

CHAPTER 8

UNIFORMS AND EQUIPMENT

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CHAPTER 8

UNIFORMS AND EQUIPMENT

Sec. I CLOTHING

- A. Personal Appearance
- B. Accessories and Accouterments
- C. Insignia of Rank
- D. Dress Uniform
- E. Winter Uniform
- F. Summer Uniform
- G. Utility Uniform
- H. Civilian Business Attire
- I. Drill Instructor Uniform
- J. Uniform and Related Clothing
- K. Body Armor Policy

Sec. I-A RIBBONS & COLLAR BRASS ILLUSTRATIONS

Sec. I-B FOLDING SLEEVES ON CLASS D LONG SLEEVE SHIRT

Sec. II VEHICLES AND VESSELS

- A. Preventive Maintenance
- B. Vehicle Operation
- C. Vessel Operation
- D. Use of Personal Flotation Devices
- E. Authorized Passengers in DNR Vehicles and Vessels
- F. Vehicle and Vessel Accidents
- G. Installation of Personal Equipment
- H. Vehicle and Vessel Identification

Sec. III COMPUTERS

- A. Laptops
- B. Management Information System Security

Sec. IV MISCELLANEOUS

- A. Telephones
- B. Personal Water Craft (PWC)
- C. Wildlife Decoys
- D. Surveillance Equipment
- E. Vehicle Operations
- F. Speed Detection Devices
- G. Sound Level Meter (SLM)
- H. Body Recovery Equipment and Resources
- I. Potassium Iodide (KI)
- J. Naloxone (Narcan) Program

Sec. V EQUIPMENT IN GENERAL

- A. Care of Agency Issued Equipment
- B. Damage to Agency Issued Equipment
- C. Return of Agency Issued Equipment

CHAPTER 8

UNIFORMS AND EQUIPMENT

- Sec. VI FIREARMS**
- A. Training and Qualifications
 - B. Duties and Responsibilities
 - C. Firearms and Equipment
 - D. Security and Care

CHAPTER 8 SECTION I

CLOTHING

A. Personal Appearance

1. Personnel shall at all times, while on duty and/or while in uniform maintain a neat, clean, and well-groomed appearance. Their uniforms must be clean and pressed. In addition, leather goods and shoes must be polished regularly, and metal and brass accessories must be clean and shined when reporting for duty.

2. Exceptions for NRP officers from the Agency's personal appearance standards may be authorized by the member's Bureau Commander when in conjunction with a special duty assignment. In these cases, notification shall be sent through the chain of command to the Deputy Superintendent. Personnel granted an exception are excluded from the following provisions.

3. Appearance Standards – General

- a. Wigs or hairpieces may be worn provided that they conform to the aforementioned standards.
- b. The length or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
- c. In all cases the bulk or length of the hair shall not interfere with the normal wearing of Agency headgear.
- d. Perfume or cologne may be used in moderation.
- e. Jewelry - the following articles of jewelry are permissible:
 - (1) Wrist watch.
 - (2) Rings – No more than two (2) rings may be worn.
 - (3) Earrings- Female officers may wear plain post earrings, one per earlobe. Male officers may not wear earrings.
 - (4) Bracelets - No more than one bracelet may be worn on each wrist. Identification and Medic-Alert bracelets may be worn and are not considered jewelry.
 - (5) Neck Chains may be worn as long as they are not visible.
 - (6) Pins, insignias, or buttons other than those specifically issued and/or authorized by the Agency shall not be worn or attached to any part of the uniform.
 - (7) The frames and retainers of eyeglasses and sunglasses shall be of a neutral or subdued color.

4. Appearance Standards - Body Modifications

- a. For this policy, body modifications includes the following definitions:
 - (1) Tattoo: Marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
 - (2) Scarification: Intentionally cutting the skin to create a design, form, figure, or art.
 - (3) Branding: Intentionally burning the skin to create a design, form, figure, or art.
 - (4) Gauging: Gradually increasing the radius of a surgically induced circular opening of the flesh in areas such as the ear lobes.
- b. Body modifications that are medically necessary due to deformity or injury are not covered by this policy. Body modifications covered by this policy include:
 - (1) Tongue splitting or bifurcation.
 - (2) Abnormal shaping of the ears, eyes, or nose.
 - (3) Abnormal filing of the teeth.
 - (4) Branding or scarification.
 - (5) Trans-dermal implantation of any object other than hair replacement.
 - (6) Gauging.
 - (7) Tattoos.

CHAPTER 8 SECTION I

CLOTHING

- c. Prohibited body modifications include, but are not limited to:
 - (1) Depictions of nudity or violence;
 - (2) Sexually explicit, drug related, or vulgar art, works or phrases;
 - (3) Profane language;
 - (4) Symbols likely to incite a strong reaction in the workplace (e.g., swastikas);
 - (5) Initials, acronyms, or numbers that represent criminal or historically-oppressive organizations (e.g. AB, KKK, SS, MM, BGF, HA, 666) or street gang names, numbers, or symbols;
 - (6) body modifications of the face, ears, neck, head, and hands;
 - (7) Teeth, whether natural, capped or veneers, that are ornamented with designs, jewels, etc.
 - (8) Visible piercings.

- d. Exceptions to the prohibited body modifications listed above:
 - (1) Earrings as worn by female officers in accordance with policy;
 - (2) Simulated ring band tattoos on fingers.
 - (3) Any tattoo that does not fall into a prohibited category.

- e. Applicants for Sworn & Cadet Positions:
 - (1) Applicants for both sworn and cadet positions will be screened for compliance with this policy as part of the application process.
 - (2) Applicants with body modification(s) that are not prohibited will not be disqualified from employment.
 - (3) Applicants will be informed that, if hired, they will be required to comply with this policy.
 - (4) When possible, for both sworn and cadet applicants who are denied employment based on prohibited body modification(s), a picture of such modification(s) will be taken and placed in the applicant's file.

- f. This policy will be enacted October 1, 2016. To be exempt, current sworn and cadet personnel not in compliance with this policy shall provide a photograph of any prohibited body modification. The photo will be secured in their NRP personnel file after being verified by the disability panel.

EXCEPTION: Current sworn personnel serving in an undercover capacity will be exempt from this policy to the extent that they will be able to be in compliance when no longer undercover.

Failure to comply with the above policy may be grounds for disciplinary action.

5. Appearance Standards – Male Personnel

- a. Male personnel shall wear their hair neatly trimmed and tapered to the sides of the head and to the back of the neck not to extend beyond the top of a buttoned uniform shirt collar. The coloring, style, or cut shall not detract from the intent of the uniform or position.

- b. Sideburns shall be neatly trimmed and shall not extend beyond a line drawn parallel to the bottom of the external opening of the ear, where they shall end with a clean-shaven horizontal line. Sideburns shall be no wider at the bottom than they are at the top.

- c. Mustaches are permitted; however, no hair shall extend down over the upper lip nor extend past either side of the mouth and must be kept trimmed at all times.

CHAPTER 8 SECTION I CLOTHING

- d. Beards are prohibited, and officers shall be clean-shaven at all times. Exemptions will be made with the appropriate medical documentation. The affected officer will forward the medical documentation along with a request for a shaving waiver through their chain of command to the Medical Review chairperson. Medical documentation and a request for waiver must be submitted twice annually by January 15th and July 15th of each year.

Once granted, the officer must keep facial hair trimmed not to exceed ¼ inch in length. Officers with shaving waivers are not permitted to shape the facial hair into goatee or “Fu Manchu” styles, or any style that is determined to give an unprofessional appearance.

6. Appearance Standards - Female Personnel

- a. Female personnel shall wear their hair styled in such a manner as to prevent it from extending or hanging down beyond the bottom edge of a buttoned uniform shirt collar. The coloring, style, or cut shall not detract from the intent of the uniform or position.
- b. The hair shall be groomed so that when Agency headgear is worn, the hair does not fall below the eyebrows or extend out to the front, side, or rear of the hat in excess of one inch.
- c. No decorations shall be worn in the hair. Items such as hair bands shall be solid black or of a color that is inconspicuous and blends with the hair.
- d. Make-up
 - (1) Make-up, if worn, shall create a natural appearance.
 - (2) Uniformed personnel may wear only conservative or clear polish on their fingernails.

B. Accessories and Accouterments

1. Each officer shall be held responsible for the safekeeping and operating efficiency of all items of State property issued to them.
2. The Natural Resources Police Supply Section Personnel are the only Agency representatives authorized to issue or receive uniforms. When replacement items are issued to NRP personnel, an old item will be turned in for each one received with the exception of collar brass, gloves, ties, tie tacks, baseball caps, rain cover for hats, belt keepers and flag pins. The Superintendent may grant an exception to this for special issue items.
3. The accessories and accouterments are to be worn in the following manner:

a. Badge:

The uniform badge shall be displayed on the outermost garment according to the following instructions and exceptions:

- (1) The badge shall not be worn on any foul weather jacket or exposure suit unless it has a badge tab.
- (2) When worn on the uniform shirt, the badge shall be worn centered above the left breast pocket. The uniform badge pin shall be inserted two and one-half inches above the top of the pocket flap. The location of embroidered badge tabs may be ignored.
- (3) When worn on the green dress blouse, the badge shall be worn centered on the left breast pocket flap. The badge shall be positioned with the top of the badge even with, but not

CHAPTER 8 SECTION I CLOTHING

extending above, the top of the pocket flap.

- (4) For other outer garments, the badge shall be displayed affixed to the badge holder provided on the garment. If a badge holder is not provided, the badge shall be worn centered in the area where the left breast pocket flap would normally be located.
- (5) Plainclothes personnel, while acting in their official capacity at the scene of an investigation or other police emergency where their identity should be known, shall display their badge on an outer garment.

b. Badge and Identification Card

- (1) The badge and identification card issued to a sworn member of the Agency is for the use of that member only and will be used by no other person.
- (2) All sworn members, excluding officers assigned to covert operations, will be required to carry their credentials while on duty. Credentials will be displayed upon request by a citizen when the member is out of uniform.

c. Collar Ornaments

- (1) Commissioned Personnel: Collar rank insignia shall be worn on both Class B and Class C shirts by officers at the rank of Lieutenant and above. Rank insignia is worn between one-half inch and one inch from and parallel to the front edge of the collar. The State of Maryland seal shall be worn on the green dress blouse by commissioned officers. The insignias shall be positioned upright on the blouse, one on each side of the collar above the lapels. The insignia shall be placed in an upright position, with the bottom on a line drawn between the upper collar points, and five-eighths of one inch in from the collar points.
- (2) Non-Commissioned Personnel: NRP collar insignia shall be worn on both Class B and Class C shirts by officers below the rank of Lieutenant. NRP insignia is worn three-quarters of one inch below the neck line and one-half of one inch from the front edge of the collar. NRP collar insignia shall be worn on the green dress blouse by non-commissioned officers. They shall be positioned on the blouse, one on each side of the lapels. The insignia shall be placed in an upright position, with the bottom on a line drawn between the lower lapel points, and one and one-eighth inches in from the lapel point. NRP collar insignia will not be worn on the uniform shirt when wearing the green dress blouse.

(See Chapter 8, Section I-A, Appendix A - Ribbons & Collar Brass Illustrations)

- d. Firearms Qualifications or Instructor's Badges shall be displayed over the left breast pocket of the uniform shirt and Class A blouse. Firearms badges will not be worn on any other garment. It shall be displayed centered and placed directly above the pocket, with the bottom edge touching the top seam of the pocket flap. Personnel are authorized to wear only the most current issued firearms badge. The Regional Firearms Instructor shall be responsible for monitoring its compliance.
- e. Flashlights: Personally owned flashlights are authorized to be carried on the weapons belt. The flashlight and holder shall be black in color.
- f. Handcuffs: Generally, this item will be carried by non-commissioned personnel and may be carried by Commissioned personnel. When carried by uniformed personnel, handcuffs shall be placed in an enclosed handcuff case worn on the uniform weapons belt (non-commissioned personnel) or waist belt (commissioned personnel) where it is conveniently accessible to the individual. The actual carrying and the method of carrying handcuffs by non-uniform personnel will be determined by the nature of the individual's assignment.

CHAPTER 8 SECTION I CLOTHING

- g. Handguns: The issuance and use of handguns by sworn personnel will conform to the Agency's Firearms Policy.
- h. Holsters: Only holsters issued by the Agency as an item of uniform equipment may be used by sworn personnel while in uniform. Holsters will not be supplied to fit any weapon other than those weapons issued by the Agency.
- i. Knives and Knife Case: Personnel are authorized to wear and carry personal folding knives. When worn on the weapons belt, the knife shall be carried folded in a black case. The folded knife and case should not exceed six inches in length. The knife and case may be worn on the weapons belt wherever it is comfortable for the individual.
- j. Magazines and Pouch: Only the issued magazines and magazine pouch shall be carried. This item will be placed on the weapons belt of non-commissioned personnel wherever they are most convenient and accessible for the individual.
- k. Name Plates: When in uniform, a name plate shall be worn on all outer garments. The brass name plate shall be worn and properly displayed on the Class B and Class C uniform shirt, Class A blouse, black jacket, coat, and rain gear.
 - (1) When worn on the Class B and Class C uniform shirt or Class A blouse, the name plate shall be centered and placed directly above the right pocket, with the bottom edge touching the top seam of the pocket flap.
 - (2) On any other outer garment, the name plate shall be placed on the name plate tab, if it has one.
- l. Portable Radio Holster: Shall be placed on the weapons belt of all non-commissioned personnel where it is most convenient, accessible, and comfortable for the individual.
- m. Shoulder Strap: Shall be worn by non-commissioned personnel when the Class A dress blouse is worn. It shall be worn over the shoulder, under the epaulet opposite the holster, and attached to the weapons belt.
- n. Tie Tack: The issued tie tack bearing the State of Maryland insignia shall be used to secure the tie in line with the horizontal bottom edge of the shirt pocket flaps.
- o. Ribbons: Personnel awarded commendation ribbons by the NRP may wear the ribbons with the following limitations:
 - (1) Ribbons will be displayed in their order of prominence.
 - (a) NRP issued ribbons shall have prominence over any other ribbons.
 - (b) The most prominent ribbon will be displayed closest to the heart.
 - (c) Each "★" represents one additional award in that particular area.
 - (2) The below listed ribbons are identified in "order of prominence."
 - (a) Medal of Valor
 - (b) Award of Merit
 - (c) Superintendent's Commendation
 - (d) Officer of the Year
 - (e) Service Award
 - (f) Awards from Other Organizations
 - (3) NRP personnel may wear up to six ribbons in two rows.

CHAPTER 8 SECTION I

CLOTHING

- (a) When wearing two rows of ribbons the most prominent ribbon will be worn on the top row, closest to the heart, up to two additional ribbons may be placed in order of prominence next to the most prominent ribbon, except for the Medal of Valor.
- (b) Each row of ribbons will be worn centered over the right pocket, with the first row one-half of one inch above the nameplate. The top row will be centered one half of one inch above the bottom row.
- (c) No more than three ribbons will be worn on any one row, filling the bottom row first.

(4) Wearing the Medal of Valor

- (a) Shall always be worn centered and alone on the top row or centered on a single row.
- (b) No other ribbon will be worn on the same row with the Medal of Valor. It will be worn alone on the top row.

(5) Commendation ribbons issued by other organizations

- (a) May be worn only when approved by the NRP Awards Review Board. For the purpose of consistency, the Awards Review Board may authorize the wearing of substitute ribbons in lieu of wearing any commendations awarded by other organizations.
- (b) The Awards Review Board may issue stars “★” in place of numerous ribbons from outside organizations.
- (c) Under certain circumstances the NRP Awards Review Board may waive this requirement and authorize the actual award to be worn in a prescribed manner.

(6) Civilian Personnel:

- (a) Civilian employees are permitted to wear their commendation ribbons above the area where a right pocket would normally be located.
- (b) The commendation ribbons shall be displayed in a manner similar to the way the ribbons are worn by uniformed personnel of the Agency.

(See Chapter 8, Section I-A, Appendix A - Ribbons & Collar Brass Illustrations)

- p. Field Training Officer Designation: An officer who has completed MPCTC required training may display the Field Training Officer Insignia.
- q. Flight Observer Wings: When authorized, a member may display the pilot or flight observer wings.
- r. Honor Guard Designation:
 - (1) The honor guard designation badge shall be displayed by members of the honor guard at all times on the right breast pocket of the green dress blouse, centered and one-half of one inch below the name plate.
 - (2) The black and gold braid will be worn on the left shoulder of the green dress blouse by members of the honor guard only while performing honor guard duties. The braid shall be placed under the epaulet with the single strand placed under the arm against the body and the braided portion displayed on the outside of the sleeve.
- s. Scuba Diver Designation: A member of the dive team may display the scuba insignia.
- t. White Gloves: White gloves shall be worn by members of the honor guard and color guard when attending special events. White gloves shall be worn by other personnel only when authorized by the Superintendent or his designee.

CHAPTER 8 SECTION I

CLOTHING

- u. Flag Pin: The flag pin shall be displayed on shirts and blouses. The pin shall be displayed centered over and one-half of one inch above the name plate with the following exception. When worn in conjunction with an Agency-issued award or special achievement designator, the flag pin shall be displayed centered over and one half of one inch above the other accouterment. When authorized, the FTO (Field Training Officer) pin, Dive Team pin, K-9 pin, or Flight Observer pin may be worn on the uniform shirt and green dress blouse, with the flag pin displayed centered over and one-half of one inch above the specialty pin.
- v. No decoration or insignia shall be worn by any employee of this Agency on the Maryland Natural Resources Police uniform unless authorized by the Superintendent, who will designate where, when and in what manner the insignia will be worn.

C. Insignia of Rank

1. All insignia of rank shall be furnished by the Agency. Uniformed personnel will display the appropriate rank insignia at all times.
2. Rank Designation: Non-Commissioned Officers:

Rank	# of Chevrons
Officer	No chevrons
Officer First Class	One chevron
Senior Officer	One chevron with rocker attached below.
Master Officer	One chevron with rocker attached below, and a diamond center.
Corporal	Two chevrons
Sergeant	Three chevrons

3. The Class A dress blouse and shirts will be adorned with cloth chevrons. Any lightweight jacket or heavy winter coat currently adorned with sewn on cloth chevrons shall remain in that condition. Chevrons shall be black in color on a yellow background.
 - a. The chevrons shall be affixed to both sleeves and positioned one-half of one inch below the shoulder-patch on the left sleeve and in a similar location on the right sleeve.
 - b. The cost of applying chevrons to shirts and replacing chevrons on the Class A dress blouse will be borne by the employee.
 - c. Cloth shoulder boards will be worn on the winter coat by all non-commissioned officers. On the lightweight jacket, metal chevrons shall be worn on the shoulder with the insignia three quarters of one inch from the shoulder seam and centered on the epaulet.
 - (1) The chevrons on the shoulder boards will be yellow in color on black cloth background for sergeants and corporals.
 - (2) A gold chevron pin attached to the black cloth of the shoulder board will be the shoulder mark for Officer First Class, Senior Officer, and Master Officer.

CHAPTER 8 SECTION I

CLOTHING

4. Rank Designation: Commissioned Officers

Rank	Designation
Lieutenant	Single Silver Bar
Captain	Double Silver Bar
Major	Gold Oak Leaf
Lieutenant Colonel	Silver Oak Leaf
Superintendent	Silver Eagle

- a. Insignia of rank shall be worn on each shoulder of the Class A dress blouse and the lightweight jacket. Insignia are to be centered at the cross point of the stitched seams on the epaulets of the dress blouse and three quarters of one inch in from the shoulder seam on the lightweight jacket. Cloth shoulder boards shall be worn on the heavy winter coat and sweater.
 - b. The uniform shirt shall have rank insignia affixed to the collar. They shall be positioned on the shirt, one on each side of the collar, three-quarters of one inch below the neckline and one-half inch behind the inward edge. The leading edge of the insignia shall be parallel to the inward edge of the collar.
 - c. When the blouse is worn, insignia of rank will be displayed on the shirt collar and the dress blouse epaulets.
5. An insignia denoting years of service in five-year increments shall be worn on the blouse as follows:
- a. Centered on the left sleeve one-half inch above the sleeve braid.
 - b. Personnel will requisition replacement insignia as necessary.

D. Dress Uniform

1. Class A (Dress Uniform) - Green dress blouse, collar ornaments, badge, nameplate, commendations, long sleeve shirt, necktie, winter trousers, felt Stetson, and black oxford or black high-gloss dress shoes only. This uniform shall be designated as the dress uniform.
 - a. Non-commissioned officers shall wear a shoulder strap with the buckle in the center of the chest. The weapons belt shall have the “D” rings attached to the weapon side of the belt. The shoulder strap shall be attached to these rings with the strap running through the non-weapon side epaulet and the “D” rings attached in front of and behind the holster. Only a holster, magazine pouch, and handcuff case shall be worn on the weapons belt.
 - b. The Class A uniform shall be worn by Commissioned Officers at all official functions as designated. Commissioned Officers shall have immediate access to a Class A uniform.
 - c. The Class A uniform shall be worn by non-commissioned personnel only on assignments when authorized or designated by the appropriate supervisor.

E. Winter Uniform

1. Class B (Winter Uniform) - Winter trousers, long sleeve shirt, tie, felt Stetson, and weapons belt. This uniform shall be worn during the winter months (November 1 through March 31), and is to be utilized for most routine duties.

There is an optional period for wear at the Officer’s discretion based on weather conditions, work assignments, or other circumstances. These dates are: April 1st through May 15th and September 15th through October 31st.

2. Class B may be designated as the uniform of the day for an official function by the appropriate

CHAPTER 8 SECTION I CLOTHING

supervisor.

F. Summer Uniform

1. Class C (Summer Uniform) - Summer trousers, short sleeve shirt, straw Stetson, and weapons belt. This uniform shall be worn during the summer months (May 16 through September 14) and is to be utilized for most routine duties.

There is an optional period for wear at the Officer's discretion based on weather conditions, work assignments, or other circumstances. These dates are: April 1st through May 15th and September 15th through October 31st.

2. Class C may be designated as the uniform of the day for an official function by the appropriate supervisor.

3. If a T-shirt is visible it must be black in color.

G. Utility Uniform

1. Class D (Utility Uniform) - Utility trousers, long sleeve, or short sleeve utility shirt, baseball style type cap, and web style weapons belt.

- a. The Class D uniform may be worn for field assignments and on the firearms range.
- b. The Class D uniform shall not be worn to court or official functions.
- c. The Class D uniform may be designated as the uniform of the day by the appropriate supervisor.
- d. If a T-shirt is visible it must be black in color.
- e. Trousers may be bloused when worn with boots.
- f. When wearing the Class D uniform, the short sleeve shirt shall be worn during the summer months (May 16 – September 14), unless the long sleeve shirt is worn as set forth below.

(1) For purposes of sun protection and/or protection from environmental dangers (insects, poison ivy, etc.) the long sleeve shirt may be worn during the summer months as long as it is worn with both sleeves rolled down and buttoned at the wrist or with both sleeves evenly rolled up and buttoned above the elbow. Under no circumstances will the sleeves be worn in a half down (middle of the forearm) or other less than professional looking manner.

(For instructions on how to properly fold the sleeves up, see Chapter 8, Section I-B, Appendix B – Folding Sleeves on Class D Long Sleeve Shirt.)

(2) The long sleeve shirt shall be worn during the winter months (November 1 – March 31).

There is an optional period for wear of either the short sleeve or long sleeve utility shirt at the Officer's discretion based on weather conditions, work assignments, or other circumstances. These dates are: April 1st through May 15th and September 15th through October 31st.

2. The accouterments required to be displayed on the utility uniform shirt include rank insignia on the collar, one NRP subdued patch on each sleeve, subdued badge patch over left breast pocket, and subdued name tape over right breast pocket.

H. Civilian Business Attire

1. Class E (Civilian Business Attire) - This attire may be worn when working in an investigative unit,

CHAPTER 8 SECTION I

CLOTHING

attending meetings, training, or special assignments.

2. Clothing shall be clean and neat and conform to the standards normally followed by personnel in business offices, unless otherwise directed. Supervisors shall insure that Class E clothing is presentable and appropriate for the assignment.
3. An officer who serves primarily in a uniformed capacity is required to receive approval by a supervisor prior to wearing Class E attire. Supervisors shall grant permission for an officer to wear Class E clothing on an assignment basis only.

I. Drill Instructor Uniform

1. Class F (Drill Instructor Uniform) - May only be worn by certified Drill Instructors and only within the NRP Training Academy environment or as authorized by the Training and Recruitment Unit Commander.
2. The Drill Instructor (DI) uniform shall consist of the following:
 - a. Black Campaign Hat with 2 piece strap.
 - b. BDU Long-Sleeve Top (standard issue).
 - c. Black Crew-Neck T-Shirt.
 - (1) "DI" Pin (Worn centered and three inches above the right-hand breast name tape).
 - d. "DI" Belt Buckle w/ issued Black Belt.
 - e. BDU Pants (standard issue).
 - f. Boots (Black in color, highly shined).
3. The DI pin is authorized to be worn on the class A, B and C uniforms.
 - a. The DI pin shall be centered three-quarters of an inch above the brass name tag (above the right breast pocket), and three-quarters of an inch below the flag pin.
4. For detailed instructions on how to properly wear the DI Uniform, see the Training & Recruitment Unit's, Standard Operating Procedure, Drill Instructor Program.

J. Uniform and Related Clothing

1. Blouse - A green dress jacket. This item will be issued to all commissioned and non-commissioned officers and worn as the Class A uniform.
2. Coat - A green, heavy weight, insulated work coat. This coat is provided for wear during colder weather and may be worn with Class B or Class C uniforms. It is to be worn for field enforcement activities and will not be worn to court or public relations details. The coat shall be worn with the front zipper closed at least halfway up from the bottom.
3. Flotation Suit - A green, insulated garment equipped with flotation capabilities designed to protect the wearer from the cold and provide buoyancy if the wearer falls overboard. This suit is provided for wear during cold weather and while on boat patrol. The weapons belt shall be worn over this garment.
4. Footwear - Footwear shall be black in color, smooth leather, round plain toe style with no buckles or straps. Footwear shall be kept clean, well maintained, and shined when reporting for duty.
 - a. During field patrol duties, special use footwear (hip boots, insulated boots, etc.) may be worn as

CHAPTER 8 SECTION I

CLOTHING

- required.
 - b. Discretion should be used as to style, design, and color of special use footwear so as to conform as closely as possible to desirable standards.
 - c. Wearing of special use footwear as described above shall not be permitted for court or other formal function.
 - d. Black high-gloss dress shoes shall be worn with the Class A uniform.
5. Hat, Baseball Type - The issued black baseball cap is authorized to be worn with the Class B and C uniform during field type assignments. The green cap shall only be worn with the Class D uniform.
- a. The cap shall not be worn to court.
 - b. The hunter orange cap should be worn, in compliance with the above restrictions, when an officer feels it is necessary for safety purposes.
 - c. The cap is to be kept clean and presentable at all times.
6. Hat, Boonie Type:
- a. For purposes of sun protection and/or protection from environmental dangers (insects, poison ivy, etc.), the green boonie hat may be worn with the Class D uniform while on patrol in a woodland or marine environment.
 - b. The boonie hat will not be worn to court, during traffic stops, or on other occasions when an officer is expected to present more than a casual appearance.
 - c. The boonie hat will not be an issued item, but officers may order and purchase an Agency approved hat at cost from the NRP Supply Section.
7. Hat, Stetson: Felt and Straw. The Stetson hats are issued in two types. The winter style is constructed of green felt and the summer style of tan straw.
- a. The Stetson will be worn with the Class B or Class C uniform during special assignments, public relation events or other situations where a formal appearance is appropriate. Officers shall have the appropriate Stetson readily available when wearing the Class B or C uniform.
 - b. Hat straps will be worn circling the base of the crown, fit through the slots in the brim and circle the back of the head. Swivel type straps may be used when attached to existing hat straps. The buckle of the hat strap shall be centered at the front of the hat.
 - c. Occasional brushing of the felt Stetson is recommended.
8. Jacket, OD Green – The OD green Blauer softshell jacket may be worn with the Class B, Class C, and Class D uniforms. This jacket has a subdued NRP patch and a subdued badge sewn on. This jacket also functions as a liner when zipped into the black Blauer rain jacket.
9. Jacket, Lightweight Duty, Black -- The black lightweight duty jacket may be worn with the Class B and Class C uniforms only. This jacket has the standard NRP patch sewn on along with a badge holder and tabs for a name plate.
10. Personal Flotation Devices -U.S.C.G. approved Type III vest, self-inflating PFD, Flotation suit, or float coat. NRP policy dictates that officers wear one of these PFDs while on boat patrol under certain circumstances.
11. Rain Gear - Standard issue rain gear shall consist of a lightweight hooded jacket, and pants. The jacket and pants may be worn separately or as a set.
12. Shirts:
- a. Class B uniform shirts shall be long sleeve and will be worn with the collar closed with a tie and

CHAPTER 8 SECTION I CLOTHING

the sleeves extended and buttoned. The collar may be unbuttoned when worn with the mock turtleneck.

- b. Class C uniform shirts shall be short sleeve and will be worn with the collar open. If a T-shirt is visible it must be black in color.
- c. Utility uniform shirts are issued in both short and long sleeves. Both shall be worn with the collar open. If a T-shirt is visible, it must be black in color.
- d. Shirt pockets will not be utilized as storage areas for items which detract from the appearance of the uniform.
- e. Rolling of the sleeves is prohibited on Class B uniforms.

13. Shoulder Boards - These are issued to the rank of Officer First Class through Colonel. Shoulder Boards shall be black in color with specified rank embroidered or designated with metal chevrons. Officers shall wear the black shoulder boards on the heavy weight winter coat.

14. Socks - Socks, if visible, shall be black in color.

15. Ties - The regulation issue tie will be black in color and shall be worn with the Class B uniform if the mock turtleneck is not worn. It shall be secured to the shirt with the issued tie tack.

16. Turtleneck Shirt, mock - A black long sleeve turtleneck shirt, with "MNRP" or "NRP" in gold lettering on the collar.

- a. The mock turtleneck shirt can be worn underneath the long sleeve uniform shirt (Class B) or long sleeve utility shirt (Class D).
- b. The mock turtleneck shall not be worn to court or other places/occasions when an officer is expected to present more than a casual appearance.

K. Body Armor Policy

1. Purpose

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use and care of body armor.

2. Policy

It is the policy of the Maryland Natural Resources Police to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures. All uniformed personnel working in field activities, from the rank of Sergeant and below, will wear their issued body armor while on duty.

3. Definitions

- a. Body Armor - The soft body armor (ballistic vest) is issued to all personnel to provide a measure of protection against assault and its usage shall be governed by the Agency's Body Armor Policy, which can found in this section.
- b. External Body Armor Carrier - A sleeveless vest, either black or green in color, designed to accept the ballistic panels from the standard issue body armor and designed to be worn over the Class B, C, or D uniform.

CHAPTER 8 SECTION I

CLOTHING

- c. Field Activities - Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

4. Procedures

a. Issuance of Body Armor

- (1) All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
- (2) All officers shall be issued Agency-approved body armor, including the standard concealable carrier as well the external carrier.
- (3) Body armor that is worn or damaged shall be replaced by the Agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

b. Use of Body Armor

- (1) Officers shall wear only Agency-approved body armor.
- (2) Wearing Body Armor:
 - (a) Body armor shall be worn by recruit officers during both classroom and field training.
 - (b) All sworn officers will wear their issued body armor while actively engaged in a patrol function.
 - (c) In addition, officers that are assigned to a uniformed function and non-uniformed sworn officers are mandated to wear body armor while:
 - (i) Training or qualifying on the range.
 - (ii) Conducting warrant service.
 - (iii) Whenever supervisory personnel determine that an assignment may be especially hazardous, such as stakeouts, search and seizure operations; or,
 - (iv) Any other high risk assignment.
- (3) Exemptions to Wearing Body Armor
 - (a) When an Agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor;
 - (b) When the officer is involved in undercover or plain clothes work that their supervisor determines could be compromised by wearing body armor; or
 - (c) When the Agency determines that circumstances make it inappropriate to mandate wearing body armor.
- (4) If not required to be worn, and not exempted from wearing, all personnel shall have their body armor readily available while on duty.
- (5) The concealable body armor carrier may be worn under any shirt by any sworn officer.
- (6) Body Armor External Carrier:
 - (a) The agency issues two styles of external carriers for body armor.
 - (i) The Point Blank GD2 MOD 3 Guardian Tactical Carrier (OD Green) is issued to non-commissioned officers and shall be worn only with the Class D uniform.
 - (ii) The black quilted carrier is issued to commissioned officers and may be worn over the Class B, C, or D uniform shirt.
 - (b) The subdued embroidered badge (left breast) and subdued embroidered name tape (right breast) shall be provided by the department and will be appropriately displayed on the Point Blank GD2 MOD 3 Guardian Tactical Carrier (OD Green).
 - (i) Only the agency issued handcuff pouch, small utility pouch, radio pouch, and CAT

CHAPTER 8 SECTION I

CLOTHING

tourniquet holder are authorized for wear on the tactical carrier.

- (ii) No other items shall be worn on the tactical carrier.
- (c) The external carrier will not be worn to court or on other occasions when an officer is expected to present more than a casual appearance.

(7) Rifle Plated Vest

(a) When officers feel that the Agency issued soft body armor does not provide the level of protection needed for a given situation, i.e. high risk warrant, rifle hunting areas, etc., officers may wear an agency approved rifle plated vest in lieu of their Agency issued vest.

(b) At their own expense officers may purchase and wear an agency approved standard rifle plated vest.

(1) Agency approved vests is limited to the Spartan Armor/Condor MOPC Plate Carrier and Spartan Omega AR500 Body Armor Platform in the color of Spartan Green.

(2) Agency approved plates include any NIJ Level III plate. Steel based plates should not be used.

(c) The rifle plated vest and carrier shall only be worn with the Class D uniform.

(d) The subdued embroidered badge and subdued embroidered name tape shall be appropriately displayed on the carrier.

(e) The following four accessories are approved for wear on the external carrier.

- (1) Point Blank handcuff pouch – OD Green.
- (2) Point Blank small utility pouch - OD Green.
- (3) Point Blank radio pouch – OD Green
- (4) CAT tourniquet carrier – black in color

(f) At no time will officers insert body armor into an external carrier for which it has not been approved.

(g) It is the sole responsibility of the individual officer to maintain all personally purchased armor and vests in working and presentable condition.

(h) Supervisors have the discretion to order an officer to remove the personally purchased carrier in favor of an Agency issued vest if the rifle plate carrier is in a state of disrepair, is not clean and neat, or fails to display the required name tag and badge.

c. Inspections of Body Armor

- (1) Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
- (2) Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse, and wear.

d. Care, Maintenance, and Replacement of Body Armor.

- (1) Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
- (2) As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.
- (3) Officers are responsible for the proper storage, maintenance, and care of body armor in accordance with manufacturer's instructions.
- (4) Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
- (5) Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

e. Training

The Technical Services Division Commander shall be responsible for:

- (1) Monitoring technological advances in the body armor industry that may necessitate a change

CHAPTER 8 SECTION I CLOTHING

in body armor.

- (2) Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (3) Ensuring training programs are provided that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
- (4) Maintaining statistics on incidents where armor has or has not protected officers from harm, including traffic accidents.

CHAPTER 8 SECTION I
CLOTHING

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CHAPTER 8 SECTION I-A
APPENDIX A - RIBBONS & COLLAR BRASS ILLUSTRATIONS



MEDAL OF VALOR - MOST PROMINENT



AWARD OF MERIT - SECOND MOST PROMINENT



SUPERINTENDENT'S COMMENDATION - THIRD MOST PROMINENT



OFFICER OF THE YEAR - FOURTH MOST PROMINENT



CONSERVATION OFFICER OF THE YEAR – FIFTH MOST PROMINENT



BOATING SAFETY OFFICER OF THE YEAR – SIXTH MOST PROMINENT



SUPPORT SERVICES OFFICER OF THE YEAR – SEVENTH MOST PROMINENT



UNIT CITATION – EIGHTH MOST PROMINENT



SERVICE AWARD –NINTH MOST PROMINENT



OUTSIDE AGENCY - LEAST PROMINENT

RIBBON AWARDS



SINGLE AWARD - MEDAL OF VALOR



TWO AWARDS - MEDAL OF VALOR -

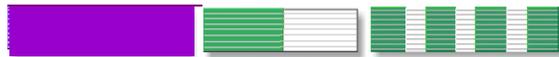


TWO RIBBONS IN ORDER OF PROMINENCE

CHAPTER 8 SECTION I-A
APPENDIX A - RIBBONS & COLLAR BRASS ILLUSTRATIONS



MEDAL OF VALOR - WITH ONE ADDITIONAL RIBBON

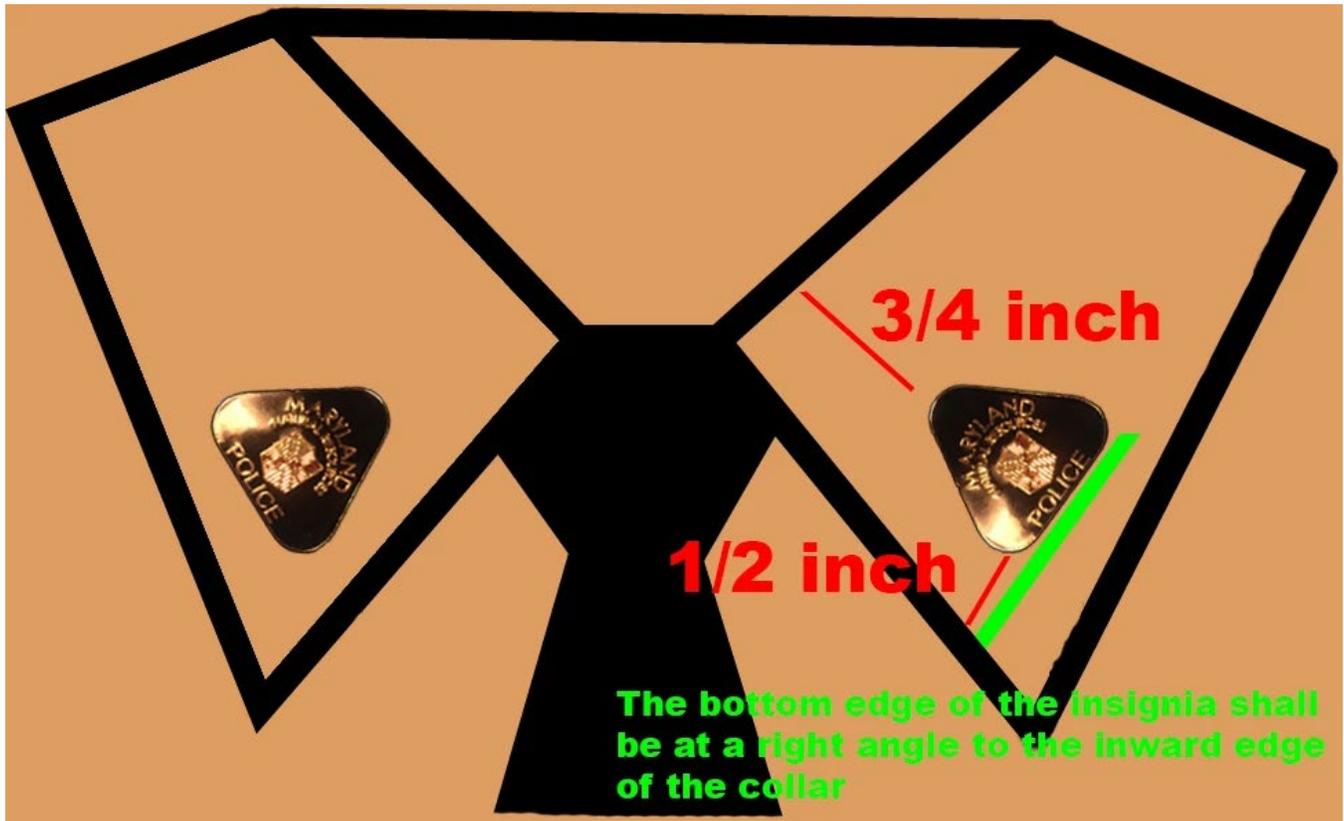


FOUR RIBBONS



Collar Brass

(These Illustrations Do Not Depict Actual Measurements)



CHAPTER 8 SECTION I-B

APPENDIX B – FOLDING SLEEVES ON CLASS D LONG SLEEVE SHIRT

Class D Uniform Long Sleeve Zip Roll Instructions

The idea behind the zip sleeve roll is to help keep you cool in the summer, but allow for a quick zip down of your sleeves for full arm protection. Just grab the cuff and pull.

The goal is to have the finished folded sleeve ending just above your elbow with a neat, finished appearance. Depending on your arm length and Class D long sleeve shirt, you'll be doing a 3 step or 4 step roll.

	<p>Take off your Class D long sleeve shirt - you can't do this with it on.</p> <p>Lay out and smooth the sleeve on a flat surface.</p> <p>Un-button the cuff.</p>
	<p>Fold up the sleeve to the top of the elbow reinforcement seam for a 3 roll.</p> <p>On a 4 roll, keep going until you're about an inch from the armpit.</p> <p>Keep smoothing and try to keep the seams aligned.</p>
	<p>Ready for next fold.</p>
	<p>Fold again and smooth.</p> <p>For a 4 roll, you'll be folding partway up and then again to the edge of the cuff.</p>

CHAPTER 8 SECTION I-B

APPENDIX B – FOLDING SLEEVES ON CLASS D LONG SLEEVE SHIRT

	<p>Ready for finish fold.</p> <p>The secret to doing this right is insuring that the inside of the cuff fabric is slightly wider than the folded part of the sleeve. Start over if it's not.</p> <p>Keep smoothing</p>
	<p>Finish folding by pulling the cuff back over the folded sleeve.</p> <p>Check seam alignment and smooth as much as possible.</p>
	<p>Button the cuff and you're ready to go.</p> <p>When done, you shouldn't see any folded "white fabric" below the cuff or excess sleeve fabric above the cuff seam.</p>

CHAPTER 8 SECTION II VEHICLES AND VESSELS

A. Preventive Maintenance

1. Officers are responsible for conducting daily pre-patrol checks on all vessels and trailers they utilize. Full directions for these checks can be found in the Boat Operator's Verification Program which can be found on the NRP Network at the following link:

<\\Tawesdata2\nrp\Common\NRP-Manuals\Boat-Op-Verification>

2. Vessel & Trailer Safety Inspections

- a. The Quarterly Vessel & Trailer Safety Inspection Report (Form NRP-421VT) will be administered quarterly by the person whom the vessel and/or trailer is assigned, and the vessel and/or trailer will be inspected randomly by the supervisor.

3. Vehicles

- a. The Quarterly Vehicle Safety Inspection Report (Form NRP-421A) will be administered quarterly by the person whom the vehicle is assigned, and the vehicle will be inspected randomly by the supervisor.
- b. It is the responsibility of the person whom the vehicle is assigned to have the required servicing performed at the scheduled maintenance intervals and enter such into the Vehicle Service Record (Form NRP-417).
- c. A maximum of 1,000 miles over the scheduled maintenance intervals will be acceptable.
- d. The operator shall be responsible for being aware of and obtaining any required special maintenance schedules.

B. Vehicle Operation

1. State Driver Eligibility & Use of State Vehicles:

- a. State-owned vehicles shall be operated only by drivers who have signed the NRP-306ACK, Acknowledgment Statement – Policies & Procedures for Drivers of State Vehicles.
- b. All drivers must have a driver's license which is valid in the State of Maryland.
- c. Commanders shall not allow any sworn or civilian employee to operate an Agency vehicle unless the employee possesses a driver's license valid in Maryland of the proper class for the type of vehicle being operated.
- d. DNR Communications shall cause a check to be made of all employee's driving record yearly and forward any findings noted in e, and f below to the NRP Review Board.
- e. An employee having a driver's license with six or more points for moving violations shall not operate a State vehicle.
- f. An employee's eligibility to drive a State vehicle shall be immediately suspended whenever they are charged with any motor vehicle violation for which a penalty of incarceration is possible while driving a State vehicle. Motor vehicle citations for these violations will indicate that the violation is a "Must Appear" violation and that the driver must appear when notified by the Court. Eligibility shall remain suspended until the Agency's Accident Review Board has reviewed the occurrence, and a decision regarding further action is made.

2. Utilization of State Vehicles:

- a. Vehicles shall be driven only by authorized employees. Exception may be made for those instances when Agency vehicles are being tested in connection with bona fide repair services. As a general rule, civilian personnel shall not be permitted to operate marked vehicles.
- b. Smoking and all other forms of tobacco use, including electronic cigarettes is prohibited in State vehicles.

CHAPTER 8 SECTION II

VEHICLES AND VESSELS

- c. All drivers shall operate State Vehicles in a manner that reflects concern for safety and courtesy towards the public.
 - (1) An authorized driver shall operate a State vehicle in accordance with any license requirements or restrictions, such as corrective lenses, daytime only, etc.
 - (2) The driver of a State vehicle shall take every precaution to ensure the safety of passengers, vehicle, and its contents. No person may ride in a State vehicle unless properly restrained by a seat belt or, in the case of children, an appropriate child safety seat.
 - (3) All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, except when responding to an emergency or during a vehicle/vessel pursuit. In all cases, the vehicle is not to be operated above safe driving speeds for current road and traffic conditions. All traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.
 - (4) The use of a wireless phone by the driver in a moving State vehicle is strongly discouraged, except in cases of emergency. A driver should make every effort to place or receive calls when the vehicle is not moving.
 - (5) Operators are personally responsible for vehicles operated by them and any damages resulting from misuse, abuse, or willful negligence. If a State vehicle is damaged beyond repair as a result of misuse or gross negligence the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then current wholesale value of the vehicle as reported in the *National Auto Research Black Book Used Car Market Guide, MD Edition*.
 - d. Police radios shall be on at all times when the vehicle is in operation.
 - e. When Agency vehicles are left unattended, keys will be removed, and all doors will be locked.
 - (1) Unattended means that the employee is not in the immediate vicinity of the vehicle or does not have the vehicle in his clear observation.
 - f. Out of State on-duty or extended duty use of Agency vehicles must be approved by the Superintendent or their designee.
 - g. At no times will night vision equipment be used while operating a vehicle.
 - h. The use of electronic equipment shall be limited while the vehicle is in motion and must not impair the driver's ability to operate the vehicle safely.
3. Vehicle Mileage Logs:
- a. Officers assigned to Field Operations will add their vehicle information into the ODL. Officers not assigned to Field Operations shall enter their ending mileage into the NRP Vehicle Mileage google sheet.
4. Moving Violations in a State Vehicle:
- a. A driver charged with a moving violation or a must appear violation while driving a State vehicle shall notify the Agency Fleet Coordinator immediately, through the chain-of-command. In no case shall the notification to the Agency Fleet Coordinator be later than the following business day.
 - b. The Agency Fleet Coordinator shall notify the DNR Fleet Manager, who will then notify DBM in writing within two business days of receiving notice of the charge.
 - c. Failure to timely report the receipt of a moving violation or a must appear violation may result in disciplinary action.
 - d. Accidents - All accidents are to be reported, even if another vehicle is not involved or there are no apparent injuries or damages. The driver shall follow the Agency's policies and procedures for reporting and documenting all accidents.

CHAPTER 8 SECTION II

VEHICLES AND VESSELS

5. Vehicle & Driver Assignments:
 - a. Assignment of a State vehicle to an individual authorized driver is based solely on the needs of the Agency.
 - b. In assigning State vehicles, the Superintendent, or their designee, shall consider the needs of the Agency, the driver's expected official mileage accumulation, specific field assignment, and the need for specialized vehicle equipment in performance of the driver's job.
 - c. Whenever an employee who is assigned a State vehicle is on extended leave (leave that is 15 or more days in duration), then the following procedures shall apply.
 - (1) When an employee is scheduled for leave for 15 or more days, or is on any type of sick leave for 15 or more days, then:
 - (a) The employee's commander shall make arrangements to retrieve the employee's assigned vehicle and have it stored at a secure NRP facility.
 - (2) The employee's commander may return an employee's assigned vehicle as soon as the employee has been cleared to return to full duty. The vehicle may be returned to the employee up to 3 days prior to them returning to full duty.
 - (3) Exceptions to these procedures may be granted with the permission of the Regional or Division Commander. Bureau Commanders must be advised of the Regional or Division Commander's intention of granting an exception before the exception can be granted.
 - (4) These procedures do not prevent the retrieval of any NRP vehicle, during anytime that an employee is on any kind of leave for any length of time.
6. Commute Charges, Records, & Tax Liability:
 - a. For those drivers who are not exempt from the commute charge, the driver shall complete a DBM State Auto Commute Charge Form, MFOMS-17, prior to accepting assignment of a State vehicle. This form will be provided by the Agency Fleet Coordinator.
 - b. More information concerning the fringe benefit program is available on the DBM website at <http://www.dbm.maryland.gov> (select Other Services, then select [Fleet Management Services](#)).
7. Fueling of State Vehicles:
 - a. State vehicles shall be fueled from the Statewide Automated Fuel Dispensing and Management System or at fuel pumps located at a State facility, except for emergencies or rare and unusual instances when such use is not possible.
 - b. When available, alternative fuel shall be used in bi-fuel and flexible-fuel vehicles.
8. Maintenance and Repair of State Vehicles:
 - a. Vehicles will be kept clean and neat at all times.
 - b. Vehicles will be inspected quarterly, at a minimum.
 - c. Drivers shall use the existing State of Maryland National Fleet Service Agreement for maintenance and repair of their assigned State vehicle, with the exception of the following circumstances
 - (1) When the Agency has an in-house State maintenance and repair facility available.
 - (2) Emergency conditions that do not allow the safe operation or towing the vehicle to a network vender.
 - (3) Vehicles not covered under the agreement.
 - d. The use of State of Maryland Fleet Service Cards are restricted to State vehicles and under no circumstances are to be left in custody of service station or maintenance facility attendants.

C. Vessel Operation

1. Only those persons authorized to operate Agency vessels may do so. Exception may be made for

CHAPTER 8 SECTION II

VEHICLES AND VESSELS

those instances when Agency vessels are being tested in connection with bona fide repair services. Civilian personnel shall not be permitted to operate marked vessels without an officer onboard unless approved by the Superintendent or their designee.

2. All personnel who are required to operate patrol vessels will be trained and competent in their operation and shall complete the appropriate level of the Boat Operator's Verification Program. Certain personnel are exempt from the boat operator's verification program while serving in specific positions.
 - a. There are four levels of Boat Operator Verification, which are dependent on the type of vessel the individual is expected to operate.
 - b. Each officer shall have access to a Boat Operator's Verification Manual electronically. The boat operator verification is valid for a three-year period. Record of verification shall be maintained at the Area Office for 3 years.
 - c. Final verification must be in writing and signed by the area commander or division commander. Copies of the letter of verification shall be given to the employee and placed in the individual's personnel file, training file and area/division office file.
 - d. Operators will not utilize night vision goggles while operating a vessel in excess of 6 knots.
3. Accurate engine hour readings shall be recorded in the RMS Daily Log.
4. Out of State on-duty use of Agency vessels must be approved by the employee's commander.

D. Use of Personal Flotation Devices

1. All NRP officers, while aboard a vessel, shall wear an agency issued U.S. Coast Guard approved personal flotation device except when below the deck or in an enclosed cabin of a large vessel.
 - a. All other persons aboard NRP vessels shall wear a U.S. Coast Guard approved personal flotation device.
 - b. With approval of the Unit Commander, officers involved in special operations, such as covert or undercover activities, may be excused from complying with the provisions of this policy.
2. The inflatable personal flotation devices shall be maintained in compliance with the manufacturer's recommendation. It is the responsibility of the officer to replace the bobbin at least once a year.

E. Authorized Passengers in DNR Vehicles and Vessels

1. Passengers authorized in Agency vehicles/vessels:
 - a. Persons that are being transported as a result of an alleged violation of the law.
 - b. Persons that are being transported as a result of an emergency (injury, vehicle/vessel breakdown, etc.).
 - c. Employees of DNR, other county, State and federal agencies that share a common interest.
 - d. Students of an educational institute or service organization serving an internship with DNR as part of their curriculum when an internship agreement is in effect.
 - e. An officer's family that is accompanying the officer on State business, and civilians or other persons, to and from Agency sanctioned events, when previously authorized by the Superintendent or their designee.
 - f. Persons that are being transported in conjunction with a Maryland Boating Education or Hunter Safety Education function
 - g. All other persons authorized by the Superintendent or their designee.

CHAPTER 8 SECTION II

VEHICLES AND VESSELS

2. When transporting civilian personnel, excluding Cadets and Reserve Officers, under this policy, an operator may not initiate or become involved in a motor vehicle pursuit or high-risk law enforcement situations.

F. Vehicle and Vessel Accidents

1. All incidents and/or accidents involving vehicles and vessels are to be reported on the date of the accident to the Fleet Coordinator. If after working hours, the accident should be reported the next business day. The procedure for reporting follows below:
 - a. Notify the DNR Communications Center.
 - b. Check for injuries to all parties.
 - c. Notify a supervisor.
 - d. In the event of a motor vehicle accident, remain at the scene until another law enforcement agency arrives and completes a vehicle accident report.
 - e. **Every vehicle and vessel accident** require an Accident Work Sheet (NRP-438) and an FS-1 (NRP-439). Complete the accident worksheet while still at the scene.
 - f. Obtain information to include name, address, and telephone numbers from witness, operator, and any other involved party.
 - g. If a second vehicle or vessel is involved give the operator a card or paper copy for contacting the Treasurer's Office.
 - h. Ensure that the NRP Vehicle/Vessel Number is entered in the CAD.
2. Documentation Routing and Due Dates:
 - a. NRP-438 and NRP- 439 shall not be entered into RMS.
 - b. Accident Work Sheet (NRP-438) - a copy is to be emailed to the Fleet Coordinators within 48 hours of the accident.
 - c. "FS-1" (NRP-439) - a copy of side "A" is to be emailed to the Fleet Coordinators within 48 hours of the accident. The Supervisor will scan a copy of the entire NRP-439 to the Fleet Coordinator when complete. Supervisor will submit the original typed form with side "B" completed, and a copy of the police report within 7-days through the chain of command to their Bureau Chief. After review for completeness, the NRP-438 and NRP-439 will be forwarded to the chairperson of the NRP Review Board.
 - d. The Fleet Coordinator shall forward a copy of the accident report package to DNR's Fleet Administrator.
 - e. If a multi vehicle accident occurs involving an Agency vehicle or damages from an accident exceed \$1,500.00 the involved officer shall report the accident to the Agency's Fleet Maintenance Company within twenty-four (48) hours.
 - f. Documents to be submitted to the Fleet Coordinator within two weeks of the accident:
 - (1) For vehicle repairs under \$1,500.00, and all vessel repairs, three original estimates for repairs, or
 - (2) A letter indicating that there are:
 - (i) No damages, and therefore no repairs are necessary, or
 - (ii) Damage exists however, no repairs will be made, or
 - (iii) Damage exists, and repairs will be made in house with an estimate of the cost from the facility completing the repairs.
 - (3) If the vehicle repair will be over \$1,500.00, an estimate from the Fleet Maintenance Company's authorized repair center of the repair costs.

CHAPTER 8 SECTION II VEHICLES AND VESSELS

G. Installation of Personal Equipment

1. No personally owned equipment shall be installed in any patrol unit without the approval of the Commander of the Supply Services Unit.
2. In every case, the officer shall retain full liability for any and all injuries and/or damages resulting from the presence and/or use of his personal equipment.
3. Non-Agency magnets, decals, and stickers are prohibited.

H. Vehicle and Vessel Identification

1. Every motor vehicle of this Agency will be assigned an Agency (NRP) Vehicle Identification Number. With certain exceptions, two NRP registration plates showing the vehicle identification number will be issued.
 - a. Marked vehicles - Displays both the NRP registration plates and decals.
 - b. Unmarked vehicles – displays only the white MVA Maryland registration plates issued for that vehicle.

CHAPTER 8 SECTION III COMPUTERS

A. Laptops

1. Officers are required to check their email each shift.
2. Do not store the computer in the vehicle or on the vessel. Remove from both at end of shift.
3. NRP officers assigned a laptop computer will be responsible for the proper care and preventative maintenance of the computer equipment.
4. While a vehicle is in motion, if in use, the computer must be properly secured in the docking station. If the vehicle does not have a docking station, the computer may not be deployed while the vehicle is in motion.

B. Management Information System Security Policy

All NRP employees shall abide the State's [Information Technology Security Policy and Standards](#).

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CHAPTER 8 SECTION IV MISCELLANEOUS

A. Telephones

All essential employees shall have either a working telephone in their residence or a working cellular telephone where they can be reached while off-duty. Essential employees shall immediately report any change of their telephone numbers or addresses to their superior officers and the NRP Personnel Section.

B. Personal Water Craft (PWC)

1. Training in personal water craft operations will be provided to all officers before operating personal water craft. The training will include:
 - a. A review of the owner/operator's manual to insure that personnel are familiar with the proper operation, safety features, maintenance, and care of the unit.
 - b. The number of hours of operational training stipulated by the manufacturer, which shall be conducted by an approved personal water craft instructor.
2. Personal water craft may be used for special investigations and undercover surveillance. Under these conditions, an officer shall not stop, attempt to stop or apprehend a vessel.
3. Officers using personal water craft for law enforcement patrols will work in conjunction with a marked patrol unit.
4. Officers using personal water craft will record all operation data on the NRP Boat Utilization Forms and submit monthly.

C. Wildlife Decoys

1. Prior to using decoys contact the owner of the property where the decoys are to be used, if applicable.
2. If hunters appear on the scene after the decoys have been deployed, the operation will be terminated.
3. If livestock is in or near the area where the decoys have been deployed, the operation will be terminated.
4. Houses or other occupied buildings should not be in the line of sight of the location where the decoys are to be deployed.
5. There shall be a backstop such as a hill, a dirt bank, woods, etc., behind the location where the decoys are deployed.
6. The decoys shall be placed along roads that normally experience light traffic approximately 75 to 125 yards from the roadway. If traffic increases to the point that it creates an unreasonable risk, then the operation shall be terminated. Decoys shall not be placed at intersections, blind curves, crossroads, or where the terrain features create unreasonable risks to vehicular traffic.
7. Posted property or State lands closed to hunting should be utilized whenever possible. Decoys shall not be placed near developed portions of State lands or other public areas. In undeveloped areas, care shall be taken in placing the decoys so that there are no trails or other use areas behind the decoys.

CHAPTER 8 SECTION IV MISCELLANEOUS

8. Supervisors shall review and authorize proposed plans to use decoys.
9. The decoys shall be kept covered or concealed from view when not in actual use.
10. For safety, all personnel engaged in decoy operations should wear the appropriate NRP uniform, but in any case, the officer who conducts the actual apprehension of the violator(s) must be in uniform.

D. Surveillance Equipment

Specialized surveillance equipment is available through the Covert Operations Unit. This equipment is available to all officers trained in the use of the equipment.

E. Vehicle Operations

The safe operation of a police vehicle shall always be the driver's primary responsibility. The use of electronic devices shall always be limited when the vehicle is in motion and must not impair the driver's ability to operate the vehicle safely.

F. Speed Detection Devices

1. Natural Resources Police personnel shall only utilize those speed detection devices obtained by the Agency that have been tested and certified by the International Association of Chiefs of Police (IACP) as meeting the minimum performance specifications published by the National Highway Traffic Safety Administration of the US Department of Transportation.
2. Following the IACP's recommendations, Area Commanders shall insure that all radar and lidar units assigned to their area are calibrated every two years, or whenever the unit has been "opened up" for or during repair.
3. Speed Detection Device Training - Before conducting speed enforcement actions with an Agency issued speed detection device, the speed detection device operator shall have successfully completed a training program for the type of device to be utilized (radar/lidar).
 - a. All speed detection device training, whether conducted by NRP or an outside law enforcement agency must be authorized by the NRP Training Academy and approved by the MPCTC.
 - b. Upon successful completion of a speed detection device training program, the operator shall be issued a certification card by the NRP Training Academy.
4. NRP personnel may only utilize Agency issued speed detection devices for speed enforcement on:
 - a. Maryland's waterways.
 - b. On lands owned or controlled by DNR; or,
 - c. On roadways that adjoin DNR owned or controlled lands, and that provide immediate and direct access to the DNR property.
 - d. Other enforcement locations as approved by a supervisor.
5. The radar operator must testify in court. The radar operator shall take to court their Radar Operator's Card, the Calibration Certificate, and Radar Log of the specific radar gun utilized to issue the charge, and any other Radar Enforcement Forms.

CHAPTER 8 SECTION IV

MISCELLANEOUS

G. Sound Level Meter (SLM)

1. A Sound Level Meter measures sound, which is any variation of pressure that the human ear can detect. Decibel is an acceptable measurement of sound; and is the least change in sound that the human ear can detect. dB(a) is decibel measurement on the a-weighted frequency.
2. The noise level limit for vessels operating on the waters of the state is 90 dB(a), utilizing the stationary measurement procedure.
3. Natural Resources Police personnel shall only use Agency issued Sound Level Meters and Calibrators that meet the American National Standards Institute standards for Type 1 or Type 2 sound level meters found in ANSI S1.4, as amended, to measure the decibel level of vessels operating on Maryland waters.
4. Sound Level Meter Operators shall be officers of the Agency who have been trained and qualified to operate the meters.
5. Sound Level Meters and Calibrators must be sent to manufacturer annually for calibration.
6. Measure wind speed - it is not recommended to take sound level measurements when the wind speed exceeds 12 mph.
7. Vessel noise measurements are made using the Stationary Sound Level Measurement procedure as contained in the Marine Environment Sound Level Measurement Procedure SAE J 2005. These procedures provide the following:

a. *Rationale*

- (1) Most complaints about boat noise originate with boats which are operated without exhaust mufflers. SAE J2005, the Stationary Sound Level Measurement Procedure for Recreational Motorboats, was developed at the request of law enforcement officials who requested an exhaust noise sound level measurement procedure which can be performed in the safest possible manner and without the need for a special test course.
- (2) SAE J2005 can be performed at a dock or in open water with the boat tethered to an enforcement boat. To perform the measurement a boat with above-water exhaust is operated at idle speed in neutral or at its lowest operational speed. The sound level meter is positioned 1.2 to 1.5 m (4 to 5 ft.) above the water surface and at a distance of 1 m (3.3 ft.) from the side of the boat through which the exhaust exits while the average sound level is measured and recorded. Those boats which are excessively noisy during stationary mode operation are considered to have ineffective exhaust muffling. Consequently, this procedure provides law enforcement officials with a safe method of evaluating exhaust noise levels which can be readily performed anywhere on the water.

b. *General Requirements*

- (1) The measurements shall be conducted only by persons qualified by training to perform these measurements.
- (2) Proper use of all test instrumentation is essential to obtain valid measurements. Operating manuals or other literature furnished by the instrument manufacturer should be consulted for both recommended operation of the instrument, and precautions to be observed.
- (3) Proper acoustical calibration shall comprise the complete measurement system including extension cables, etc. Field calibration shall be performed immediately before and after each

CHAPTER 8 SECTION IV MISCELLANEOUS

test sequence.

- (4) A measurement shall be invalid if changes in the background sound level affect the applicable reading.
- (5) The use of the word “shall” in the procedure is to be understood to be mandatory, while the word “should” is to be understood as advisory.

c. *Measurement Site*

- (1) A suitable site is a body of water free of large obstructions or reflective surfaces such as buildings, boats other than those involved in this procedure, large embankments, or breakwaters, etc. for a minimum distance of 3 m (10 ft.) from the boat being measured.
- (2) The boat being tested shall either be moored to a dock or lashed to another boat (See Figure 1

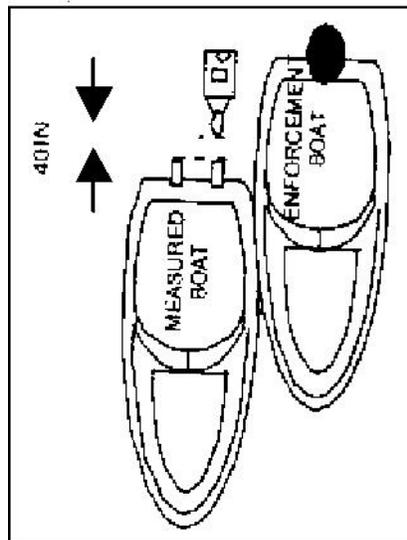


Figure 1 – Typical Boat Position

- (3) In most applications involving thru-transom exhaust, the microphone should be positioned as follows:
 - (a) 1 m (3.3 ft.) aft of the intersection of the vertical plane of the aft-most part of the hull (including the swim platform where applicable) and the vertical plane of the port-most or starboard-most extension of the hull.
 - (b) 1.2 to 1.5 m (4 to 5 ft.) above the surface of the water.
 - (c) Free-field microphones shall be oriented toward the exhaust outlet(s)
 - (d) Grazing incidence microphones shall be oriented at an angle of 45 degrees with respect to the plane of the exhaust outlet(s).
- (4) Care must be taken to avoid erroneous readings due to sound reflections by proper positioning of the enforcement boat such that minimal extension of the enforcement hull protrudes into the area surrounding the microphone during measurements. Only one enforcement boat shall be in the area where measurements are being taken.
- (5) If the measurement is made from a dock, care should be taken to minimize the effect of sound waves reflected from the dock.
- (6) If the measurement is made in open water, the boat being evaluated shall be lashed to the measurement boat to prevent relative motion and to allow positioning of the microphone in the prescribed location.
- (7) The measurement boat shall be positioned to minimize reflected sound.

CHAPTER 8 SECTION IV

MISCELLANEOUS

d. *Boat Operation*

- (1) The engine shall be operated at low idle speed within the engine manufacturer's recommended operating range, in neutral gear if so equipped.
- (2) For motorboats without a neutral gear, the engine shall be operated at its lowest operational speed.
- (3) The engine shall be operated for a sufficient amount of time to allow water to flow through the exhaust system before taking sound level measurements.
- (4) If sufficient water flow cannot be determined, the engine shall be operated for at least 60 seconds before proceeding with the sound level measurements.

e. *Measurement*

- (1) The microphone shall be placed at a distance of 1.2 to 1.5 m (4 to 5 ft.) above the water and no closer than 1 m (3.3 ft.) from the vertical projection of any part of the boat including the swim platform (where applicable) in the area adjacent to the exhaust outlet(s).
- (2) The meter shall be set for slow response and the A-weighting network.
- (3) The observer reading the meter shall not be closer than arm's length from the microphone to minimize sound reflections.
- (4) The applicable reading shall be the average sound level measured during a period when the background sound level is at least 10 dB lower than the measured sound level. Background sound level includes wind effects, noise from boats other than the one being measured, wave action, boat wakes, and other extraneous noises.
- (5) Peak readings of intermittent sound levels created by wave slaps or changes in sound level due to wave action and/or engine speed variation shall not be included in the applicable reading.
- (6) The observer shall record the applicable reading and the background sound levels taken immediately before and immediately after the applicable reading.

8. Sound Level Meter Operators shall remove the batteries when the SLM unit is to be out of service for an extended period of time.

9. The SLM case is not water-resistant. Therefore, protect the case and SLM equipment in a damp or wet environment.

H. Body Recovery Equipment & Resources

1. Underwater Operations Team

- a. The Underwater Operations Team may be activated by contacting the SOD Duty Officer.
- b. Information such as: water depth, currents, bottom topography, significant obstructions, contaminants, scope of search, on-scene personnel, and directions to the location of the operation are all critical to the diver. Once you have provided the information to the diver, they will provide you with an assessment of the feasibility of diving as a viable means of recovery.
- c. When a body recovery is made, one surface vessel should be designated to take possession of the body from the diver. The designated platform vessel should be kept free to deal only with the diver and their equipment. When a body is brought to the surface, the change in pressure allows bodily fluids to release into the water. At this time, the diver is at risk from blood borne pathogens in the water. Once the boat crew takes possession of the body, the diver will immediately get clear of the area.

CHAPTER 8 SECTION IV

MISCELLANEOUS

2. Side Scan Sonar
 - a. Need minimum of two to three officers to deploy.
 - b. Some limitations with water depth/structures.
3. Cadaver Canine
 - a. Considerations are the location and the estimated time of arrival of dog to the site.
 - b. Generally utilized one to two days after the event occurred.
4. Bar Drag
 - a. Useful in small, confined areas.
 - b. Can be deployed in less favorable conditions
 - c. Manageable with one vessel and crew
5. Line Drag
 - a. Useful in large, smooth bottom areas,
 - b. Requires four officers and two vessels.
6. Miscellaneous Equipment to aid in body recovery include:
 - a. Poles
 - b. Grapnel Hooks
 - c. Large Treble Hooks
 - d. Haul Seines
 - e. Human Chains
 - f. Sonar – deployed generally as a first attempt to locate in large non-specific locations
 - g. Underwater Cameras

I. Potassium Iodide (KI)

The NRP Health Safety Officer will ensure Matapeake maintains a supply of Potassium Iodine (KI) that is not expired and annually reminds agency personnel the process to request this protective measure.

1. The Agency must take steps to protect its personnel from the harmful affects of radiological exposure. Therefore, the Agency shall make available to all NRP personnel two 130-mg tablets, a two-day dose, of potassium iodide (KI).
2. Before being issued the potassium iodide, all Agency personnel must complete NRP Form NRP-481 which will be kept on file at the local Area Office by the Commander. The original form will be forwarded to the NRP Health Safety Officer.
 - a. Area / Unit Commander's shall issue the KI pills.
 - b. Personnel shall keep their packaged pills with them at all times.
3. The two 130-mg tablets of potassium iodide (KI) are only to be taken during a radiological emergency and shall only be administered upon the authority of a State of Maryland's health officer (i.e., State of Maryland Medical Director or State of Maryland Department of Health & Mental Hygiene health officer) or a local county health officer. If so directed, personnel shall take one KI pill each day for two days, or until told to stop.
4. Personnel who have experienced an allergic reaction to iodine or to shellfish, **SHOULD NOT TAKE THE PILLS.**

CHAPTER 8 SECTION IV

MISCELLANEOUS

5. Any personnel experiencing any side effects such as a metallic taste in their mouth, shortness of breath or swelling of the Salivary Glands, should stop taking the KI immediately and CONTACT THE DESIGNATED HEALTH OFFICIAL.
6. For more information about KI see the links below.

<http://www.nrc.gov/about-nrc/emerg-preparedness/about-emerg-preparedness/potassium-iodide/ki-faq.html>

<http://www.fda.gov/Drugs/EmergencyPreparedness/BioterrorismandDrugPreparedness/ucm319791.htm>

J. Naloxone (Narcan) Program

This program is being conducted under the supervision of the Maryland State Police Medical Director through a memorandum of understanding.

1. Definitions:
 - a. CERTIFICATE – A document issued to administer Naloxone in accordance with the Annotated Code of Maryland, Health – General Article, §13-3106.
 - b. NALOXONE – A medication that blocks the effects of an opioid overdose; may be sold under the brand name Narcan®.
 - c. OPIOID – Any compound derived from or of similar structure to opium, with morphine-like effects; codeine, heroin, methadone are common examples.
2. References: Annotated Code of Maryland, Health – General Article, §13-3101-3109.
3. Responsibilities:
 - a. The Maryland State Police Medical Director:
 - (1) Provides medical oversight for officers who are trained and certified to administer Naloxone;
 - (2) Conducts all initial “train the trainer” training for certification of officers in the administration of Naloxone. These trained officers will administer all further training in the administration of Naloxone to NRP personnel.
 - b. The NRP Occupational Safety and Health Officer (Training, Recruitment, and Safety Education Division Commander) will order Naloxone based on the need as determined by the number of officers certified to administer Naloxone and the level of replacement stock.
 - c. NRP Occupational Safety and Health Officer will be responsible for the compliance oversight and ensuring all completed RMS reports are forwarded to the MSP Medical Director when Naloxone is deployed by an officer.
 - d. All officers will be trained in the pre-hospital administration of Naloxone;
 - (1) Orientation training will be completed in the form of an online training program provided by the MSP Medical Director.
 - (2) Yearly refresher training will be incorporated into the Law Enforcement Emergency Medical Care Course (LEEMCC).
 - e. No officer will administer Naloxone until they have completed the training required by State law. This prohibition does not apply to officers who are certified as emergency medical services (EMS) providers who are permitted to administer Naloxone.
 - f. The Training and Recruitment Unit (TRU) Commander is responsible for maintaining records for trained and certified officers.
 - g. Area/Unit Commanders will:

CHAPTER 8 SECTION IV

MISCELLANEOUS

- (1) Obtain replacement Naloxone through the Supply Unit Commander and will maintain adequate replacement doses at the Area/Unit Offices;
- (2) Develop local operating procedures addressing the distribution and replacement of Naloxone to their personnel.

4. Equipment

- a. Upon successful completion of the required training, Sergeants and below will be issued a Naloxone Kit which consists of a belt pouch containing two doses of Naloxone, and an N-95 face shield. Nitrile gloves will be carried in the kit and will be acquired from a supply maintained at the Area/Unit level by the Area/Unit Commander. Upon request, commanders will be issued one dose with their belt pouch.
- b. In accordance with manufacturer's instruction, Naloxone must be kept out of direct sunlight and should be stored at room temperature (between 59 and 86 degrees Fahrenheit). According to the manufacturer, the product will maintain its effectiveness as long as not exposed to extreme heat (over 120 degrees Fahrenheit) for more than twenty-four consecutive hours or allowed to freeze. With that in mind, under no circumstances should the Naloxone be left in a vehicle or vessel. The Naloxone kit will be stored in a manner to ensure non-authorized personnel cannot gain access both on and off-duty.
- c. The Naloxone must be carried in a manner that will allow it to be immediately accessible to an officer in the event it needs to be administered, (pocket, belt, backpack, bag, etc.). If the outside temperatures are expected to be 32 degrees Fahrenheit or below and officers are outside of a heat-controlled environment the pouch should be carried in a manner to protect the contents from the cold environment.
- d. Inspections of the Naloxone kit will be conducted daily by the officer and whenever necessary (e.g. weather conditions, after an altercation).
- e. Supervisors will inspect Naloxone kits during bi-annual inspections.

5. Accountability and Disposal

- a. Accountability
 - (1) Naloxone is not a controlled dangerous substance as defined by federal law but is a prescription medication with exceptions to the laws and regulations governing prescriptions in medical practice.
 - (2) Damaged, lost, or expired Naloxone will be documented in the RMS. A copy of the report will be automatically forwarded to the Supply Unit Commander to ensure adequate supplies are maintained.
 - (3) Naloxone needing replacement, as a result of use or damage will be documented using the procedures outlined in paragraph 8 (Reporting).
- b. Disposal
 - (1) Damaged Naloxone will be turned over to the evidence custodian within 5 days of the date it was damaged. Damaged Naloxone will be reported per Agency policy for damage to agency equipment and replaced.
 - (2) Expired Naloxone will be destroyed within 30 days of the date of expiration in a manner in accordance with training received. Area/Unit Commanders will be responsible for documenting Naloxone turned in for destruction and replacement. Within 30 days of expiration the evidence custodian shall obtain an incident report number to document the quantity of expired Naloxone destroyed. A copy of the RMS report will be automatically forwarded to the Supply Unit Commander.

CHAPTER 8 SECTION IV

MISCELLANEOUS

6. Administration

a. Overdose;

- (1) When an officer encounters or is dispatched to the scene of a suspected overdose, the officer will ensure EMS has been notified.
- (2) Officers will conduct an assessment of the patient, to include gathering statements obtained from witnesses regarding drug use.
- (3) If the officer makes the determination there may be an opioid overdose, Naloxone should be administered.
- (4) An officer administering Naloxone will use appropriate personal protective equipment (e.g. gloves, mask).
- (5) The officer should consider the need for an additional dose if the naloxone recipient does not adequately respond to the Naloxone, or if the naloxone recipient responds, but symptoms reappear.
- (6) If additional doses are required beyond what the officer has administered, the officer will notify EMS providers when they arrive or request an additional officer who has a Naloxone kit.
- (7) If the naloxone recipient responds to the Naloxone and there is no suspicion of a spine injury, the officer should place the patient on his/her left side in the recovery position.
- (8) Handcuffs or other restraints may be used if necessary. Caution should be used when administering Naloxone due to the unpredictable response of a naloxone recipient being revived. If evidence suggests an arrest should be made, care should be given to ensure that the naloxone recipient's safety is paramount. Evidence should be gathered and charging documents completed at a later date. Officers should practice safe evidence handling techniques when handling potentially dangerous evidence.
- (9) After administering the Naloxone, the officer should observe the naloxone recipient closely until EMS arrives, transfer care to EMS and ensure that the EMS provider is notified of the Naloxone administration.
- (10) While overdose naloxone recipients cannot be compelled to go to a hospital, officers should encourage them to be transported by EMS voluntarily.
- (11) If a naloxone recipient refuses to go to the hospital, an emergency petition can be considered, but only if the patient's behavior meets the criteria for an Emergency Petition as defined in the Annotated Code of Maryland, Health Article, Sections 10-620 thru 629.

7. Officer Exposure/Contamination

- a. Officers should take precautions to limit possible exposure to dangerous opioids including, but not limited to: Fentanyl, Carfentanil, Heroin, and other similar drugs.
- b. Precautions should be taken when handling evidence, serving warrants, and searching individuals, vehicles, vessels, and/or homes. Nitrile gloves will be worn at all times when handling suspected opioids. Protective N-95 masks are also recommended.
- c. Officers who believe they may have been exposed should follow established policies for reporting and documenting a First Report of Injury through RMS and complete all required documents. If the exposure causes overdose type symptoms, the officer should call for medical attention immediately. If other trained officers are on the scene of the exposure, they may deploy their issued Naloxone as needed. Officers deploying Naloxone will follow reporting procedures found in paragraph 8 (Reporting) of this policy.

8. Reporting

- a. Anytime Naloxone is administered to a naloxone recipient, the officer administering the Naloxone will complete an Incident Report in the RMS.

CHAPTER 8 SECTION IV

MISCELLANEOUS

- b. The first report type selected will be “Overdose” and the second report type selected will be “Naloxone.”
- c. In addition to providing a summary of the incident, whenever Naloxone is administered, officers will include the naloxone recipient’s outcome in the narrative of the Incident Report.
- d. The Incident Report will be submitted in the RMS by the completion of the officer’s shift, unless an exception is granted by a supervisor.
- e. A copy of the approved report will follow RMS submission guidelines. The NRP Occupational Safety and Health Officer will automatically be notified when a report for Naloxone administration is generated. The Occupational Safety and Health Officer is responsible for forwarding a copy of the completed RMS report to the MSP Medical Director.
- f. The officer administering the Naloxone shall contact the Maryland Poison Control Center at 1-800-222-1222 to report the use of Naloxone.
- g. Damaged Naloxone will be reported per policy for damage to agency equipment. Once reviewed, the review board will send a copy of the report to the supply unit Commander for record keeping purposes.

CHAPTER 8 SECTION V EQUIPMENT IN GENERAL

A. Care of Agency Issued Equipment

1. Agency equipment shall be utilized in accordance with established Agency procedures and shall not be abused, damaged, altered, or through negligence, lost. No employee shall cause or contribute to the damage, abuse, alteration, or loss of any Agency equipment through negligence or carelessness.
2. No employee shall have any item of Agency equipment repaired, adjusted, or modified without official authorization.
3. Only authorized employees of this Agency shall be permitted the use of any Agency issued firearm, or the use of any other item of property owned by NRP. However, specific exceptions to this rule may be authorized by the Superintendent.

B. Damage to Agency Issued Equipment

1. An employee shall operate Agency vehicles and vessels in a careful and prudent manner, and shall not through negligence or careless operation incur or cause damage to be incurred to Agency property or to the property of another. Drivers shall obey all laws of the State of Maryland and all local ordinances, and conform to all Agency procedures and regulations pertaining to such operation.
2. In addition to any other reports required, damage to or loss of Agency equipment, or damage to or loss of property of another, shall be reported in writing through the chain of command to the NRP Review Board. The report to the Review Board shall follow the procedures set forth in Chapter 2, Section 6, paragraph D5 (NRP Review Board).
3. In a lost or damaged property incident, where the NRP Review Board has issued a finding of preventable, the Board will also make a determination as to any corrective action that needs to be taken.
4. The involved officer(s) may be subject to one or more of the following corrective actions:
 - a. Restitution (only if negligence is indicated)
 - b. Remedial Training
 - c. Letter of Counseling
 - d. Any other action deemed appropriate by the Superintendent.
5. An officer may request an expungement of a lost or damage property incident by submitting a written request, through the chain of command, to the NRP Review Board.
 - a. For an officer to request an expungement request, three years must have passed since a finding was rendered by the NRP Review Board.
 - b. In cases where a Letter of Counseling was issued, the officer may request an expungement of the Personnel Counseling Record after one year has elapsed since the Counseling Record was issued. The expungement request shall be submitted in writing, through the chain of command, to the Superintendent following the process outlined in Chapter 6 of the Manual.

C. Return of Agency Issued Equipment

1. Suspension from duty shall relieve the member from the privilege of using Agency uniforms and equipment.
 - a. Accordingly, an officer suspended from duty shall immediately turn-in to their supervisor the following equipment: All firearms, handcuffs, identification card, and badge.
 - b. An officer under suspension shall turn in other such Agency issued equipment as may be

CHAPTER 8 SECTION V

EQUIPMENT IN GENERAL

designated by the conditions of their suspension.

2. Upon termination of employment with the Natural Resources Police, personnel who have been issued State property shall turn-in all equipment listed on the form NRP-490C, as described in Chapter 4, Section VIII, to a designated supervisor or in person to the Quartermaster at Matapeake along with a Supervisor.

CHAPTER 8 SECTION VI FIREARMS

This Policy governs the training, inventory, wearing, carrying, and use of issued and approved personally owned firearms in an official capacity by MPCTC certified NRP Officers.

A. Training and Qualifications

1. Training

- a. The Training and Recruitment Unit Commander is responsible for the following:
 - (1) Approves and provides consistent application of training material and curriculum, including the Regional Firearms Reference Guide.
 - (2) Will designate the type of ammunition to be used in Agency issued weapons.
 - (3) Receives the NRP-730 (Firearms Qualifications - Range Score Sheet) and NRP-731 (Firearms Qualifications – Training, Range & Test Score Summary) to meet training and qualification guidelines for the Agency and to conform to the standards established by the Maryland Police and Correctional Training Commission (MPCTC).
 - (i) The NRP-731 will include all information on personal firearms used to qualify with.
 - (ii) Only those weapons identified and qualified with are allowed to be carried on/off duty.
 - (4) Will forward copies of the NRP-731 to the Supply Services Unit Commander.
 - (5) Will ensure the Agency has adequate personnel trained in the maintenance and repairs of Agency weapons.
- b. All officers must complete annual in-service firearms training as mandated by the MPCTC during the calendar year. Failure to complete the required training during the calendar year will result in an immediate suspension of the officer's privilege to use or carry an Agency or personally owned firearm beginning January 1 of the next calendar year.

2. Qualifications

- a. It is the officer's responsibility to maintain the Agency's firearms proficiency standards.
- b. Shall consist of annual firing of those courses required in the above-mentioned MPCTC standards and includes all classroom training and other training as required by the MPCTC.
- c. Officers assigned an Agency weapon, of any type, will utilize, and qualify with that weapon per MPCTC standards.
- d. Shall be recorded by the Firearms Instructor on Agency approved forms NRP-730 and 731 and submitted to the Training and Recruitment Unit Commander within 10 days of the completion of the qualification session.

3. Failure to Qualify or Complete Required Training

- a. During approved qualification courses of fire and all training sessions, officers must attend and qualify. Officers of this Agency failing to qualify or attend all training sessions with the primary handgun(s) will receive a "Notification of Failure to Qualify" form (NRP-732). Remedial training and retesting is required.
- b. The form (NRP-732) will serve as official notification to NRP officers of their status and their responsibility to receive any required training as approved by the Training and Safety Education Unit Commander.
- c. The Firearms Instructor shall immediately report the officer's failure status to the officer's commander within twenty-four (24) hours.
- d. The officer's commander shall:
 - (1) Provide reasonable schedule changes in order to allow the officer and Firearms Instructor to

CHAPTER 8 SECTION VI

FIREARMS

- fulfill the requirements of remedial training.
 - (2) Temporarily transfer the handgun for which the officer failed to qualify or attend all training, from the officer to the firearms instructor. Note: the officer will be permitted to use the firearm and wear the Agency uniform and weapons belt for the purpose of remedial training, but only while under the supervision of a Firearms Instructor.
 - (3) Immediately suspend the officer's authorization to operate a State vehicle.
 - (4) Immediately reassign the officer to non-law enforcement duty, in civilian attire, and allow the officer sufficient time to meet the firearms qualification requirements.
 - (5) Notify the Training and Recruitment Unit Commander.
 - (6) In circumstances where the officer has failed to attend all of the firearms training, the Commander will schedule the missed training as soon as possible.
 - (7) Maintain the officer in a non-officer status until notification by the firearms instructor of a qualifying score.
 - e. After the officer shoots a qualifying score they shall be placed in Phase 2 remedial training.
4. Failure to Qualify with Shotgun or Rifle
- a. During an approved qualification course of fire, all officers below the rank of Lieutenant must qualify with an approved shotgun. All NRP officers issued a rifle or shotgun must qualify with an approved rifle/shotgun. Officers failing to qualify with the shotgun or rifle will receive a "Notification of Failure to Qualify" form (NRP-732). Remedial training and retesting is required.
 - b. The Firearms Instructor shall immediately report the officer's failure status to the officer's commander within twenty-four (24) hours.
 - c. The officer's commander shall:
 - (1) Temporarily transfer the firearm the officer failed to qualify with from the officer to the firearms instructor. Note: the officer will be permitted to use the firearm for the purpose of remedial training but only while under the supervision of a firearms instructor.
 - (2) Notify the Training and Recruitment Unit Commander to discuss re-qualifications matrix.
 - (3) Allow the officer sufficient time to meet the firearms proficiency requirements.
 - (4) Prohibit the officer from possessing a shotgun or rifle while on-duty until re-qualified.
 - d. After the officer shoots a qualifying score they shall be placed in Phase 2 remedial training.
5. Remedial Training
- a. The Commander of the Training and Recruitment Unit will implement the re-qualifications training matrix once contacted. This will establish the structure and duration of any additional training deemed appropriate for officers who have failed any qualification course. Information related to the training program shall be found in the Firearms Reference Guide
 - b. The instructor will insure that a copy of the form NRP-732 (Notice of Failure to Qualify) and the recorded score for the target is forwarded to the Training and Recruitment Unit Commander and to the commander of the involved officer in the most expedient manner.
 - c. Whenever feasible, the instructor issuing a retest notice will not conduct the retest, but may assist with remedial training.
 - d. Phase 1
 - (1) Instruction to begin within five days of failing to qualify.
 - (2) Upon qualification the officer shall be placed in Phase 2 remedial training.
 - e. Phase 2
 - (1) Instruction shall be conducted every three months (4x) for a period of twelve months.
6. Recurring Problem Shooters
- a. Recurring Problem Shooters will be subject to administrative action.

CHAPTER 8 SECTION VI

FIREARMS

- b. Any officer who fails to qualify in any two of six consecutive authorized qualification sessions will be deemed a “Recurring Problem Shooter.”
 - c. Failure to qualify in any three consecutive MPCTC qualification sessions shall be grounds for dismissal.
 - d. If the officer is deemed a “Recurring Problem Shooter,” they will be placed into a shooter improvement training program. That program will be specified in the Firearms Reference Guide.
7. Failure After Phase 1 Remedial Training
- a. Upon notification of an officer’s failure to pass the qualification test following remedial training as specified in this Section, the officer’s commander shall follow those procedures found in Section A.3., Failure to Qualify.
 - b. An officer’s failure to qualify within thirty (30) days will be documented by the firearms instructor and forwarded through the chain of command to the appropriate Bureau Commander.
 - c. Any officer, who fails to qualify within thirty (30) calendar days after being notified of a failure to qualify, will be subject to dismissal. The Commander of the Training and Recruitment Unit will notify the Maryland Police and Correctional Training Commission who will then initiate their own independent actions.
8. Quarterly Shooter / Training Program
- a. Quarterly Firearms Training **may** be initiated by the Firearms Instructor or Area Commander when evidence exists that a shooter, despite qualifying with the Training Commission’s minimum requirement of 70%, is having difficulty. The Officer will be automatically placed in to this program when they post a daylight, or reduced light, qualifying score between 79.9% and 70%.
 - b. The training requirements for the Quarterly Shooter / Training Program will be found in the Firearms Reference Guide

B. Duties and Responsibilities

1. Area/Unit Senior Firearms Instructor
 - a. The Senior Firearms Instructor may also be designated as the Area/Unit Armorer.
 - b. Area/Unit Senior Firearms Instructor responsibilities:
 - (1) Assist the Training and Recruitment Unit Commander with complete and accurate tracking of approved training documentation (NRP-730 & 731) within their Area/Unit.
 - (2) Will assist the Area/Unit Commander to ensure the security of the Firearms Control Log that captures all Agency issued firearm transactions and consists of all the NRP-736s (Firearms Transaction Reports) and NRP-406As (Firearms Inventory Reports) within their Area/Unit.
 - (3) Provides recommendations and feedback on the consistent application of training material and curriculum, including the Firearms Reference Guide
 - (4) Maintenance and repair as permitted if designated as an Armorer.
 - (5) Issuance of approved ammunition.
 - (6) Any other duties necessary for the, inventory, issuance, safety and security of Agency firearms.
 - c. Is authorized by the Supply Services Unit Commander to issue and transfer firearms.
 - (1) Are not authorized to issue themselves to carry on patrol more than one each of the standard issued weapons (handgun, shotgun, or rifle).
2. Area/Unit Commander
 - a. The Area/Unit Commander responsibilities pertaining to Agency firearms:
 - (1) Will maintain and ensure the security of the Firearms Control Log that captures all Agency

CHAPTER 8 SECTION VI

FIREARMS

issued firearm transactions and consists of all the NRP-736s (Firearms Transaction Reports) and NRP-406As (Firearms Inventory Reports) within their Area/Unit.

- (2) Will ensure the completed NRP-736 is forwarded to the Supply Services Unit Commander within 24 hours of the transaction.
 - (3) Will ensure the NRP-406A (Firearms Inventory Report) is completed by visual inspection by supervisors twice a year between April 1 to May 30 and Sept. 1 to Oct. 31.
 - (4) Will capture all Agency spare weapons under their commander or in their facilities on the NRP-406A.
 - (5) Will forward a copy of the NRP-406A to the Supply Services Unit Commander within 72 hours of completing.
3. Supply Services Unit Commander
- a. The Supply Services Unit Commander responsibilities pertaining to Agency firearms:
 - (1) To ensure the inspection and security of all Agency issued firearms with the assistance of Area/Unit Commanders and Area/Unit Senior Firearms Instructors occur bi-annually.
 - (2) Ensures that Headquarters staff has their weapons inventoried bi-annually and the NRP-406A is submitted.
 - (3) Will maintain and ensure the security of the Statewide Firearms Control Log that captures all Agency issued firearm transactions, and consists of all the NRP-736s (Firearms Transaction Reports) and all NRP-406As (Firearms Inventory Report) within the State.
 - (4) Shall ensure that the Agency Firearms Inventories (NRP-406A) are verified and validated with the state inventory each year by January 1.
 - (5) Will be responsible for ensuring that the Matapeake Administrative staff inputs all inventory changes into the DNR Capital Equipment Inventory System (CEIS).
 - (6) Will assist in maintenance and repair needs pertaining to Agency weapons required to be shipped or received.
 - (7) Oversees the issuance of Agency approved ammunition.
 - (8) Any other duties necessary for the safety and security of firearms.
 - b. Is authorized by the Superintendent to issue and transfer firearms.
4. Inventory
- a. The Supply Services Unit Commander and the Area/Unit Commanders, shall be responsible for maintaining their respective inventories (Firearms Control Log) of all firearms to include:
 - (1) Officer's Assignment (Area/Unit/HQ)
 - (2) District/Section
 - (3) Name of assigned officer
 - (4) ID Number of assigned officer
 - (a) Type of firearm (Handgun, Shotgun, or Patrol Rifle-type)
 - (5) Make
 - (6) Model
 - (7) Serial Number on firearm
 - (8) Caliber or Gauge
 - (9) Status of firearm's serviceability (Serviceable or Unserviceable, Not Assigned).
 - b. This information will be reported as prescribed on the NRP-406A and maintained in each Area/Unit's Firearms Inventory Control Log. The Firearms Inventory Control Log will be kept secured in the Area/Unit evidence locker.
 - c. The person conducting the inspection/inventory cannot be the same person ultimately responsible for oversight of the property. It must be an independent process.
 - d. By May 30th and Oct. 31st of each calendar year the District/Section Supervisors will visually inspect and log on the NRP-406A every Agency owned firearm issued to each officer under their

CHAPTER 8 SECTION VI

FIREARMS

- command. Area Commanders will include any spare firearms assigned within the Area/Unit. Signature verification will be required to validate the inspection process.
- e. The original completed inventory (NRP-406A) will be forwarded within 72 hours to the Supply Services Unit Commander who will conduct an audit reconciling the NRP documents with current records, (CEIS and NRP Local Inventories- NRP-406A, 731, 736).
 - f. The Supply Services Unit Commanders audit will be completed by July 1st and January 1st of each year. The Audit will reconcile all inventory reports with Agency records.
 - (1) Any unaccounted for firearms will be noted and immediately followed-up on, taking the necessary action to correct the discrepancy. Notification will also be made to the Commander of the Technical Services Division who will in turn notify the chain of command.
 - (2) The Supply Services Unit Commander will request DNR auditors perform periodic examinations of inventory records to ensure accuracy.
5. Agency personnel are responsible for all equipment that is issued to them.
6. Issue and transfer of Agency Weapons
- a. The only Agency personnel who are authorized to approve transfers of service pistols, long guns, or specialty firearms, include:
 - (1) Supply Services Unit Commander, or a designee as assigned by the Supply Services Unit Commander.
 - (2) The Area/Unit Commander
 - (3) Senior Firearms Instructor as needed by policy.
 - (4) Access to Agency spare firearms should only be afforded to the above personnel on a regular basis.
 - (5) In the event of an emergency issue of a firearm, in addition to any of the above listed personnel a Commander or Regional Commander can issue or direct a supervisor to issue a firearm. The Supply Services Unit Commander must be notified immediately.
 - b. Emergency Transfers of firearms in the case of damage or administrative necessity must be reported to Supply Services Unit Commander and the Training and Recruitment Unit Commander immediately and the documentation forwarded within 24 hours to ensure Agency inventory records are updated and training needs are accounted for.
 - c. All firearms that are transferred will be documented on the NRP-736 (Firearms Transaction Report). The Report will indicate the following:
 - (1) Date
 - (2) Type (handgun, shotgun, patrol rifle)
 - (3) Make
 - (4) Model
 - (5) Serial Number
 - (6) Officer received from and accepting authority
 - (7) Officer issued to and issuing authority
 - (8) Disposition
 - (9) Disposition Date
 - (10) Reason for Issue
 - (11) Area Spare (yes/no)
 - (12) Signatures from the Receiving Officer, Issuing Agent, Area/Unit Commander, and Support Services Unit Commander will be required.
 - d. The original completed inventory (NRP-736) will be forwarded immediately to the Supply Services Unit Commander who will conduct an audit reconciling the NRP documents with current records, (CEIS and NRP Local Inventories - NRP-406A, 731, & 736). A copy will be

CHAPTER 8 SECTION VI

FIREARMS

retained for the Area/Unit Weapons Control Log.

(1) The Supply Services Unit Commander will ensure that the Matapeake Administrative staff enters all inventory changes into the DNR Capital Equipment Inventory System.

(2) Copies of all transactions will be maintained in the Matapeake Vault in the Firearms Control Log.

7. Retiree Buy-Back Program

a. When an officer retires from the Agency all of their issued firearms shall be turned into the Supply Services Unit Commander in order to satisfy separation requirements enumerated elsewhere in this manual.

b. All Agency firearm buy-backs upon retirement will be completed in accordance with the current established procedures as published by the Supply Services Unit Commander.

c. At a minimum of 30 days prior to separation, the retiree must contact the Supply Services Unit Commander to initiate this process.

8. Maintenance of Records

a. All personnel involved in the administrative processes of maintaining the Firearms Inventory and the issuance and transfers of firearms must ensure that every transaction is documented on Agency approved forms and copies retained within their respective Firearms Control Log and copies forwarded to the Supply Service Unit Commander.

9. Confiscated / Forfeited Firearms

a. Prior to placing the confiscated/forfeited firearm in use, the Supply Services Unit Commander will ensure a Firearms Instructor or Area/Unit Armorer inspects the firearm to ensure safe operation.

b. The Supply Service Unit Commander will forward a written request through the chain of command to the Superintendent stating the need and purpose of the weapon and its inspection status. If approved the weapon may be carried or utilized in an official capacity.

c. The Supply Services Unit Commander will ensure that all confiscated or forfeited firearms that are to be used by the State are entered into the DNR Inventory System.

d. All other seized and forfeited firearms will be destroyed and disposed of yearly in accordance with procedures listed in Chapter 9.

10. Disposal Process For Agency Owned Weapons.

a. Any Agency firearm not required for use shall be disposed of in accordance with the laws of the State and those policies, procedures, and regulations adopted pursuant thereto.

b. The Supply Services Unit Commander will be responsible for following the DGS inventory manual located at:

<http://www.dgs.maryland.gov/ISSSD/InventoryControlManual.pdf>

(See DGS Inventory Control Manual, Section IV, page IV-6, for the disposal of excess Agency weapons.)

c. Ensures that firearms on State Inventory have been properly declared excess property prior to destruction and removal.

d. The Supply Services Unit Commander will be:

(1) Responsible for coordinating the scheduling of the personnel and facilities necessary to execute a disposal.

(2) Responsible for ensuring the destruction documentation is executed with all witness signatures and stored securely for future audits.

CHAPTER 8 SECTION VI FIREARMS

C. Firearms and Equipment

1. Issued Firearms

- a. Upon meeting the MPCTC and Agency standards for certification and qualification, officers will be issued a handgun(s) for use as a primary firearm, and may be issued a rifle and/or shotgun.
- b. An Area/Unit Armorer for safety, reliability, and accuracy must inspect firearms owned by the Agency prior to issuance in accordance with Paragraph B of this section. Thereafter, periodic inspections of firearms will be conducted at each range and firearms classroom session.
- c. The issued firearm may be modified with strict limitations cast. The Training and Recruitment Unit Commander shall review for approval and recommendation all accessories, equipment, and features attached to any firearm. The list of approved attachments for the issued handgun, issued or personally owned AR-15, and shotgun, can be found below and detailed in the Firearms Reference Guide

Approved Attachments

- (1) Weapons Mounted Tactical Light – Optional equipment purchased at the officer's expense (Streamlight TRL1 or TRL1 HL). One accommodating holster will be provided by the Agency.
 - (a) Officers carrying an approved weapons mounted light are also required to carry a secondary flashlight on their duty belt at their own expense.
 - (2) Pistols – Modified Hand Guards and Grips as inspected and attached by an Agency Armorer.
 - (3) Long Guns – Tactical Slings, Shell Carriers, and Recoil Pads
- d. The Training and Recruitment Unit Commander will ensure any approved items are updated in the list above and in the Reference Guide.
 - e. When on-duty, officers will carry the issued handgun.
 - f. When on-duty and not in uniform, the issued handgun may be carried in a plain view manner provided that the officer's badge is prominently worn (i.e. next to the handgun or on a chain around the neck). However, while on-duty and not in uniform, officers are encouraged to carry the handgun in a concealed manner.
 - g. While off-duty and not in uniform, the handgun, if carried, shall be carried in a concealed manner. The officer must have his or her badge and police identification readily accessible and the firearm must be carried in an approved holster, fanny pack or purse specifically designed to securely hold a firearm.
 - h. Officers are encouraged to carry a firearm while off-duty but are not required to do so unless they are in uniform or operating or occupying an Agency vehicle or vessel.
 - i. No officer may wear, carry, or use a firearm while their ability to use the firearm is impaired for any reason.

2. Shotguns and Rifles

- a. Shotguns and rifles will be issued to non-commissioned officers as available, with priority given to officers serving in a patrol function.
- b. Patrol vehicles and vessels may be equipped with approved Agency shotguns and/or rifles. Other vehicles may be equipped in accordance with a commander's option.
- c. Officers shall secure shotguns or rifles in the locking carriers of vehicles so equipped when on patrol. Firearms are not to be left in the vehicle when it is unattended for extended periods or when the Officer is Off-Duty.
- d. Shotguns or rifles carried in vehicles not equipped with locking carriers will be secured with an approved locking mechanism in trunks and storage compartments. They shall be concealed from public view when vehicles are unoccupied.
- e. Shotguns will be carried in "Car Carry Condition" while on patrol, which is defined as:

CHAPTER 8 SECTION VI

FIREARMS

- (1) Chamber empty
 - (2) Action closed
 - (3) Hammer down
 - (4) Safety on
 - (5) Magazine fully loaded with slugs.
- f. Rifles will be carried in “Car Carry Condition” while on patrol, which is defined as:
- (1) Chamber empty
 - (2) Action Closed
 - (3) Hammer down
 - (4) Magazine fully loaded but not inserted into the rifle.
- g. All NRP officers issued a shotgun or rifle must demonstrate their proficiency in the use, security, safety, cleaning, and care of shotguns, and assigned rifles, to an Agency Firearms Instructor during qualification classes and formal training. These requirements are optional for officers holding a commissioned rank.
- h. Notwithstanding the provisions of this Section, a commander, with the approval of the Training and Recruitment Unit Commander and Supply Service Unit Commander, may authorize the use of other firearms. Generally, this applies to officers assigned to the Special Operations and Investigation Divisions. Any officer utilizing a firearm authorized by this Section must comply, when applicable, with any and all other procedures and requirements established in the Firearms Policy.
3. Personally Owned Firearms
- a. An officer may make application to the Agency for approval to carry a personally owned firearm. The officer shall do so on form NRP-740 (Application to Carry Personally Owned Firearms).
 - b. An Area/Unit Armorer for safety, reliability, and accuracy must inspect personally owned firearms before they may be carried or utilized in an official capacity.
 - c. NRP Officers must demonstrate their proficiency before an Agency Firearms Instructor in the use, security, safety, cleaning and care of each firearm before being authorized to carry it. The officer must attain a minimum qualifying score on a qualification course designed and approved for the firearm.
 - d. Officers wishing to qualify with a variety of approved holsters may do so in one fifty (50) round course of fire.
 - e. The Agency Firearms Instructor will submit the form NRP-740 containing a description and an evaluation of the firearm and a recommendation as to its serviceability.
 - (1) A copy of this report will be sent to the employee's commanders and the employee.
 - (2) The original will be forwarded to the Training and Recruitment Unit Commander for placement in the employee's training file.
 - f. Officers will provide their own ammunition for all personally owned handguns. The basic criteria for approved ammunition is found in the Firearms Reference Guide.
 - g. Annual Proficiency training for authorized personally owned firearms will be provided to all officers at the Spring Qualification Session or as needed with the approval of the Commanding Officer(s) of the Firearms Instructor and Officer. The Agency may continue to recertify officers who wish to retain their revolver certification if they have completed an approved NRP and MPS revolver course.
 - h. Revolvers must be capable of firing double action and have a cylinder capable of holding at least five rounds. The barrel length will not be less than two inches and will not exceed four inches. The following revolver calibers are approved for use: 9 x 19 mm, also known as 9mm Luger or 9mm Parabellum, .38 Special, .357 Magnum, .44 Special or .45ACP.
 - i. Semi-automatic pistols, if capable of being fired in a single action mode, must be equipped with

CHAPTER 8 SECTION VI FIREARMS

a decock device which will allow the cocked hammer or striker to be lowered without pulling the trigger. Further, the pistol will not require external cocking by means other than the trigger. The first shot will be of a double action design, and the caliber may not be less than .380.

- j. Only Remington Model 870, 12 gauge shotguns are approved by the Agency. They must meet the same specifications as the Remington Police Magnum shotgun and have a barrel length of no less than 18” or more than 20”.
 - k. Only AR15 semi-automatic carbine rifles chambered in .223 Remington (5.56x45 mm), of a manufacturer approved by the Training and Safety Education Unit Commander are authorized. The barrel length shall be no less than 16” or more than 20”. All accessories, equipment, modifications, or features attached to personally owned firearms must be approved by the Training and Safety Education Unit Commander. An approved list of these items may be found in the Firearms Regional Reference Guide.
 - l. Any change of status of personally owned firearm must be reported to the Agency on form NRP-740.
4. Ammunition
- a. Only ammunition approved and issued by the Agency may be utilized in Agency owned firearms or Agency approved personally owned shotguns and rifles.
 - b. Only ammunition approved by the Agency will be carried in an Agency approved personally owned handgun.
 - c. The Training Division shall develop the criteria for approved ammunition and publish it in the Firearms Regional Reference Guide.
 - d. Ammunition shall be properly secured and kept out of the reach of the public.
 - e. Ammunition shall be provided the same degree of security and safety as afforded firearms.
5. Weapons System
- a. Sworn personnel will only use a weapons system issued by the Agency.
 - b. The issued weapons system consisting of a weapons belt, trouser belt, handgun, holster, 2 extra magazines with pouch, handcuffs with case, ASP Baton with case, and O.C. Spray with case will be worn at all times while in uniform by personnel below the rank of Lieutenant. Commissioned officers will wear the issued holster and belt, and may wear other equipment listed above at their discretion.
 - c. Police personnel below the rank of Lieutenant may be exempted by their Area/Unit Commander from wearing the weapons system when they are not performing patrol functions.

D. Security and Care

1. Safety and Security
 - a. Only authorized employees, i.e., officers, hunter safety instructors, etc. may use, clean, or otherwise handle firearms owned or controlled by the Agency.
 - b. Prior to cleaning, all firearms will be checked to insure that they are unloaded and safe. It is imperative that cleaning be performed in a safe location free from distraction.
 - c. All firearms must be loaded and unloaded in a safe manner and location, and made safe before storage. NRP employees working in a facility equipped with a weapons loading / clearing station shall use the station for these purposes when applicable.
 - d. The weapon loading / clearing stations are capable of taking Agency issued handguns, shotguns, and rifles safely. They will be positioned by Senior Firearms Instructors with safety as the guiding factor in its placement. They shall be placed in a conspicuous area, facing an exterior wall. It should be perpendicular to the building so that during the loading / clearing process, the firearm is always pointed in a safe direction. These devices are portable and can be used for

CHAPTER 8 SECTION VI

FIREARMS

Agency firearms training at other locations when deemed appropriate by the Senior Firearms Instructors.

- e. Firearms shall be kept out of the reach of the public and shall not be left unsecured. Security measures will be utilized when firearms are secured at Agency facilities, i.e. gun safes, interior vaults, alarm systems, etc.
 - (1) Access will be restricted to those authorized employees who are trained in firearms safety.
 - (2) Commanders are responsible for the security of firearms at their facilities.
- f. The Criminal Law Article, §4-104, requires that a loaded firearm not be accessible to an individual under the age of 16 years. To ensure conformance with that law and promote firearms safety, all Agency issued firearms, when not in use, will be secured by means of an Agency issued trigger lock or other device. Additionally, officers should ensure that all personally owned firearms are secured in conformance with §4-104.
- g. Special measures will be used to secure firearms in vehicles.
 - (1) Handguns left in vehicles will be locked either in the glove compartment or the trunk.
 - (2) Alternate locking devices will be utilized to secure firearms in vehicles without trunks or glove compartments incapable of being locked.
 - (a) Handcuffs may be utilized to lock firearms to structural components of the vehicle's interior, and the firearm will be covered to conceal it from view.
- h. Firearms left in vessels will be locked in a compartment concealed from view. Under no circumstances will firearms be stored on vessels when the crew is off-duty or the vessel is unoccupied for an extended period.

2. Theft or Loss

- a. An officer shall immediately report the theft or loss of a firearm to their supervisor or the duty officer, and DNR Communications Center to obtain an incident number and for entry into NCIC.
- b. The supervisor shall immediately notify their commander and the Supply Services Unit Commander of the theft or loss of a firearm.
- c. Following the reporting requirements regarding damaged or lost Agency equipment as outlined in Chapter 8 of the NRP Manual of Policies and Procedures, the officer shall complete all required reports within 24 hours and submit them through the chain of command to the:
 - (1) Assistant Secretary
 - (2) Secretary of DNR
- d. The Investigations Division, and the Integrity and Inspections Unit, when applicable, shall conduct an investigation of the theft or loss of a firearm.
- e. The lost firearm report(s) shall be provided to the DNR Director of Management Analysis and Audit through the chain of command within five working days.

3. Repairs and Maintenance

- a. Firearms will be cleaned promptly after use and as conditions dictate.
- b. Agency personnel will regularly inspect their firearms for dirt or corrosion, and will keep them clean and in good condition at all times.
- c. Only the Area/Unit Armorer or approved gunsmiths are permitted to make repairs or internal inspections to Agency owned firearms.
- d. With the exception of firearms that have been submersed, all firearms in need of repair will be handled as follows:
 - (1) The supervisor involved with the firearm transfer will be responsible for notifying the Area/Unit Armorer of the need for repairing the firearm and relaying it to the Area/Unit Armorer.
 - (2) The necessary repairs or adjustments will be made to the firearm and the firearm will be test fired before it is returned to the officer.

CHAPTER 8 SECTION VI FIREARMS

e. Submersed Firearm

- (1) When an officer's firearm becomes submersed in water, they will flush the firearm and the magazine with fresh water and thoroughly clean it. The rounds of ammunition will be towel dried. The officer will then notify his supervisor and the Area/Unit Armorer for further instructions.
- (2) When a firearm has been substantially covered with water, such as by a breaking wave or a drenching rainstorm, but not totally submersed, the officer must still notify his immediate supervisor. After notifying his immediate supervisor, the officer should contact the Area/Unit Armorer for further instructions.
- (3) If the firearm is totally submersed or if the Area/Unit Armorer wishes to examine it, the supervisor or Area/Unit Armorer will provide the officer with a spare firearm from the Area Office.
- (4) The Area/Unit Armorer will repair the firearm and return it in accordance with paragraph D.3.d. of this Section.

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