



# The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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Chapter 21 Patrol  
Section 01 Responsibility and Authority

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GO 17-021, 11/07/2017  
Supersedes Go 17-018

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## A. Policy

1. The Aberdeen Police Department is charged with safeguarding the lives of all persons within the City of Aberdeen, protecting property, and assisting in securing to all persons equal protection of the law.
  - a. These policies and procedures are for Department use only and do not apply in any criminal or civil proceedings.
2. Violations of these policies and procedures will only form the basis for Department administrative sanctions, a higher level of training, and/or new policy guidelines.
3. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.
4. To enable them to perform their sworn duties, officers have been given and shall exercise full police authority within the territorial limits of Aberdeen.

## B. Vehicle Laws

1. This Department will enforce the vehicle laws throughout Aberdeen except:
  - a. On private community owned roadways with access restricted exclusively to community members unless specifically requested to enforce the provisions of the Transportation Article pertaining to accidents, the duty to give information and render aid, and the furnishing of required accident reports.
  - b. Also, upon request, proper enforcement will be taken for violations dealing with reckless and negligent driving endangering the safety of persons or property, driving while intoxicated or while driving ability is impaired by consumption of alcohol or under the influence of drugs, and fleeing or attempting to elude a police officer.

## C. Authority and Responsibilities

1. The authority and responsibilities of the members of this Department, with respect to the enforcement of the law, are concurrent with similar authority and responsibilities conferred by law upon other law enforcement agencies in their respective jurisdictions within the City.
2. Effective law enforcement requires cooperation among all law enforcement agencies, including but not limited to the prompt collection, analyzing, exchange, and dissemination of information in order to provide efficient utilization of equipment and personnel.
3. The duties imposed upon the members of this Department should be applied to promote effective cooperation with all other law enforcement agencies.

## D. Use of Discretion (1.2.7)

1. Officers may exercise reasonable discretion in the enforcement of laws depending upon the possibility that an alternative to police action can accomplish the purpose of the law.
2. Officers shall not exercise discretion in an unlawfully discriminatory manner.

## E. Limited Extra-Jurisdictional Authority for Police Officers

1. Police officers are granted authority to make warrantless arrests and conduct investigations, subject to jurisdictional authority, under the following circumstances, and subject to these limitations:



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- a. A person commits or attempts to commit a felony or misdemeanor in the presence of or within the view of such officer;
  - b. An officer has probable cause to believe that a felony or misdemeanor is being committed in the officer's presence or within the officer's view, may arrest without a warrant any person whom the officer may reasonably believe to have committed such offense;
  - c. An officer may arrest a person without a warrant if the officer has probable cause to believe that a felony has been committed or attempted, and that such person has committed or attempted to commit a felony whether or not in the officer's presence or view;
  - d. Certain other offenses have been committed, and unless the person is immediately arrested:
    - 1) The person may not be apprehended;
    - 2) The person may cause injury to the person or damage to the property of one or more persons; or
    - 3) The person may tamper with, dispose of, or destroy evidence.
2. A Police Officer of the Department may exercise Extra-Jurisdictional authority and make a warrantless arrest outside Aberdeen when:
- a. Participating in a joint investigation with officials from other State, federal, or local law enforcement agency;
  - b. Rendering assistance to a police officer;
  - c. Acting at the request of a local or state police officer;
  - d. A qualifying emergency exists; and
  - e. The officer is acting according to the following sections.
3. Emergency Defined
- a. A sudden or unexpected happening or an unforeseen combination of circumstances that calls for immediate action to protect health, safety, welfare or property of an individual from actual or threatened harm or from an unlawful act.
  - b. The procedure limits this authority to the following:
    - 1) Felony in progress;
    - 2) Violent misdemeanor in progress;
    - 3) Destruction of property which could result in injury or death;
    - 4) Probable cause to believe a felony has been committed or attempted; or,
    - 5) Destruction of evidence.
  - c. Notification Required
    - 1) When exercising this authority, notifications must be given to the head of the law enforcement Department with primary jurisdiction where the action takes place.
4. Requirements and Prohibitions when Exercising Extra-Jurisdictional Arrest Authority:



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- a. Officers acting pursuant to this procedure must act in conformance with law.
  - b. Officers must act in a professional manner so as not to reflect discredit upon themselves or the Department.
  - c. Officers must abide by the rules and regulations of the Department.
  - d. Extra-Jurisdictional Arrest Authority, Officers
    - 1) Officers may not enforce the provisions of the Maryland Motor Vehicle Law beyond Aberdeen.
    - 2) Officers must be serving in a full duty capacity, without restrictions or limitations.
      - a) For example, officers assigned to light duty, disability leave, or with suspended police powers, are prohibited from exercising police powers under this procedure, except in the gravest of circumstances;
    - 3) Officers may not serve arrest warrants, unless in conjunction with the lawful exercise of extra jurisdictional authority.
  - e. Officers must be properly equipped.
    - 1) Officers will carry their badge, identification card, and authorized weapon whenever exercising the authority granted by this procedure.
    - 2) Consideration should be given to the equipment available and the possibility of injury to the officer, the suspect, or a third party in the event action is taken without the presence of essential equipment and/or availability of back-up assistance, to accomplish a lawful arrest.
  - f. Officers may not use their personal vehicles or unauthorized equipment.
  - g. Officers may not use this authority while working within the scope of a security type secondary employment (outside Aberdeen) position, except if acting at the request of or rendering assistance to another officer;
  - h. Officers may not use the authority granted to facilitate or solicit secondary employment activities that would require or place the officer in a position to make arrests for a prospective employer.
5. When an officer exercises Extra-Jurisdictional Arrest Authority the following is required:
- a. First, consideration must be given to notifying on duty in jurisdictional police officers to have them take the necessary enforcement action;
  - b. Assessment of the consequences of that officer's actions to include the possibility of injury to himself or herself, the suspect or a third party, and must consider whether adequate information is available to arrest the suspect at a later time;
  - c. If practical, the officer should identify himself or herself to the suspect as a police officer by displaying his or her badge or identification card, and announcing your intention to arrest.
  - d. The Officer must be prepared to identify himself or herself to citizens in the vicinity, and to responding police officers.



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- e. Arrest the individual in a lawful manner by securing the suspect in a safe, efficient way that assures the arrestee's safety and security, without unnecessarily endangering the suspect, yourself or third parties.
  - f. Seize and protect any evidence.
  - g. Notify, or cause the notification to be made to the local law enforcement department having primary jurisdiction where the arrest is made, and request assistance in securing and transporting the arrestee.
  - h. Except in extreme circumstances, do not attempt to transport the arrestee.
  - i. Wait for assistance from the local jurisdiction, if possible.
  - j. If it is necessary to transport without local jurisdiction support, transport only so far as necessary to obtain adequate assistance.
  - k. Identify yourself to officers responding to the scene by displaying your badge and identification card. Follow the orders of the officers arriving on the scene.
  - l. Be guided by direction from on-scene local police officials exercising supervisory control over the incident.
  - m. Cooperate and participate in the handling of the arrestee and handling of evidence.
  - n. As soon as possible, notify or cause notification to be made to this Department.
  - o. Prepare court documents insuring the placement of any charges against the arrestee and cooperate with the court officer, as directed.
  - p. Cooperate with the local jurisdiction in preparing the necessary reports, including administrative reports, and the submission of evidence.
  - q. Normally, the local jurisdiction will have responsibility for completing offense reports on the incident; and,
    - 1) Obtain copies of the local Jurisdiction's field and investigative reports, and any other pertinent documentation, and submit copies to this department, attached to a report, titled "Extra-Jurisdictional Arrest."
    - 2) If applicable, officers will complete any other reports, forms or documents required by this department under these circumstances, such as overtime slips, use of force reports, first report of injury, etc.
6. Notification Requirements
- a. The arresting officer will, as soon as possible, notify this Department's shift supervisor.
7. Joint Investigations
- a. When joint investigations are initiated in another jurisdiction, the designated person in that jurisdiction will be notified in a "reasonable time in advance."
    - 1) What constitutes a reasonable time in advance may depend on the nature and object of the investigation.
  - b. Where notice in advance would endanger the life and safety of investigators or seriously compromise the effectiveness of the investigation, a "reasonable time in advance" may be abbreviated.



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- 1) In such cases, the delay in notification must be approved by the Chief of Police. Notice should then be made at the first reasonable opportunity, as determined by the Chief of Police.
  - c. Notice must be given to each jurisdiction in which it is probable that an investigation will occur. In the event that an investigation occurs unexpectedly in a jurisdiction for which no advance notice has been given, notice must be given at the first reasonable opportunity.
  - d. Before participating in any joint investigation with another state, local, or federal law enforcement department, officers must obtain permission from the Chief of Police.
  - e. The investigative team shall include, as one of its members, an officer with jurisdiction in the focus of the investigation, assigned by the Chief Executive Officer of that jurisdiction.
  - f. Officers assigned to joint investigations must observe the regulations of this Department in the course of the investigation.
  - g. If practicable, the officer having jurisdiction where the investigation takes place will take any enforcement actions required (e.g. make arrests, serve warrants, effect search).
  - h. The officer shall notify his supervisor immediately when the investigation terminates, and submit a final report.
  - i. If an officer is summoned to testify concerning a joint investigation, he/she shall follow the procedures of this Department.
8. Rendering Assistance/Acting at Request/Emergency:
- a. Limit action to that which will stabilize the situation.
  - b. Officers should consider three questions before acting under this authority:
    - 1) Will I be in danger if I act?
    - 2) Will civilians be in danger if I act?
    - 3) Will the suspect escape?
  - c. Notify or have notified the primary responsible police department that has jurisdiction, if not already on the scene.
  - d. Remain at the scene until the arrival of the primary police department and render assistance if requested.
  - e. Report the incident and extent of involvement to supervisors immediately upon being relieved from the scene and, upon return to duty, furnish a written report of the incident.
9. Extra-Jurisdictional Arrests Within the City of Aberdeen
- a. Generally, an officer from another agency who takes action outside his/her sworn jurisdiction pursuant to this statute has the same responsibilities as if they were in their own jurisdiction.
  - b. If the officer from a foreign jurisdiction makes an arrest, the responding officer, shall follow usual arrest procedures, including:



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- 1) Upon notification of an arrest, shall respond promptly to the scene and assume control of the situation, including giving direction to the arresting officer.
- 2) Render assistance to injured parties.
- 3) Secure the scene.
- 4) Act to preserve evidence.
- 5) Take physical custody of the prisoner from the arresting officer.
- 6) Arrange for transport, medical attention, if necessary, and processing of the prisoner.
- 7) Accompany the arresting officer to the station. Obtain all information necessary to complete field reports.
- 8) Instruct the arresting officer to complete a written statement, which is attached to your Offense Report.
- 9) Provide the arresting officer with copies of the entire report, and all supplements, when completed.

### 10. Booking Procedures

- a. Accept custody of the prisoner from the arresting officer.
- b. Process the prisoner according to established procedure, and make arrangement for transport before a Court Commissioner.
- c. Assume responsibility for the welfare of the prisoner.

### 11. Accepting Notification

- a. The Chief of Police will accept notifications of joint investigations within Aberdeen.
- b. The on-duty supervisor is designated to accept notification of enforcement actions taken within this jurisdiction pursuant to statute.
- c. The on-duty supervisor accepting notification will send a copy of the crime/arrest report to the Chief of Police, via Chain of Command, within 72 hours of the arrest.

### 12. Injuries

- a. A police officer who is injured while taking enforcement action pursuant to this procedure and this statute is entitled to workman's compensation, disability, death benefits, life insurance and all other benefits to the same extent as if the injury had been sustained in Aberdeen.

### 13. Property Damage:

- a. Damage to, or loss of equipment, shall be handled in accordance with existing procedures.

## F. Contracts for Law Enforcement Services

1. Contracts for law enforcement services provided by the Aberdeen PD shall be identified in written agreements.
2. The employments rights of personnel assigned under a contract for law enforcement services are not abridged by the provider agency. (3.1.2)



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3. Participation in a contracted law enforcement service arrangement will not penalize participating employees, nor threaten employment rights, promotional opportunities, training opportunities, or benefits. (3.1.2)

### **G. Interagency Agreements and Concurrent Jurisdiction**

1. The Aberdeen Police retains primary responsibility for the City of Aberdeen corporate limits, unless specified otherwise in an interagency agreement. (2.1.2)





# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 02 Patrol Operations

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GO 21-025, 12/15/2021  
Supersedes GO 21-007

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## A. Policy

1. The operations of Patrol include all activities associated with law enforcement such as, but not limited to responding to calls for service; investigating crimes and motor vehicle crashes; maintaining order; pursuing, subduing, and disarming suspects; performing arrests; securing and processing crime scenes; enforcing traffic laws; performing community policing activities; and documenting activities and services.

## B. Patrol Coverage

1. The Aberdeen Police Department provides patrol coverage 24 hours a day, to enable the citizens of Aberdeen to have adequate law enforcement services. (41.1.1a)
2. The Department provides the same services at all hours of the day or night in relation to answering calls for service, emergency, preventive patrol, traffic enforcement, etc. (41.1.1a)
3. The Field Operations Commander is responsible for assigning police officers to shifts. (41.1.1b)
4. Patrol officers on regular shift duty should remain in their assigned areas to respond to calls for services and criminal activity until the oncoming shifts have checked in-service for shift change.

## C. Patrol Shifts (41.1.1a)

1. Patrol Shifts are composed of teams of officers, each of which has scheduled days of work and scheduled days off from duty.
2. The Patrol officers may be scheduled in three 8-hour shifts or two 12-hour shifts.
  - a. 8- Hour Shifts
    - 1) Shift 1, 0000-0800 hours;
    - 2) Shift 2, 0800-1600 hours; and
    - 3) Shift 3, 1600-0000 hours.
  - b. 12-Hour Shifts
    - 1) Shifts 1 & 3, 1800-0600 hours; and
    - 2) Shifts 2 & 4, 0600-1800 hours.
3. Shifts may be rotating (usually every 28 days) or permanent (no rotations) (41.1.1c)
4. The Chief of Police shall approve the shifts and rotations, if any.

## D. Shift Change for Continuous Patrol Coverage (41.1.1a)

1. To provide and maintain patrol coverage continuously during shift change, each shift may have overlap officers built into the shift plan.
2. It will be the responsibility of the Shift Supervisor to ensure that all information presented at regular briefing is later passed on to the early car officers.
  - a. The overlap officers will be assigned to any complicated or complex calls, which will eliminate holding over personnel from a shift who are due to go off-duty.
3. PCO's will immediately contact the Shift Supervisors when either the number of calls for service or the nature of the calls demands more manpower than is currently available.



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4. Shift Supervisors may assign additional units on the street or hold units over as required.

### **E. Reporting Status Changes to Communications Section**

1. All on-duty Patrol officers shall notify the Communications Section of their status when they are:
  - a. In Service;
  - b. On Assignment (Unavailable to Answer Calls for Service); and
  - c. Out of Service.

### **F. Communications, Coordination, and Cooperation with Other Departmental Functions (12.1.4)**

1. All patrol officers will cooperate and exchange information with investigators and personnel of other areas of the Department.
2. This cooperation and exchange is accomplished by, but not limited to:
  - a. Attendance by investigators at roll call sessions to share information about current activities, areas of needed assistance, intelligence information, etc.; (42.2.3)
  - b. Attendance of all supervisory personnel at monthly staff meetings, where matters of departmental and shifts or section matters are discussed, and ideas exchanged;
  - c. Daily review of offense/incident reports by all patrol and investigative personnel.
    - 1) Miscellaneous information may be made available by utilization of information boards.
    - 2) This review should trigger the sharing of information and assistance;
  - d. Review of and input from all personnel in the development of new policies and/or procedures.

### **G. Foot Patrols**

1. The Chief of Police has directed shift supervisors to have officers conduct regular foot patrols.
2. Foot patrol locations may include:
  - a. Shopping centers;
  - b. Public parks;
  - c. Open space;
  - d. Isolated business locations;
  - e. Apartment complexes; and
  - f. Other residential and business areas.
3. Officers conducting foot patrols should speak with as many different citizens as possible.

### **H. Requests for Extra Patrol (Premise Checks)**

1. Officers will perform extra patrol checks when requested.



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2. Police Communications Officers receive requests for extra patrol to check businesses and residences.
3. PCO's shall send an email to all personnel, listing the location and identifying whether it is a residence or a business, the times requested, and contact information of the requestor.

### **I. Removal of Debris from Roadway (61.4.2)**

1. Hazardous debris on roadways is potentially a contributing factor in many traffic accidents.
2. It is incumbent upon officers of the Aberdeen Police Department to act to eliminate any hazardous conditions or debris existing on the roadways within the City.
3. If traffic conditions permit, the officer will remove the debris from the traveled portion to the side of the highway and alert the proper government department for further removal.
4. If traffic volume and patterns are such that the officer cannot safely remove the debris or if the debris is of a type that cannot be removed by the officer, the officer should take necessary steps to minimize the hazards.
5. Action such as diverting traffic, setting warning flares, etc. may be necessary in addition to ensuring that the appropriate government department is notified.
6. In all cases when the Department is notified of debris in the roadway, the PCO shall initiate a CAD entry. (61.4.2)

### **J. Allocation of Personnel (16.1.2)**

1. Allocation of personnel to patrol shifts is based on the following workload assessment analysis:
  - a. Number of incidents handled by patrol personnel during a specified period;
  - b. Average time required to investigate an incident at the patrol level, as indicated in the workload reports;
  - c. Calculation of time necessary for a patrol officer to investigate incidents during a typical shift.
  - d. Time lost through days off, holidays, sick leave, etc., compared to the total time required for each patrol assignment.
2. The Field Operations Commander will conduct an annual Personnel Allocation Assessment using the following information:
  - a. Calculate the assignment/availability factor for patrol personnel.
    - 1) This factor is a ratio representing the total potential personnel hours available (number of patrol personnel times average shift hours X 365 days) as compared to actual person hours available for assignment (potential less time lost through days off, holidays, vacation, and sick, training absences, roll call training, etc.);
  - b. Allocate and distribute patrol personnel, at least annually; and
  - c. Tabulate incidents by reporting area (routes and beats) using actual figures. A map of the City of Aberdeen will be organized into major reporting areas called beats and sectors.



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Supersedes GO 21-007

3. The Field Operations Commander will divide the City of Aberdeen into areas, based upon geographic boundaries and neighborhood groups and will ensure that the following is accomplished:
  - a. That enough patrol officers are assigned to each squad to equitably distribute workload and provide a prompt and efficient police response;
  - b. The number of patrol areas on each tour of duty is proportionate to the workload; and
  - c. The boundaries of each patrol sector are based on reporting areas and equalized workload.

### **K. Police Hazards and Potential Hazards**

1. A wide variety of hazardous situations in the City such as bad road and/or weather conditions, unsafe structures, potentially dangerous calls for service, etc., shall normally be identified by the patrol officers on the street and called in to communications.
2. Officers, when appropriate, shall notify the local media about the existence of a hazard or potential hazard.
3. Information as to any of these hazardous or potentially hazardous situations will be reported, disseminated among officers, and to allied agencies that need to know.
4. Shift Supervisors shall ensure corrective action is taken and shall notify the oncoming Shift Supervisor.
5. Information concerning hazardous/potentially hazardous situations are received by the oncoming shift supervisor should be passed on to all personnel during roll call in order to prepare and plan for situation.

### **L. Notifying Next-of-Kin of Deceased, Seriously Injured or Ill Individuals (55.2.6)**

1. Subject to the availability of personnel, emergency messages of any legitimate type, as defined by the employee receiving the message, may be delivered.
2. Any message pertaining to a death, serious injury, or serious illness shall be delivered.
3. Notifying next-of-kin in a case where there is a death, serious injury, and/or serious illness, can place the officer in a delicate and uncomfortable situation. The following procedures should be utilized whenever possible and practicable.
  - a. Notification should be made as promptly as possible;
  - b. The presence of a minister, relative or close friend should be obtained whenever possible prior to notification;
  - c. If notification must be made alone, the officer should offer assistance to the next-of-kin in contacting a relative, close friend, and/or minister.
  - d. The person receiving notification should be advised of the means used in transmitting the notification to the Department, i.e., teletype or call from another law enforcement agency, unverified telephone call to the Department, etc.
4. When requested by another agency to make notification of next-of-kin, the PCO and/or officer should obtain all available pertinent information to assist the relative to whom the message is to be relayed. (81.2.10)



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### **M. First Responder Notifications in Emergencies (41.2.4)**

1. The First Responder to a scene of an emergency will notify the supervisor.
2. The officer may request an ambulance for sick or injured persons or any time a question of life or death is an issue.
3. The officer shall request the medical examiner in all situations when an officer responds to a location where a death has occurred.
  - a. Notification will normally be made by the PCO on request from the shift supervisor or on-scene detective.
  - b. The name of the victim, location, telephone number and any preliminary facts pertaining to the death will be given to the medical examiner.
  - c. The medical examiner will normally communicate directly by telephone with the police officer or may come to the scene, prior to giving instructions to the officer.
  - d. At any time when a situation exists that creates a hazard or potential hazard, the officer identifying the situation will request the PCO notify to Street/Highway Department or Public Utility Personnel, appropriately.
4. Some hazardous situations may demand immediate notification to media.
  - a. Supervisors will notify the Public Information Officer.
5. The officer shall notify the Crime Scene Investigator at all of these incidents:
  - a. Extensive ransacking and theft from private residences where multiple surfaces can be processed for prints.
  - b. Any scene where blood evidence or other fluids need to be collected.
  - c. Burglaries where handguns or large amounts of monies/jewelries have been taken.
  - d. All commercial burglaries and robberies where evidence could be processed.
  - e. Multiple burglaries reported in the same area that occurred during the same day or night.
6. The officer may notify the Crime Scene Investigator, with supervisor approval, for any other investigation which the officer believes CSI presence is needed.
7. The Supervisor on duty may notify the Crime Scene Investigator for any investigation which the Supervisor believes CSI presence is needed.



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Chapter 21 Patrol  
Section 04 Vehicle Pursuits and Emergency Driving  
CALEA 12.2.1, 41.2.1, 41.2.2, 41.2.3

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GO 23-010, 08/03/2023  
Supersedes GO 20-010

## A. Policy

1. It is the policy of this Department to operate police vehicles primarily with regard for the safety of others by regulating the engagement and performance of motor vehicle pursuits.
2. The identification/apprehension of a violator is a secondary concern.

## B. Definition

1. Fresh Pursuit - immediate pursuit of a suspected criminal by a law enforcement officer, in which situation the officer may arrest the suspect without a warrant.

## C. Authorization to Pursue (41.2.2b)

1. A vehicle pursuit is authorized when a suspect uses a vehicle to flee from apprehension for the following:
  - a. Any crime or attempt to commit a crime where the officer would be authorized to use deadly force; or
  - b. There exists probable cause to believe the fleeing suspect committed a felony which resulted, or could have resulted, in death or serious bodily injury, which may include:
    - 1) Murder or attempted murder;
    - 2) First Degree Assault (no attempts);
    - 3) Rape or Felonious sex assault;
    - 4) Carjacking;
    - 5) Armed Robbery; or
    - 6) Kidnapping
2. The officer shall have supervisor authorization prior to initiating any pursuit.
3. The attempt by a fleeing suspect to ram a police vehicle, or any other vehicle, will not be considered as reasonable grounds on which to continue a pursuit

## D. Evaluating the Circumstances (41.2.2a)

1. Officers shall consider these and other factors when making the decision to begin or continue a pursuit:
  - a. The nature of the offense;
  - b. The officer's ability to operate at high speeds over extended distances;
  - c. The characteristics of the highway and the officer's familiarity with the highway;
  - d. The performance characteristics of the vehicle and those of the vehicle being pursued;
  - e. Traffic density; and
  - f. The danger to the public.
2. Inappropriate vehicle pursuits, regardless of the crime, shall result in certain and severe disciplinary action in addition to exposing officers to possible criminal prosecution or civil liability.



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CALEA 12.2.1, 41.2.1, 41.2.2, 41.2.3

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GO 23-010, 08/03/2023  
Supersedes GO 20-010

## **E. Initiating a Pursuit**

1. Before the officer initiates a pursuit, the officer shall notify:
  - a. The supervisor for approval to pursue; and
  - b. The Communications Section.
2. The supervisor shall approve or disapprove the initiation of the pursuit. (41.2.2g)
  - a. Upon receiving approval, the officer shall initiate the pursuit. (41.2.2b)
  - b. If the officer does not receive the supervisor's approval, the officer shall not pursue.
3. The PCO shall record Supervisor notification and authorization in the CAD narrative. (41.2.2f)

## **F. Supervisor Responsibilities (41.2.2g)**

1. The supervisor shall direct, coordinate, and continuously monitor all vehicle pursuits.
2. The supervisor shall continuously provide oversight until the pursuit has concluded or until the supervisor orders the officer(s) to terminate the pursuit.
3. The supervisor shall monitor and supervise all extended or high-speed pursuits, keeping in mind the safety of the public, officers and suspects.
4. The supervisor may assign a secondary unit to facilitate communications, follow, observe, and report the pursuit activity to the Communications Section. (41.2.2d)
5. The supervisor may assign additional cars and any other resources available to assist with the pursuit.

## **G. Pursuit Procedure (41.2.2c)**

1. The goal of the pursuing officer is to stop the offender as safely and expeditiously as possible.
  - a. An officer may appropriately duplicate some of the actions of the violator.
  - b. An officer shall not attempt intrinsically reckless and dangerous maneuvers.
2. The pursuing officer shall attempt to apprehend the violator as soon as possible to minimize the hazard of the offender's violation.
3. Siren and emergency lights will be used during pursuits.
4. The officer who is engaged in vehicle pursuit may disregard traffic laws but is responsible to drive with due regard for the safety of others, and is not protected from the consequences of reckless disregard for the safety of others. (*Maryland Vehicle Law Section 21-106*)
5. The pursuing officer shall maintain communication with the Police Communications Operator and shall relay all information which will assist in apprehending the offender.

## **H. Roadblocks and Forcible Stops (41.2.3)**

1. Roadblocks to stop a fleeing violator are prohibited.
2. Any other form of forcible stopping to stop a fleeing violator is prohibited.

## **I. Involvement of Other Patrol Vehicles (41.2.2e)**

1. Officers shall not become involved in the pursuit without the approval of the supervisor.



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Chapter 21 Patrol  
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GO 23-010, 08/03/2023  
Supersedes GO 20-010

2. An officer operating a Patrol vehicle carrying passengers or prisoners shall not become involved in a high-speed pursuit.
3. The Chief of Police may authorize an officer to participate in the pursuit when passengers are:
  - a. Aberdeen Police Department sworn employees;
  - b. Sworn personnel from other police agencies; or
  - c. Other persons specifically authorized by the Chief of Police.

### **J. Terminating a Pursuit**

1. Pursuits shall be discontinued when: (41.2.2h)
  - a. The risk to the officer or the public are unnecessarily high;
  - b. The risk is inconsistent with the severity of the violation; and/or
  - c. The highway and environmental conditions are not conducive to continued safe pursuit.
2. The supervisor shall have the authority to end the pursuit at any time. (41.2.2i)
3. The pursuing officer shall have the authority to abandon the pursuit at any time. (41.2.2i)

### **K. Pursuit into Another Jurisdiction Outside Aberdeen (41.2.2j)**

1. The supervisor shall approve or disapprove a pursuit that crosses a jurisdictional boundary before the officer leaves Aberdeen to continue the pursuit.
  - a. Officers have no police powers outside the State's boundaries, except in situations defined by law; i.e., fresh pursuits, extradition, etc., and are bound by the laws of the jurisdiction that is entered. (41.2.2j)
  - b. Conditions permitting, the supervisor shall send only one Aberdeen Police Department vehicle to continue pursuit
2. The police agency responsible for services in the entered jurisdiction who joins the pursuit, shall have the responsibility for continued pursuit.
3. Officers Entering another Jurisdiction
  - a. When officers are requested to act in other jurisdictions, they shall be accompanied by duly authorized law enforcement personnel of that jurisdiction if police action is necessary. (41.2.2j)
  - b. When considering the decision to pursue or not, an officer shall take into consideration his or her previous experience, training, the guidelines contained within this policy and whether the pursuit is in the public interest.
4. The pursuing officer shall also furnish Communications with a description of the fleeing vehicle, the offense or violation for which such vehicle is being pursued and the location and direction of travel of such pursuit. (41.2.2c)
5. Communications shall immediately transmit such information to the responsible police agency in the jurisdiction to be entered by the fastest means of communication possible. (41.2.2f)





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### 6. Apprehension Out of State

- a. The officer shall not take the subject from the out of state jurisdiction until all the appropriate laws of that state's jurisdiction are in full compliance regarding:
  - 1) Judicial hearings on the legality of the arrest; and
  - 2) The legal right to remove such person to the State of Maryland.
- b. The officer shall document in the incident report the reasons:
  - 1) For bringing the subject back to Maryland (in compliance with specific laws); or
  - 2) For not bring the subject back to Maryland.

### L. Fresh Pursuit

1. The Aberdeen Police Department may assist police agencies in bordering jurisdictions when requested.
2. Officers shall obtain permission from the on-duty patrol supervisor, who should make such decisions on a case by case basis contingent on the merits of each situation.
3. Use of Firearms
  - a. Use of firearms during fresh pursuit in another jurisdiction will be in strict conformance to Aberdeen Police Department policy and regulations governing use of firearms within Maryland.

### M. Pursuit from Another Jurisdiction Entering Aberdeen (41.2.2j)

1. When this Department is notified that a pursuit by an agency from another jurisdiction is entering the Aberdeen service area, the PCO will gather all pertinent details and relay them to the supervisor.
2. The supervisor will evaluate the circumstances of the pursuit and will decide if APD will actively engage in the pursuit.
3. If the Department does not actively engage in the pursuit, officers will be limited to blocking traffic at intersections within the pursuit area to attempt to limit traffic flow in the pursuit area.
4. Officers are prohibited from using a non-police vehicle to physically stop a fleeing vehicle.

### N. Emergency Driving

1. Employees of the Aberdeen Police Department shall, in the performance of their duties, operate Department motor vehicles in a manner consistent with safety and in accordance with the provisions of the law.
2. Life and Death Emergencies are: (41.2.1b)
  - a. Instances in which the presence of an officer will actually save a life, and where seconds would make a difference;
  - b. Instances where another officer has placed a call for assistance; and
  - c. Instances where a life-threatening crime is in progress or has just occurred.



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3. Operating Speeds During Life and Death Emergencies
  - a. Posted speed limits may be exceeded, consistent with safety and statutory exemptions granted to an authorized emergency vehicle when the vehicle is making use of audible and visual signals.
  - b. The audible and visual signals will be supplemented by lighted head lamps.
4. The following codes are available to direct response. (41.2.1c)
  - a. Code 1 – directs an expeditious response and authorizes the use of emergency lights and siren.
    - 1) Operation of a vehicle during an emergency response must conform to the requirements of *Transportation Article 21-106* (see Appendix A).
    - 2) A Code 1 response is usually prompted by one of the following requests for assistance:
      - a) Police officer needs help;
        - i. This includes all instances in which the safety of an officer is directly threatened;
      - b) All situations where there are reasonable grounds to believe human life is in peril and where the police have the primary responsibility for acting; or
      - c) Other situations where an emergency response could prevent loss of life or serious injury.
  - b. Code 2 – response directs personnel to respond within the posted speed limit.
    - 1) Emergency equipment may be used in certain instances to facilitate response and to expedite movement through traffic if the officer considers it appropriate.

### **O. Documenting Vehicle Pursuits (41.2.2k)**

1. The supervisor with which the pursuing officer communicates shall:
  - a. Complete an Incident Report and a Form 68 – Vehicle Pursuit Report on all pursuits outside of the Aberdeen City limits;
    - 1) Reference any other incident reports, accidents report, etc., related to the pursuit; and
  - b. Notify the Patrol Commander, Deputy Chief, and Chief of Police of the incident;
    - 1) Immediately notify in cases where injuries and damage to property occur.
2. Pursuing officers shall complete a Form 68 - Vehicle Pursuit Report, in addition to an incident report, after every pursuit.
3. The Vehicle Pursuit Report shall be submitted to the Chief of Police through the chain of command, for administrative review of every pursuit.



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## **P. Pursuit Policy Training**

1. PCOs and sworn officers shall undergo documented initial training on this Pursuit Policy. (41.2.2m)
2. All sworn officers shall undergo a documented annual review of this Pursuit Policy. (41.2.2n)

## **Q. Annual Analysis and Review of Pursuits (41.2.21)**

1. The Patrol Commander shall conduct a documented annual analysis of pursuit reports and shall submit the analysis to the Chief of Police.
2. The analysis shall include:
  - a. Analysis of patterns or trends that indicate training needs
  - b. A review of the Department's Pursuit Policy;
  - c. A review of the Department's reporting procedure; and
  - d. A review of policy, procedure, and the pursuit report form.



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GO 23-010, 08/03/2023  
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## APPENDIX A Code of Maryland (Statutes) §21–106

- (a) Subject to the conditions stated in this section:
- (1) The driver of an emergency vehicle registered in any state may exercise the privileges set forth in this section while:
    - (i) Responding to an emergency call;
    - (ii) Pursuing a violator or suspected violator of the law; or
    - (iii) Responding to, but not while returning from, a fire alarm; and
  - (2) The driver of an emergency vehicle registered in the State or a local jurisdiction in the State may exercise the privileges set forth in this section while performing motorcade or escort duty if the motorcade or escort duty involves:
    - (i) Homeland security;
    - (ii) A funeral;
    - (iii) A dignitary; or
    - (iv) Facilitating the safe movement of vehicles or pedestrians that are or will be near the motorcade or escort.
- (b) Under the circumstances stated in subsection (a) of this section, the driver of an emergency vehicle may:
- (1) Park or stand without regard to the other provisions of this title;
  - (2) Pass a red or stop signal, a stop sign, or a yield sign, but only after slowing down as necessary for safety;
  - (3) Exceed any maximum speed limit, but only so long as the driver does not endanger life or property;
  - (4) Disregard any traffic control device or regulation governing direction of movement or turning in a specified direction; and
  - (5) Travel through any local jurisdiction in the State as necessary to perform and return from motorcade or escort duty.
- (c) (1) Subject to paragraph (2) of this subsection, the privileges set forth in this section apply only while the emergency vehicle is using audible and visual signals that meet the requirements of § 22–218 of this article, except that an emergency vehicle operated as a police vehicle need not be equipped with or display the visual signals.
- (2) The privileges set forth in subsection (b)(1) of this section apply only while the emergency vehicle is using visual signals that meet the requirements of § 22–218 of this article.
- (3) (i) The driver of an emergency vehicle may not use flashing lights or a bell, siren, or exhaust whistle while returning from an emergency call, fire alarm, or motorcade or escort, except that fire apparatus carrying standing firemen may use flashing lights that are visible only to the rear.
- (ii) The driver of an emergency vehicle, while parking or backing the emergency vehicle, may use flashing lights within 100 feet of the entrance ramp to a:
1. Fire station; or
  2. Rescue station.
- (4) Before exercising the privileges set forth in subsection (b)(5) of this section, the jurisdiction that employs the driver of a motorcade or escort shall provide notice of the motorcade or escort to any jurisdiction that the driver will enter while performing or returning from the motorcade or escort duty.
- (d) This section does not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all persons.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 06 Community Policing Program

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GO 19-020, 6/20/2019  
Supersedes GO 17-013

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## **A. Policy**

1. The Community Policing Program includes Crime Prevention and Community Involvement activities.
2. The objectives of the Community Policing Program are: (45.2.1e)
  - a. To interact with citizens of the community,
  - b. To interact with business owners and employees of the community,
  - c. To identify the concerns of the community and businesses, and
  - d. To implement preventive actions and community activities to address and solve identified community concerns.
3. The Patrol Lieutenant is responsible for the Community Policing Program.

## **B. Crime Prevention, Community Involvement, and Community Policing Activities**

1. Officers will assist interested residents and businesses with organizing crime prevention groups, (45.1.2)
  - a. Will maintain regular contact with these and other interested community groups; and
  - b. Will record their activities on the Community Policing report.

## **C. Community Policing, Crime Prevention, and Community Involvement Activities**

1. Officers are encouraged to establish contact and be liaisons with existing community organizations or establish community groups where they are needed. (45.2.1a)
2. Officers are encouraged to assist with developing, editing, revising, and amending Department policies that involve Police interaction with members of the community. (45.2.1b)
3. The Chief of Police will publicize Department objectives, community concerns, and successes on the Department's website and Facebook. (45.2.1c)
4. Officers will deliver to the Department information received from citizens' organizations by (45.2.1d)
  - a. Discussing the information at Roll Call;
  - b. Presenting the information at monthly Staff Meetings; and/or
  - c. Sending the information through global email to Department employees.
5. Officers are encouraged to identify community concerns and develop community policing strategies, to resolve those community concerns, if any. (45.2.1f)
  - a. Officers will submit their pre-operation plan to the supervisor.
  - b. The supervisor will initial, write comments if any, and forward the pre-operation plan to the Lieutenant.
  - c. The Lieutenant will approve or disapprove the plan.

## **D. Community Policing Monthly and Quarterly Reporting (45.2.3)**

1. Officers shall record and submit their Community Policing Activity Reports to their supervisors every month.



## The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol

GO 19-020, 6/20/2019

Section 06 Community Policing Program

Supersedes GO 17-013

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2. Each supervisor shall present a Community Policing Monthly Report at the Department's monthly staff meetings. (45.2.1d)
  - a. Each supervisor shall submit their Community Policing Monthly Reports to the Community Policing Program Coordinator.
3. Information in Community Policing reports shall include but will not limited to:
  - a. Activity (Concerns we are trying to address) (45.2.2d)
  - b. Did Activity conducted address a specific previously identified concern? (45.2.2d)
  - c. New issues or concerns identified or received from the community. (45.2.2a)
  - d. Plans to address new issues and concerns (45.2.2c)
  - e. Any other concerns or issues that would not be noted in reports or CAD events, including meetings, details, projects, or comments from citizens during business checks and Bike Patrol. (45.2.2b)
4. The Community Policing Program Coordinator shall compile the monthly reports each quarter and present a quarterly report to the Chief of Police at a monthly staff meeting. (45.2.1d)

### **E. Citizen Survey (45.2.4)**

1. A documented survey of citizen attitudes and opinions is conducted at least once every three years with respect to:
  - a. overall agency performance;
  - b. overall competence of agency employees;
  - c. citizens' perception of officers' attitudes and behavior;
  - d. community concern over safety and security within the agency's
2. The Survey is located on the Aberdeen Police Department website.
  - a. The Sr. Administrative Specialist will maintain the website results.
3. The Survey is also in written form.
  - a. The Accreditation Manager will maintain copies in the Department lobby.
  - b. Officers will distribute the survey at community policing events.
4. Survey results will be compiled in an analysis at least every three years, and will be submitted to the Chief of Police. (45.2.5)



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 07 Civil Citations for Qualifying Marijuana Violations

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GO 16-028, 12/28/2016  
Supersedes GO 15-002

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## A. Policy

1. Officers may issue a Civil Citation for a qualifying marijuana offense.

## B. Definitions

1. Carroll Doctrine - permits a police officer to search an entire motor vehicle and any containers inside it if there is probable cause to believe the vehicle contains contraband or the fruits, instrumentalities, or evidence of criminal activity.
2. Contraband - illegal or prohibited items.

## C. Weight of the Marijuana

1. Officers who encounter marijuana while on patrol will use their training, knowledge, and experience to determine the weight.
2. If the Officer reasonably believes the marijuana to be less than 10 grams (excluding packaging), he/she
  - a. Will seize the marijuana; and
  - b. May issue the person a Civil Citation for the offense.
3. If the Officer reasonably believes the marijuana to be 10 grams or more (excluding packaging), he/she
  - a. Will seize the marijuana; and
  - b. Will arrest the person for the criminal offense.
4. If the Officer weighs the marijuana, and determines the marijuana is **10 grams or more** (excluding packaging) and the person has already been issued a Civil Citation,
  - a. The officer will take no further enforcement action.
5. If the Officer weighs the marijuana, and determines the marijuana was **less than 10 grams** (excluding packaging) and the person is in custody,
  - a. The officer will issue a Civil Citation to the person and will promptly release the person.

## D. Criminal vs. Civil Violations

1. While possession of drug paraphernalia is still a criminal offense, Officers will not arrest or charge a person for possession of marijuana paraphernalia, unless the person is charged with another criminal violation.
2. If a person possesses less than 10 grams of marijuana, the officer may charge the person with the criminal offense of possession with intent to distribute CDS if the facts and circumstances present probable cause for the charge.

## E. Forms and Reports

1. Uniform Civil Citation (DC-028)
  - a. When charging a person for a civil offense, Officers will use a Civil Citation, either:



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- 1) the pre-printed/pre-numbered Civil Citation from the citation book provided by the District Court; or
  - 2) the Court-approved .pdf version of the Civil Citation.
2. Uniform Juvenile Civil Citation (DC-031)
    - a. If the person is under 18 years old, the officer will process the person as a juvenile and
    - b. Will charge the juvenile on a Civil Citation.
  3. Reports
    - a. Officers will complete an Incident Report detailing the circumstances of the incident.
  4. Report Distribution
    - a. The officer will give a copy of the Civil Citation to the person upon release.
    - b. The Records Section will send copies of the Civil Citation and Incident Report to the State's Attorney's Office.
    - c. The Records Section shall retain all original copies.

### **F. Issuing Civil Citations**

1. If the Officer chooses to use the Court-approved .pdf version of the Civil Citation, the officer will:
  - a. Use the tracking number from a preprinted/pre-numbered Civil Citation and type that number into the space provided in the .pdf version of the citation; and
  - b. Draw a diagonal line across the pre-printed/pre-numbered Citation and staple the pre-printed/pre-numbered Citation to the Court copy of the .pdf version.
2. The officer shall issue separate Civil Citations for each violation.
3. When the officer issues more than one Citation to a person, the Citations shall be related.
4. If the officer issues a Criminal Citation for a qualifying offense, the Criminal Citation shall be related to the Civil Citation.

### **G. Determining Subsequent Offenders**

1. The officer will determine if the person has previously been issued a Civil Citation for less than 10 grams of marijuana in order to establish
  - a. If the person is eligible to pay a pre-paid fine or
  - b. If the person must appear in Court.
2. To determine if the person is a subsequent offender, the person will be queried through one of the Court's databases, by the officer or by the PCO.
  - a. Records of previous civil offenses for marijuana violations are not maintained on the Judiciary Case Search (the public website.)
3. The Mainframe Database (accessed through CJIS) can be used;
  - a. The query of the Mainframe Database may be made by the PCO or the Officer.





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Chapter 21 Patrol

GO 16-028, 12/28/2016

Section 07 Civil Citations for Qualifying Marijuana Violations

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Supersedes GO 15-002

4. If a previous violation be located, the officer will save a copy of the record and include the record in the case file.
5. Offenses which qualify for a pre-paid fine and offenses that require the person to appear in Court:
  - a. 1st Violation - \$100 Prepaid Fine
  - b. 2nd Violation - \$250 Prepaid Fine
  - c. 3rd or Subsequent Violation - \$500 and Must Appear
  - d. Offender at least 18 but under 21 - Must Appear
1. Upon determining whether the person has any previous violations, the Officer will complete the Citation noting whether the person
  - a. Can pre-pay the fine or
  - b. Is required to appear in Court.

### **H. Searches**

1. Positive K-9 alerts will continue to be sufficient probable cause to search vehicles for the presence of CDS.
2. Probable cause searches for marijuana involving vehicles will be done so in accordance with the Carroll Doctrine.
  - a. Such searches can extend to both the vehicle and its occupants.
3. When conducting probable cause searches for marijuana, Officers should always articulate the reasons they believe the vehicle contains contraband or the fruits, instrumentalities or evidence of criminal activity.
4. The search incident to arrest exception to the warrant requirement does not apply to the issuance of a Civil Citation.

### **I. Release**

1. The officer will release the person after he/she signs a Civil Citation, and citations for Must Appear offenses, if any.
2. The officer will not arrest a person for refusing to sign a Civil Citation; the person is not required to sign it.
  - a. The officer will write "Refused to Sign" in the signature line of the Citation.
3. A person is not required to furnish proof of identification when receiving a Civil Citation.
4. If the Officer believes the person is providing a fictitious name, the Officer may charge the person with the criminal charge of Obstructing and Hindering and may process the person as an On-View arrest.

### **J. Seizing and Testing**

1. Officers shall seize and have all marijuana, regardless of its weight, stored as a Controlled Dangerous Substances (CDS).



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2. Officers shall use MSP Form 67 - Request for Laboratory Analysis/Chain of Custody to maintain a chain of custody for the CDS.
3. Marijuana only involving a civil offense will not be sent to the laboratory for testing.
4. The CDS Custodian may need to field test or present the marijuana in Court as required by the state's attorney.
5. The CDS Custodian may be directed by a supervisor to send marijuana related to a criminal or serious traffic offense, regardless of the amount, to the laboratory for testing, when the supervisor has determined the evidence is necessary for the successful prosecution of the case.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 08 Vehicle Impound and Release

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GO 18-022, 04/18/2018  
Supersedes GO 15-009

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## A. Policy

1. The Aberdeen Police Department will complete detailed impound reports when impounding vehicles in situations where necessary to safeguard the vehicle, preserve evidence, or promote a safe environment.

## B. Procedure

1. When an officer impounds a vehicle, the officer shall notify the Communications Section and ask the PCO for an Impound Number.
2. The PCO will
  - a. Log the Impound Number in the Impound Book.
  - b. Run a 10-28 Registration Check and 10-29 Check for Wanted
  - c. Print out the results and give the printouts to the impounding officer
3. The officer shall
  - a. Record the Impound Number on Form 7 – Vehicle Impound and Inventory;
  - b. Complete both pages of the Form,
    - 1) Check all appropriate Conditions for Release, and
    - 2) Attach to the completed form the printouts of the 10-28 and 10-29.
4. The officer shall immediately submit the completed form with attachments to the supervisor.
5. The supervisor shall review and approve the impound documents and return them to the Communications Section before the officer's end of duty.
6. PCO's shall place the impound documents in the Impound Book in the Communications Section.

## C. Motor Vehicle Impound Book

1. Individual log forms will be maintained in the Communications Office.
2. Each entry will be assigned an Impound Number.
3. The first two digits will indicate the year of the entry to be followed by the sequential number of that entry, i.e., 03-001, 03-002, etc.
4. The number will be cut off annually; the last entry indicating the number of vehicles stored for that year.
5. The number will be recorded on the Vehicle Report in the space provided.

## D. Processing the Vehicle Impound and Inventory Forms

1. The Administrative Sergeant or Corporal shall
  - a. Check regularly and remove the Impound and Inventory documents; and
  - b. Maintain and process the Impound and Inventory documents until the vehicles can be released, appropriately. (61.4.3c)

## E. Requirements for Releasing Impounded Vehicles

1. Vehicles may be released to the following persons or under the following circumstances:



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Chapter 21 Patrol

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- a. To the owner with
    - 1) Photo ID *and*
    - 2) Proof of ownership
  - b. To an agent of the owner with
    - 1) Photo ID *and*
    - 2) Notarized, original letter from the owner authorizing the agent to claim the vehicle; **or**
    - 3) Employee ID *and*
    - 4) Letter from Company/Agency authorizing agent to claim the vehicle.
2. The vehicle shall not be released
- a. To the driver, prior to 8 hours after having been arrested for Driving Under the Influence.
  - b. If the vehicle is on hold.

### **F. Procedures for Releasing Impounded Vehicles**

1. The Police Communications Officer will complete a Form 31 - Authorization to Release Stored Motor Vehicle.
2. The PCO will give the original Form 31 to the person authorized to take possession of the vehicle.
3. The PCO will attach the NCR copy to the MVI File and place the file in the Impound Release Binder.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 09 Shoplifting

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GO 16-023 11/22/16  
Supersedes GO 15-081

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## **A. Policy**

1. The Department shall assist and cooperate however possible with store employees and security staff to detect, apprehend, and prosecute persons accused of theft (shoplifting).

## **B. Arresting Shoplifters**

1. The officer may take the shoplifter into custody under the following circumstances:
  - a. When the value of the stolen property exceeds the felony limit in dollars, and probable cause is established, and prosecution is requested.
  - b. The suspect does not possess positive identification to the satisfaction of the responding officer, or has no fixed address.
  - c. When there are extenuating circumstances and the arrest complies with warrantless arrest laws.
  - d. When the shoplifter is a juvenile, regardless of the monetary value.
    - 1) The officer shall process juveniles according to juvenile procedures

## **C. Identifying Shoplifters**

1. If the officer is uncertain about the positive identity of a suspect, the officer shall perform a records check.

## **D. Releasing Shoplifters**

1. The officer may release the suspect if the suspect is an out of state resident and has proper identification, and the offense is not a felony.
2. The officer will advise the store owner/agent of procedures for making application for a Statement of Charges.

## **E. Reporting**

1. The officer shall complete an incident report on all shoplifting incidents.



# The Aberdeen Police Department Policies & Procedures Manual



Chapter 21 Patrol  
Section 10 Motor Vehicle Towing & Impound Procedures  
CALEA 61.4.3a,b

GO 24-016, 06/13/2024  
Supersedes GO 24-001

## A. Policy<sup>2</sup>

1. Department Officers are authorized to tow and impound vehicles that are illegally stopped, standing, or parked; are stolen, abandoned or unattended; and/or are in the Department's custody.
2. These procedures will give officers direction and guidelines to operate with a sound, legal basis when towing vehicles:  
Procedure #1 – Verifying Status of Vehicle(s)  
Procedure #2 – Confirming Situations for Impounding  
Procedure #3 – Confirming Situations for Towing and Informing Drivers about Options for Removing their Vehicles  
Procedure #4 – Requesting a Towing Company  
Procedure #5 – Preparing to Impound a Motor Vehicle  
Procedure #6 – Impound Processing before Removing a Motor Vehicle  
Procedure #7 – Impounding the Motor Vehicle  
Procedure #8 – Releasing Impounded Motor Vehicle  
Procedure #9 – Closing the Case
3. Officers shall follow towing and impounding documentation procedures in *Aberdeen Policies and Procedures Manual Policy Ch 21 Section 10 Documenting Motor Vehicle Towing & Impounds*.

## B. Definitions

1. **Approved Tow Company**<sup>1</sup> – Harford County approved licensed or certified tow companies.
2. **DES** – Harford County Department of Emergency Services
3. **Form 0007 Motor Vehicle Impound & Inventory Report** – 1-page form completed for every impounded vehicle—includes vehicle inventory--and is distributed according to **instructions** at the bottom of the form.
4. **Form 0183 – 48-Hour Notice** placed on unattended, illegally parked vehicle
5. **Towing** – The removal of a vehicle from a scene but not from the control of its owner or operator.
6. **Investigating Officer, Responding Officer** – Same Officer
7. **Impounding** – The removal of a vehicle from a scene and from the control of its owner or operator.
8. **Parking Obstruction** - Vehicle is illegally parked where the vehicle **unreasonably** obstructs or impedes the free flow of traffic or the movement of pedestrians
9. **Reasonable Effort (to contact owner/operator of a vehicle)** - Shall include telephoning the owner, or personally meeting with the owner if in the Aberdeen service area or the officer may request that DES attempt to telephone the owner.
10. **Tow Company Rotation List**<sup>2</sup> – List of County-approved, licensed towing **companies** in the Aberdeen service area.



## The Aberdeen Police Department Policies & Procedures Manual



Chapter 21 Patrol  
Section 10 Motor Vehicle Towing & Impound Procedures  
CALEA 61.4.3a,b

GO 24-016, 06/13/2024  
Supersedes GO 24-001

### C. Procedure #1 – Verifying Status of Vehicle

1. The responding officer shall notify DES and request the following checks on all vehicles in situations described in this policy:
  - a. Verify the vehicle registration (10-28); and
  - b. Verify if the vehicle is stolen or wanted (10-29).
2. Whenever a motor vehicle is to be towed by the Department, the responding officer shall notify DES to generate a call for service.

### D. Procedure #2 – Confirming Situations for Impounding (61.4.3b)

1. The responding officer shall impound the vehicle that is on public or private property that is stolen or wanted.
2. The responding officer shall impound the vehicle when circumstances may include, but will not be limited to:
  - a. The operator has been arrested;
  - b. The operator is DUI or DWI;
  - c. Unlicensed Operator;
  - d. Vehicle pursuit to include operator fleeing from vehicle;
  - e. Tags removed from vehicle for MVA reasons;
  - f. Hit and Run, operator not on scene or suspect/operator arrested;
  - g. Recovered stolen vehicles when the owner cannot respond within a reasonable time; or
  - h. Police Officer moved the vehicle to a secure area for processing as evidence of a crime; and/or
  - i. The vehicle contains evidence of a crime.
  - j. 48-hour notice expired on an abandoned vehicle.<sup>3</sup> (61.4.3a)

### E. Procedure #3 – Confirming Situations for Towing and Informing Drivers about Options for Removing their Vehicles

1. Traffic crash and the inoperable vehicle is interfering with the flow of traffic: (61.4.3b)
  - a. The owner/operator may call their own tow service or ask the officer to call a service at the owner's expense.
    - 1) The officer shall call for the next towing service on the list.
2. Alternatives for owners/operators who are unable to physically drive their vehicles: (61.4.3b)
  - a. The owner/operator may release the vehicle to a licensed driver who will assume full responsibility for the vehicle and all property inside the vehicle;
  - b. The owner/operator may secure the vehicle and allow it to remain at the scene, if parked in an unrestricted parking area, and the owner/operator agrees to assume full responsibility for the vehicle and all property inside the vehicle.
3. Parking Obstruction (61.4.3b)
  - a. The officer shall:



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- 1) Issue a citation for the specific violation to the owner/operator; or
- 2) Make a reasonable effort to contact the owner/operator and instruct them to move the vehicle.
- b. Have the vehicle towed at the owners expense if:
  - 1) The owner/operator is unwilling or unable to move the vehicle;
  - 2) If the vehicle is abandoned; or
  - 3) If the vehicle is blocking access to a private residence or driveway.
4. Abandoned Vehicle (61.4.3a)
  - a. If the abandoned vehicle has not been recorded as unattended for 48 hours, the Officer shall:
    - 1) Notify DES to generate a call for service;
    - 2) Leave a 48-hour notice on the vehicle;
    - 3) Make a reasonable effort to contact and inform the owner to remove the vehicle within 48 hours or it will be impounded as an abandoned vehicle.
    - 4) The officer shall document in CAD all attempts to contact the owner.
  - b. If an abandoned vehicle is on any portion of a primary or secondary highway, and has no cones, flares, or other warnings displayed<sup>4</sup>, the officer shall have the vehicle towed.
  - c. Abandoned Motor Vehicle on Private Property, not Stolen or Wanted
    - 1) The responding officer shall generate a call for service and record activities in the CAD.
    - 2) If it is not wanted or stolen, inform the complainant they must make their own arrangements to have the vehicle removed from their property.

## **F. Procedure #4 – Requesting a Towing Company (61.4.3b)**

1. Owner's Request - A stranded driver or a stranded driver of a crash may request a specific tow company if:
  - a. The owner or authorized user of the vehicle is present; or
  - b. The owner or authorized user requested the tow company to the officer; and
  - c. The tow company can arrive within 30 minutes of the officer's call to DES. (See D.3. Response time of the Tow Company)
2. The investigating officer shall request a tow company through DES and may use the following, or similar, terminology<sup>5</sup>.
  - a. The owner/operator requested a specific tow company:
    - 1) "Owner's request, (name of tow company) (color and make of vehicle)."
  - b. Owner/operator did not specify a tow company:
    - 1) "Owner's request, next on the Aberdeen Police Department tow company rotation list. (color and make of vehicle)."
  - c. Officer impound:
    - 1) "Impound, next on the list (color of vehicle, tag number, make/model)."





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3. Response time of the Tow Company <sup>6</sup>
  - a. If the tow company has not arrived at the scene within 30 minutes after DES called the company, the officer shall notify DES.
  - b. If the officer is not reasonably satisfied that the tow company will arrive at the scene within (10) minutes after the second call, the officer may request that the dispatcher:
    - 1) Cancel that tow company; and
    - 2) Call the next tow company on the rotation list.

### **G. Procedure #5 – Preparing to Impound a Motor Vehicle (61.4.3b)**

1. Whenever a motor vehicle is to be impounded by the Department, the investigating officer shall:
  - a. Obtain a Motor Vehicle Impound & Inventory Report (Form 0007);
  - b. Contact the Patrol Supervisor to:
    - 1) Request an impound number to write on the Motor Vehicle Impound & Inventory Report;
    - 2) Give the supervisor the IR number; and
    - 3) Give the supervisor the date the process began.
2. The Patrol Supervisor shall:
  - a. Retrieve the Vehicle Impound Book;
  - b. Relay to the officer the next Impound Number; and
  - c. Enter the following information in the Impound Book at the corresponding Impound Number:
    - 1) IR#, Officers' last name and ID#, and Impound Date.
3. The officer shall record the Impound Number in the Incident Report and on the Motor Vehicle Impound and Inventory Report (Form 007) and fill in the form with the vehicle information and inventory details.<sup>7</sup>

### **H. Procedure #6 – Impound Processing before Removing a Motor Vehicle (61.4.3b)**

1. The Responding Officer shall notify DES to generate a call for service.
2. The officer shall make every reasonable effort to contact the owner of the vehicle if they are not present at the time of storage to notify them of the vehicle's storage and tow company information.
  - a. The officer shall record the notification efforts in the Owner Information section of the Motor Vehicle Impound & Inventory Report Form # 007.<sup>8</sup>
3. The officer shall examine and inventory the motor vehicle's contents.<sup>9</sup>
  - a. The officer may open the unlocked the trunk, glove box, and any unlocked containers;
    - 1) If a key is available, the officer may unlock the trunk, glove box, and containers.
  - b. The officer may remove non-evidence items that may potentially be valuable, and record and secure the removed items.<sup>10</sup>
  - c. The officer shall lock in the vehicle any items not removed, preferably in the trunk.



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d. The officer may seize evidence or contraband lawfully discovered in the vehicle.

### I. Procedure #7 – Impounding the Motor Vehicle (61.4.3b)

1. Impounding for non-criminal reasons.

a. The officer shall have the driver of the tow company sign the Motor Vehicle Impound and Inventory Report (Form 0007) <sup>11</sup> and distribute the copies according to the instructions on the form.<sup>12</sup>

2. Impounding for Criminal Investigations

a. If the vehicle must be impounded as evidence for forensic processing:

- 1) The investigating officer shall arrange for the vehicle to be processed at the scene for evidence, if possible.
- 2) If not possible to process at the scene, the investigating officer shall have the vehicle towed to the secured area.
- 3) The officer shall follow the vehicle as it is towed to its destination to maintain a chain of custody.
- 4) The officer shall have the vehicle stored in a secured location and kept there until it is no longer needed as evidence.
- 5) The sally port is the current secured area for processing oversized evidence.
- 6) Officers shall notify Department employees to stay out of the sally port until employees receive notification that the evidence is removed.

### J. Procedure #8 – Releasing Impounded Motor Vehicles

1. After the CSI has processed the vehicle, the CSI shall notify the Patrol Supervisor that the vehicle is ready for release.

a. The investigating officer or Patrol Supervisor shall notify the same tow company to remove the vehicle from the Department.

b. The tow company shall arrive to remove the vehicle.

c. The officer shall, prior to removal of the vehicle:

- 1) Have the tow company driver sign the Motor Vehicle Impound and Inventory Report (Form 0007) as having received the vehicle;<sup>13</sup>
- 2) Give the yellow copy of the form to the tow company driver;
- 3) Place the pink copy of the signed form on or inside the vehicle; and
- 4) Keep the white original.

d. The Department shall request to the Tow Company, in writing on the Motor Vehicle Storage Report, that the Tow company notify APD when the vehicle has been released to the owner/operator.

2. The investigating officer or Patrol Supervisor shall:

a. Notify the owner and provide them with the name and contact information for the tow company where their vehicle is located;

b. Advise the owner that they must contact the tow company to arrange its release<sup>14</sup>; and



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c. Document in CAD that the owner was notified that their motor vehicle can be released.

### **K. Procedure #9 – Closing the Case<sup>15</sup>**

1. The investigating officer shall submit the White original Motor Vehicle Impound & Inventory Report with 10-28 and 10-29 printouts to the Supervisor who shall:
  - a. Review and approve the documents;
  - b. Update the Impound Book; and
  - c. Forward the White Report to the Records Section to process.
2. The Records Section shall submit the white Report to the Motor Vehicle Impound Records Officer.



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## ENDNOTES *(may need to copy and paste links)*

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- <sup>1</sup> Harford County Code 237-5 License, Decal Required <https://ecode360.com/9375249> 237-5
- <sup>2</sup> Harford County Code 237-10 List of Licensed towing operators; manner of dispatching towing operators <https://ecode360.com/9375265> 237-10
- <sup>3</sup> *Maryland Transportation Article, Title 25, Subtitle 2, Section 5-201(b)*  
<https://law.justia.com/codes/maryland/2022/transportation/title-25/subtitle-2/section-25-201/>
- <sup>4</sup> MD Code, Transportation §22-408, Display of Warning Devices when Vehicle Disabled  
<https://law.justia.com/codes/maryland/2022/transportation/title-22/subtitle-4/section-22-408/>
- <sup>5</sup> Harford County Sheriff's Office Operations Policy, Towing and Storage of Motor Vehicles OPS 805 Section B  
<https://harfordsheriff.org/wp-content/uploads/2020/08/12365446.pdf>
- <sup>6</sup> Harford County Code 237-10 List of Licensed towing operators; manner of dispatching towing operators  
<https://ecode360.com/9375265> Scroll to 237-10
- <sup>7</sup> *Policy Chapter 21.11 Documenting Motor Vehicle Towing & Impounds, E. Motor Vehicle Impound & Inventory Report (Form 0007) – Instructions for Completion*
- <sup>8</sup> *Policy Chapter 21.11, G.3.a.1&2 procedures for Vehicle Impounds Records Officer to continue effort to notify owner*
- <sup>9</sup> *Policy Chapter 21.11, E.5. Vehicle Inventory*
- <sup>10</sup> *Policy Chapter 21.11, E.5.h. Complete a property form*
- <sup>11</sup> *Policy Chapter 21.11, E.6.34. Have tow driver sign the form in box 34.*
- <sup>12</sup> **REVISED, same GO 24.16**
- <sup>13</sup> *Policy Chapter 21.11, E.6.34. Have tow driver sign the form in box 34.*
- <sup>14</sup> The tow company will notify the owner and arrange for the vehicle's release. Tow companies have the responsibility of advising the vehicle owners when and where to respond, and what legal documents will be needed for the vehicle to be released.
- <sup>15</sup> *Policy Chapter 21.11, F. Closing the Case*



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- d. The officer reporting the incident will make a reasonable effort to contact the owner and advise him to remove the vehicle within 48 hours or it will be removed and stored as an abandoned vehicle.
  - 1) Reasonable effort will be to telephone contact or personal contact, when feasible, in the department's area, and telephone contact elsewhere within Maryland and adjoining states, when practical.
- e. If a vehicle has been recorded as unattended for 48 hours, removal and storage may be directed by the patrol supervisor.
  - 1) The patrol supervisor will verify that reasonable effort has been made to contact the owner prior to storage.
- f. If a vehicle has been left unattended on any portion of a primary or secondary highway, and is in violation of any of the provisions of Motor Vehicle Law § 22-408 of the Transportation Article, the patrol supervisor may authorize its removal and storage as an abandoned vehicle.
  - 1) The patrol supervisor will insure that reasonable effort has been made to contact the owner prior to storage.
- g. The actual removal of a vehicle abandoned on public property will be covered as a separate incident under a separate Incident Report Number.
  - 1) The officer will complete and submit a Vehicle Impound Report, indicating that the vehicle is abandoned on public property and has been stored.
  - 2) The vehicle's VIN number will be physically verified.

### **D. Abandoned Vehicle on Private Property (61.4.3a)**

- 1. In response to complaints of vehicles and mobile homes abandoned on private property, the following procedures will be adhered to:
  - a. The Department will initiate an Incident Report covering the abandoned vehicle incident.
  - b. Upon contact with the complainant, the assigned officer will determine if the vehicle in question is stolen or wanted.
    - 1) If so, it will be processed as per established procedures.
  - c. The officer will assist the complainant in the completion of MVA Form #CS-77, Application to Dispose of an Abandoned Vehicle.
    - 1) In every case, this form must be signed by the complainant and the vehicle's VIN number verified by the officer.
  - d. In addition to the above form, the officer will complete a Vehicle Impound Report, noting the facts pertaining to the abandonment of the vehicle and the notification procedures that have been taken.
  - e. Upon completion of the initial incident investigation, the Vehicle Impound Report will be submitted with the completed MVA Form #CS-77 attached.



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## **E. Abandoned Vehicles in Garages**

1. In response to complaints of vehicles abandoned in a garage used for parking, towing, storing, servicing, repair or maintenance of vehicles, certain procedures will be adhered to.
  - a. The responding officer will initiate an Incident Report Number covering the abandoned vehicle incident, except that in the case of a vehicle stored at the facility by direction of the Aberdeen Police Department, the incident will be handled as a follow-up to the original impound incident.
  - b. Upon contact with the complainant, the assigned officer will determine if the vehicle in question is currently listed as stolen or wanted and, if so, it will be processed as per established procedures.
  - c. If the vehicle is not stolen or wanted, ascertain if:
    - 1) the vehicle has been at the garage in excess of ten days following a notice by registered mail, return receipt requested by the addressee, to the owner to pick up the vehicle.
    - 2) the vehicle has been at the garage in excess of ten days after the period when, pursuant to contract, the vehicle was to remain on the premises.
    - 3) the vehicle has been at the garage in excess of ten days after it was left by someone other than the registered owner or by a person authorized to have possession of the vehicle under a contract or use, service, storage, or repair.
  - d. If any of the above conditions have been met and after the officer obtains copies of any documents verifying that they have been met, the complainant will be assisted in completing MVA Form #CS-77, Application to Dispose of an Abandoned Vehicle. In every case, the form must be signed by the complainant and the vehicle's VIN number verified by the officer.
  - e. In addition to the above form, the officer will complete a Vehicle Impound Report, noting the facts pertaining to the abandonment of the vehicle and the notification procedures that have been taken.
    - 1) In the case of a vehicle that was placed in the garage by direction of the Aberdeen Police Department, a Supplemental Report, will be used as a follow-up to the original Vehicle Impound Report that was submitted.
  - f. Upon completion of the initial incident investigation, the appropriate report will be submitted with the completed MVA Form #CS-77 and other verifying documents attached.

## **F. Administrative Procedures**

1. The Chief of Police shall establish an abandoned vehicle program designed to implement the provisions of the Abandoned Vehicle Laws.
2. The Administrative Captain shall be appointed to take charge of this program.
3. In addition to the procedures specified hereunder, the Property Officer will be responsible for the maintenance of the Vehicle Impound Files.
4. The notification procedures required by law will not be necessary when the abandoned vehicle is over eight years old and has no engine or is otherwise totally inoperable, and these



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facts have been verified by an on-site physical inspection of the vehicle by the abandoned vehicle supervisor.

- a. When completed Vehicle Impound or Supplement Reports dealing with an abandoned vehicle are received, one copy with attachments, when required, will be turned over to the radio dispatcher.
  - b. Upon receipt of reports, the dispatcher will initiate a METERS inquiry to the State Motor Vehicle Administration to determine the owners and lien holders associated with the abandoned vehicle. The METERS printout received will be retained with other documentation pertaining to the abandoned vehicle.
5. If the abandoned vehicle investigation indicates that the vehicle may be titled or registered in another jurisdiction, that jurisdiction should be contacted and reasonable attempts should be made to establish ownership.
- a. If the owner and/or lien holder can be established, the abandoned vehicle supervisor will as soon as reasonably possible and in any event within seven days, prepare and mail a Notice of Intention to Dispose of an Abandoned Vehicle (MVA Form #CS-88).
  - b. This notice shall be sent to the last registered owner and lien holder by certified letter, return receipt requested signed by the addressee. In all cases, one copy of the Form #CS-88 will be retained for the Vehicle Files.
  - c. In the case of an abandoned vehicle removed at the direction of the Aberdeen Police Department, one copy of Form #CS-88 will be forwarded to the licensed auto wrecker having custody of the vehicle.
6. If the registered owner and lien holder is unknown and cannot be reasonably determined, the abandoned vehicle supervisor will prepare a notice for posting in the Harford County Court House.
- a. The notice shall appear within fifteen days from the date of removal of the abandoned vehicle from public property or from the date application for disposal was made, except that in the case where the registered or certified mail is returned as undeliverable, the notice shall be published within seven days of such return.
  - b. One copy of the notice will be retained for the Vehicle Impound File.

### **G. Suggested guide - Court Notice**

#### **1. NOTICE OF INTENT TO DISPOSE OF ABANDONED AND STORED VEHICLE(S)**

The motor vehicle(s) described in this example has been found abandoned at Joe's Auto Body, 1 W. Bel Air Avenue, Aberdeen, MD. The owner(s) and lien holder(s) are hereby informed of their right to reclaim the vehicle(s) upon payment of all charges and costs resulting from the towing, preservation and storage of the vehicle(s).

The failure of the owner(s) or lien holder(s) to reclaim the vehicle(s) within three weeks of the date of this notice shall be deemed a waiver by the owner(s) or lien holder(s) of all rights, title and interest and thereby consent to the sale of the vehicle(s) at public auction or to have it otherwise disposed of in a manner provided by law. For information, contact the Aberdeen Police Department at (410) 272-2121.



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Example:

Make & Model	Year:	Serial #:	MVI #
Ford 2 DS	1949	48B-67582	03-001

If the abandoned vehicle is not reclaimed within three weeks from the date notification was mailed or within three weeks of the date publication appeared in a newspaper, the following disposition will be made:

2. If the abandoned vehicle was removed from public property at the direction of the Aberdeen Police Department, the abandoned vehicle supervisor will prepare a Vehicle Release Authorization, and forward same to the licensed wrecker or scrap processor having custody of the vehicle.
  - a. This form will contain a comment to the effect that notification procedures required by law have been complied with and the licensed wrecker or scrap processor is free to dispose of the vehicle through procedures provided in the law.
  - b. A copy of the release form will be retained by the abandoned vehicle supervisor and it will serve to close the active file on that particular vehicle.
3. If the vehicle was abandoned on private property or in a garage, the complainant will be granted authority to dispose of the vehicle to a licensed auto wrecker or scrap processor by issuing MVA Form #CS-78, Certificate of Authority to Dispose of an Abandoned Vehicle.
  - a. A copy of this Form will be retained by the Property Officer. In the case of vehicles abandoned on private property and vehicles placed in a garage by someone other than the Aberdeen Police Department, the retained copy of Form #CS-78 will serve to close the active file on the vehicle in question.
  - b. If the vehicle was originally placed in a garage by direction of the Aberdeen Police Department, a Vehicle Release Authorization Form will be completed and will be forwarded to the garage along with MVA Form #CS-78.
  - c. In this case, copies of the Release Certificate and MVA Form #CS-78 will serve to close the active file on the abandoned vehicle.





# The Aberdeen Police Department Policies & Procedures Manual



Chapter 21 Patrol  
Section 12 Unattended Deaths

GO 22-004, 11/03/2022  
Supersedes GO 17-006

## A. Policy

1. It is the policy of this Department to investigate all unattended deaths.

## B. Definitions

1. Attending Physician - physician responsible for the care given to the victim; and/or the victim's private physician if that physician cares for the victim on an individual and/or outpatient basis.
2. Unattended death - Any death other than in a nursing home, medical care facility, or where a physician is not present

## C. Death by Natural Causes

1. Upon arrival at scene, the first responding officer shall:
  - a. Determine that the victim has died;
  - b. Secure the scene;
  - c. Maintain crime scene integrity until the investigation is completed;
  - d. Check the area in vicinity of body for anything suspicious; and
  - e. Observe body for unusual or unnatural marks or bruises.
2. Notifications shall include but may not be limited to:
  - a. The on-call CID detective;
  - b. The deceased's immediate family, or next-of-kin;
  - c. The deceased's attending physician;
  - d. EMTs/Paramedics; and
  - e. The Medical Examiner (ME)
    - 1) The officer shall advise the ME about:
      - a) The scene conditions; and
      - b) If a doctor will or will not sign off on the death.
    - 2) The officer shall ascertain:
      - a) The name of the ME; and
      - b) Whether the ME will respond.
3. The officer shall collect information about the deceased including, but not limited to:
  - a. Name of victim;
  - b. Age and DOB;
  - c. Known medical problem, medical history;
  - d. When victim last seen or talked to and by whom;
  - e. Prescription medications; and
  - f. Attending physician.
4. The officer shall confiscate the deceased's prescription medications.



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## **D. Pronouncing the Death**

1. The officer shall ensure that the victim is pronounced deceased by a certified EMT/Paramedic or physician in all cases where death would not be obvious to the average person.
2. The officer may pronounce the victim deceased *only* if the death would be obvious to the average person. (i.e. body in a state of decay, decapitation, evisceration, or extreme trauma)
3. Officers shall note on the final report:
  - a. The name and job title of the person pronouncing the death; and
  - b. The official time of death.

## **E. Releasing the Deceased**

1. The officer may release the deceased to the family or other agency when the officer on the scene has determines that:
  - a. Death has occurred;
  - b. The scene does not indicate the possibility of homicide or suspicious circumstances; and
  - c. The officer feels that his/her presence is no longer needed.
2. The officer may assist the family with making arrangements for removal of the deceased, as dictated by the circumstances.

## **F. Documentation**

1. Officers shall complete an incident report and a Form 16 Death Investigation Report for all death investigations.
2. Officers shall document on the Incident Report:
  - a. The Medical Examiner was contacted;
  - b. The name of the Medical Examiner; and
  - c. If the Medical Examiner responded or declined to respond.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 13 Seizure of Non-Prescription Opioids

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GO 16-021, 11/04/2016  
New policy

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## A. Policy

1. Department personnel shall not be authorized to field test any powdery substance suspected to be heroin, fentanyl, synthetic opioid or any combination thereof, herein after referred to as non-prescription opioids.

## B. Procedures

1. Officers, as soon as possible upon seizing any suspected non-prescription opioid, shall heat seal the suspected CDS per policy and submit it for laboratory analysis.
2. Officers shall use appropriate personal protective measures such as double gloves, mask, and eye protection while seizing, handling or preparing to submit any suspected non-prescription opioid for laboratory analysis.
3. Officers shall be accompanied by one additional Naloxone/Narcan-trained Officer who has at least one (1) Naloxone/Narcan kit.
4. If Officers have any questions about the type of CDS they have seized (cocaine vs fentanyl, synthetic LSD vs fentanyl, bath salts vs fentanyl, etc.), they shall exercise caution and follow these procedures.

## C. Documentation

1. If it is necessary to immediately charge the suspect(s) with the suspected CDS prior to receiving official lab results, officers will provide the following details in their statements of charges:
  - a. Their training, knowledge and experience as it relates to CDS, as well as any opioid specific training they've received.
  - b. Detailed description of the packaging and the suspected non-prescription opioid.
  - c. Any witness or suspect statements including their descriptions of the type of suspected CDS.
  - d. The fact that they know that fentanyl and or synthetic opioids are often cut with heroin or sold as heroin.

## D. Exposure Effects Procedures

1. If any Officers feel that they were exposed to a non-prescription opioid and feel any side-effects, they shall immediately request medical assistance.
2. The Officers' supervisor will submit a First Report of Injury.
3. The supervisor will notify the Patrol commander of possible exposure upon receiving the completed First Report of Injury.



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 21 Patrol  
Section 14 Home Detention Enforcement

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GO 18-039  
New Policy

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## A. Policy

1. The Aberdeen Police Department will provide secondary back-up assistance to all Home Detention Enforcement Unit (HDEU) Correctional officers having contact with offenders in the program, and who are within our jurisdiction.
  - a. The events may include home visits, retakes, rejections and any other event for which an HDEU officer requests assistance.

## B. Notification and Assistance

1. When a Home Detention Enforcement Unit (HDEU) Correctional Officer is *en route* to a City of Aberdeen location, the HDEU officer will call the Aberdeen Police Department, if the HDEU officer needs assistance with the event.
2. The PCO will record the:
  - a. HDEU officer's name;
  - b. Name and Address of the offender;
  - c. Expected time of the officer's arrival; and
  - d. Any other pertinent information related to the visit.
3. The PCO will notify the Supervisor who will designate an officer to assist.
4. The PCO will instruct the HDEU officer to wait for the designated APD officer.
5. If there are no APD officers available to assist, the HDEU officer will determine whether to conduct the visit alone.

## C. Arrest of Offender

1. If there is a need to arrest an offender for program violations, the HDEU officer will take the appropriate action.
2. If there is a need to arrest an offender for committing a criminal offense (a criminal offense is observed by the APD officer during the visit), the APD officer will take the appropriate action.

## D. Additional Information

1. HDEU Correctional Officers
  - a. Home Detention Enforcement Correctional Officers are not police officers.
  - b. They are academy trained and certified through the Maryland Police and Training Standards Commission (formerly MPCTC) but do not have typical police powers.
  - c. Their power of arrest is limited to offenders of home detention.
  - d. They are uniformed and carry firearms.
  - e. They operate covert type vehicles.
2. Visits
  - a. Compliance visits are random and unannounced to the offender.
  - b. At least twice a month, a Home Detention Enforcement Correctional Officer will visit the homes of offenders to ensure compliance with the program rules.



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New Policy

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- 1) The HDEU officer checks the clients' monitoring equipment and inspects the house for rules compliance.
- 2) The process usually takes about 15 minutes.
3. Offenders
  - a. APD will be provided with names and address of those home detention offenders residing in the City of Aberdeen.
    - 1) The names and addresses will be distributed to all personnel.
    - 2) A copy will be maintained in Communications.
4. HDEU Contact
  - a. The 24-hour contact number for the Home Detention Enforcement Unit is (410)769-6428.
  - b. APD Officers may call this number any time officers have questions or need guidance with offenders on home detention.



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Chapter 21 Patrol  
Section 15 Persons with Mental Health Issues

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GO 18-079, 10/22/18  
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## A. Policy

1. Department employees shall provide to persons who have mental illnesses the same rights, dignity, and access to police and other government/community services as are provided to all citizens.
2. This policy provides general guidelines for recognizing and interacting with persons with mental health issues.

## B. Definition

1. Mental Illness - Any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning; and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.

## C. Procedures

1. Department employees will use caution to ensure that the person's rights are not violated and that the person understands what is occurring.
2. Department employees will see that people with a mental illness receive the necessary assistance to access services.
3. Officers shall familiarize themselves with the proper methods of transport, arrest, and detention to ensure officer safety while providing reasonable support to an arrestee with a mental illness.

## D. General Guidelines for Recognizing Symptoms (41.2.7a)

1. Officers shall be alert to symptoms common to mental illnesses.
2. The following behaviors may be useful in recognizing warning signs of mental illness:
  - a. Social Withdrawal
    - 1) Sitting and doing nothing.
    - 2) Withdrawal from family, friends; abnormal self-centeredness.
    - 3) Dropping out of activities such as occupations and hobbies.
    - 4) Decline in academic or athletic performance.
  - b. Depression
    - 1) Loss of interest in once pleasurable activities.
    - 2) Expression of hopelessness, helplessness, inadequacy.
    - 3) Changes in appetite, weight loss or weight gain.
    - 4) Behaviors unrelated to events or circumstances.
    - 5) Excessive fatigue and sleepiness, or an inability to sleep.
    - 6) Pessimism; perceiving the world as "dead".
    - 7) Thinking or talking about suicide.
  - c. Thought Disorders
    - 1) Inability to concentrate or cope with minor problems.



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- 2) Irrational statements.
- 3) Poor reasoning, memory, and judgment.
  - a) Expressing a combination of unrelated or abstract topics.
  - b) Expressing thought of greatness, e.g., person believes he/she is God.
  - c) Expressing ideas of being harassed or threatened, e.g., CIA monitoring thoughts through TV set.
- 4) Peculiar use of words or language structure.
  - a) Nonsensical speech or chatter.
  - b) Word repetition-frequently stating the same or rhyming words or phrases. Extremely slow speech.
  - c) Pressured speech – expressing urgency in manner of speaking.
- 5) Excessive fears of suspiciousness.
  - a) Preoccupation with death, germ, guilt, delusions, and hallucinations.
- d. Expression of Feelings
  - 1) Hostility from one formerly passive and compliant.
    - a) Argumentative, belligerent, or unreasonably hostile.
    - b) Threatening harm to self or others.
    - c) Overreacting to situations in an overly angry or frightening way.
  - 2) Indifference, even in highly important situations.
    - a) Lack of emotional response.
  - 3) Inability to cry, or excessive crying.
  - 4) Inability to express joy.
  - 5) Inappropriate laughter.
    - a) Reacting with opposite of expected emotion – e.g. laughing at auto accidents.
  - 6) Nonverbal expressions of sadness or grief.
- e. Behavior
  - 1) Hyperactivity or inactivity or alterations between the two.
    - a) Talking excitedly or loudly.
    - b) Manic behavior, accelerated thinking and speaking.
  - 2) Deterioration in personal hygiene and appearance.
    - a) Bizarre clothing or makeup, inappropriate to environment – e.g., shorts in the winter, heavy coats in the summer.
  - 3) Involvement in automobile accidents.
  - 4) Drug or alcohol abuse.



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- 5) Forgetfulness and loss of valuable possessions.
- 6) Attempts to escape through geographic change, frequent moves, or hitchhiking trips.
- 7) Bizarre behavior – staring, strange postures or mannerisms, lethargic, sluggish movements, repetitious or ritualistic movements.
- 8) Decorations – Inappropriate use of household items, e.g., aluminum foil covering windows.
- 9) “Pack rattling” waste matter/trash – accumulation of trash, e.g., hoarding string, newspapers, paper bags, clutter, etc.
- 10) Unusual sensitivity to noises, light, colors, clothing.
- 11) Changes in sleeping and eating habits.

f. Cognitive Impairments

- 1) Disorientation in time, place, or person. Confusion, incoherence and extreme paranoia.
- 2) Inability to find way in familiar settings.
- 3) Inability to solve familiar problems.
- 4) Impaired memory for recent events.
- 5) Inability to wash and feed oneself, urinary or fecal incontinence. Presence of feces or urine on the floor or walls.
- 6) The degree to which these symptoms exist varies from person to person according to the type and severity of the mental illness.
  - a) Many of these symptoms represent internal, emotional states that are not readily observable from a distance, but are noticeable in conversation with the individual.
  - b) Often, symptoms of mental illness are cyclic, vary in severity from time to time.
  - c) Duration of an episode can also vary from weeks to months for some, and many years or a lifetime for others.

**E. Common Encounters (41.2.7c)**

1. Officers should be prepared to encounter a person with a mental illness at any time.
2. Common situations in which such individuals may be encountered include but are not limited to, the following:
  - a. Wandering—Individuals with mental challenges may be found wandering aimlessly or engaged in repetitive or bizarre behaviors in a public place;
  - b. Seizures—Mentally ill persons are more subject to seizures and may be found in medical emergency situations;
  - c. Disturbances—Disturbances may develop when caregivers are unable to maintain control over mentally ill persons engaging in self-destructive behaviors;





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- d. Strange and bizarre behaviors—Repetitive and seemingly nonsensical motions and actions in public places, inappropriate laughing or crying, and personal endangerment; or
- e. Offensive or suspicious persons—Socially inappropriate or unacceptable acts such as ignorance of personal space, annoyance of others, inappropriate touching of oneself or others, are sometimes associated with the mentally ill person who are not conscious of acceptable conduct.

### **F. Response to People With Mental Illness (41.2.7c)**

1. While protecting the officer's own safety, the safety of the person with mental illness and others at the scene, the officer should:
  - a. Speak calmly;
  - b. Use non-threatening body language;
  - c. Eliminate to the degree possible, loud sounds, bright lights, sirens, and crowds, moving the individual to a calm environment;
  - d. Keep animals away;
  - e. Look for personal identification;
  - f. Call the caregiver;
  - g. Memory impaired persons reported missing should be handled utilizing guidelines in the Missing Persons Chapter of this Manual;
  - h. Prepare for a lengthy interaction;
  - i. Repeat short, direct phrases;
  - j. Be attentive to sensory impairments that make it difficult to process information;
  - k. Do not touch the person unless absolutely necessary, use soft gestures, avoid quick movements, use simple and direct language, and don't automatically interpret odd behavior as belligerent;
  - l. Accompany the person through a building or neighborhood to seek visual clues;
    - 1) Be aware of different forms of communication such as signals or gestures instead of words;
  - m. Do not become angry at the person; and
  - n. Maintain a safe distance.
2. Officers should seek non-arrest resolutions for minor incidents.
3. Officers should consider when selecting appropriate disposition options that may include the following:
  - a. Refer or transport the person for medical attention if he or she is injured or abused;
  - b. Outright release;
    - 1) Release to care of family, caregiver or mental health provider;
  - c. Refer or transport to substance abuse services;



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- d. Assist in arranging voluntary admission to a mental health facility if requested;
- e. Transport for involuntary emergency psychiatric evaluation if the person's behavior meets the criteria for this action; and
- f. Arrest if a crime has been committed.

### **G. Interview and Interrogation (41.2.7c)**

- a. In a situation where an officer would normally give Miranda Rights, the officer should determine if the person understands the Miranda Rights.
  - 1) The officer should interview or interrogate the person if the officer believes the person:
    - a) Understands the nature of an oath;
    - b) Appreciates the difference between truth and falsehood;
    - c) Appreciates the necessity of telling the truth; and that
    - d) The person who testifies falsely may be punished; or
  - b. If the officer believes the person does not understand the Miranda Rights, the officer should select an appropriate action in this policy.
- 2. If the mentally ill person is a witness, officers should:
  - a. Not interpret lack of eye contact or strange actions as indications of deceit;
  - b. Use simple and straightforward language;
  - c. Do not employ common interrogation techniques, suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions; and
  - d. Recognize that the individual might be easily manipulated and highly suggestible.

### **H. Custody (41.2.7c)**

- 1. Officers will use the least restraint possible and protect the arrestee from self-injury, while taking all necessary precautions.
- 2. Voluntary admission or referral.
  - a. Officers should refer the person to:
    - 1) An appropriate mental health facility; or
    - 2) The person's primary care or other personal physician if possible.
  - b. Officers may transport the person to the Harford Memorial Hospital, Upper Chesapeake Hospital System.
- 3. Involuntary Admission.
  - a. Officers who have personally observed the actions of the individual and have reason to believe that the person is in clear and imminent danger of causing personal harm to him/herself or others, should transport the person to Harford Memorial Hospital or another appropriate facility.
  - b. Observations include but may not be limited to:
    - 1) The person is imminently dangerous to self or others.



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- 2) The person is unable to care for self (unable or refuses to accept intervention which would meet minimum needs for food, clothes, shelter or physical well-being.)
- 3) The person is suffering substantial physical deterioration and shows an inability to function if not treated immediately.
- c. The officer shall complete and submit to the receiving facility
  - 1) the Petition for Emergency Evaluation and
  - 2) the Certification by Peace Officer form.

### **I. Available Resources (41.2.7b)**

1. Mental health resources available to the law enforcement officer.
  - a. Harford Mobile Crisis Center 410-638-5248:
    - 1) The Crisis Center is open 24/7 and can assist the officer with appropriate referrals.
    - 2) The officer should call the center and talk to a counselor about the situation.
    - 3) The counselor can assist with housing, therapy, and mental health evaluations.
    - 4) The Center has a Mobile Crisis Team that may be able to respond to the scene and assist in evaluating the person.
  - b. Harford Memorial Hospital Emergency Room (UCHS) 443-843-5000
    - 1) The officer can use this resource for voluntary or involuntary admissions.

### **J. Training**

- a. Personnel shall receive initial training in Department procedures. (41.2.7d)
- b. Personnel shall receive refresher training annually. (41.2.7e)