fee to MSP for transfer approval.
- (8) Upon MSP approval, and once all documents have been properly signed and completed, the Agency Armorer shall take the necessary steps to have the handgun transferred to the retired/retiring officer. The Agency Armorer may transfer the handgun themselves, or they may have the retired/retiring officer’s Area Commander make the transfer.
- (9) Upon transfer of the handgun to the officer, the NRP official making the transfer shall sign and date the NRP-490H in the places provided.
 - (a) After the handgun has been transferred to the officer and all documents have been completed, the NRP official making the transfer shall forward the following documents as described below:
 - (i) NRP-490H:
Forward the original to the Agency Armorer. Copies to be sent to the Agency Inventory Control Officer and Area/Unit files.
 - (ii) MSP 77R-1 & 2
Forward original MSP Copy to MSP. Transferor Copy to Agency Armorer. Transferee

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

Copy to the retired or retiring officer

- (10) Upon receiving the preceding documents from the NRP official making the handgun transfer, the Agency Armorer shall insure that the handgun is removed from the Agency's inventory as directed in the Firearms Policy, Chapter 8, Section VII, of this Manual.

8. Resignations:

- a. Within 5 days of being notified of an officer's resignation, the officer's commander shall forward a detailed report regarding the following through the chain-of-command, to the Personnel Support Section Staff, which will be included in the officer's official personnel file:
 - (1) A summary of the officer's work performance, habits, and attitudes. This summary will be primarily based upon the officer's most recent appraisals.
 - (2) A statement and/or explanation as to the officer's suitability for reinstatement or rehire.
 - (a) If a commander does not recommend an officer for rehire, then the commander shall give specific detailed information for their recommendation.

F. Involuntary Separations

1. Involuntary Separation shall mean a separation from employment which is the result of the Agency taking action to terminate the officer's employment.
2. Involuntary Separations shall be in accordance with NRP policy, the Law Enforcement Officers' Bill of Rights, and the State Personnel and Pensions Article, Annotated Code of Maryland.
3. Recommendations for terminating an officer's employment with the Agency can be initiated from one of the entities listed below:
 - a. Supervisor,
 - b. Commander, or a
 - c. Hearing Board
4. Recommendations for terminating a probationary officer may be initiated at any supervisory level.
 - a. Recommendations for terminating an officer shall be made by a detailed report submitted through the chain-of-command to the Superintendent.
 - b. All levels of command in agreement with the recommendation will endorse the report. Any level of command not in agreement with the recommendation shall prepare a separate detailed report explaining their disagreement.
5. Supervisory or commander recommendations for termination will be initiated when it is determined that an officer is incompetent, unfit, or unable to properly perform the job, and all efforts (e.g. training, counseling, retraining, personalized instruction, etc.) taken to correct the situation have proven to be ineffective.
6. Supervisor or commander reports recommending termination shall contain detailed information citing specific examples of unacceptable behavior that substantiate the recommendation for termination, supported by the following evidence:
 - a. Documents
 - b. Witness Statements
 - c. Dates
 - d. Times

CHAPTER 4 SECTION VIII

EMPLOYMENT SEPARATIONS

- e. Results of any administrative or criminal investigations.
 - f. Test results (PBT, Breathalyzer, Chemical, etc.), photographs, etc.
7. In addition to citing the inadequacies:
- a. All efforts and activities taken to modify or correct the shortcomings will be thoroughly explained.
 - b. Each level of command will prepare a report detailing their involvement and/or participation in correcting the unacceptable performance.
8. Hearing Board recommendations for an officer's termination shall follow the established procedures enumerated in Chapter 6 of this manual.

The Superintendent shall render the final decision as to an officer's termination.

9. Whenever an officer is involuntarily separated from employment, the Superintendent shall direct a letter to the officer containing the following:
- a. Reason for separation.
 - b. Effective date of separation.
10. Whenever an officer is involuntarily separated from employment, staff from the NRP Personnel Support Section will ensure the Officer is explained the following during a scheduled clearance interview:
- a. Statement of the status of fringe and retirement benefits after dismissal.
 - b. Summary of benefits that may continue after the separation.
 - c. Points of contact for add-on programs or benefits.

G. Employment Separation by Death

1. Following an officer's death, the officer's commander will, at the appropriate time, make every effort to secure the officer's equipment and various identification cards from the family or survivors of the deceased.
2. Commanders will insure that the NRP-490C is completed along with the proper endorsements.
3. For deceased officer's in good standing, the Superintendent or their designee will secure and present the following to family or survivors of the deceased:
 - a. Certificate of Appreciation for the deceased officer's service.

CHAPTER 4 SECTION VIII
EMPLOYMENT SEPARATIONS

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