

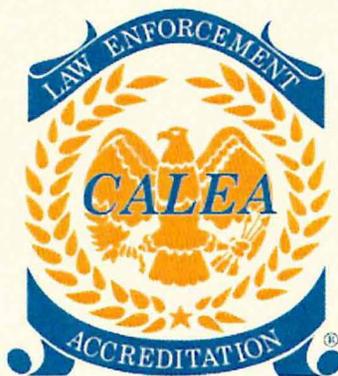


CALEA[®]

THE GOLD STANDARD IN PUBLIC SAFETY



Assessment Report
Hyattsville (MD) Police Department
2014



**Hyattsville, MD Police Department
Assessment Report
August 2014**

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A. Agency Name, CEO and AM:

Hyattsville Police Department
4310 Gallatin Street
Hyattsville, MD 20781

Douglas K. Holland, Chief of Police
Sgt. Christine Fekete, Accreditation Manager

B. Dates of the On-Site Assessment:

August 17-20, 2014

C. Assessment Team:

1. Team Leader: Danny Messimer
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2. Team Member: Richard Winstanley
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D. CALEA Program Manager and Type of On-Site:

Maya Mitchell

5th Reaccreditation, B size (52 authorized personnel: 40 sworn and 12 non-sworn)
5th edition Law Enforcement Advanced Accreditation

The agency utilizes the CACE-L software program.

E. Community and Agency Profile:

1. Community Profile

The City of Hyattsville dates back to 1845 when Christopher Clark Hyatt received 273 acres of land in an area of Prince George's County. He was appointed Postmaster in 1859 and it was at this time that the name Hyattsville first appeared. On April 7, 1886, the City of Hyattsville was incorporated by an act of the State Legislature. The City of Hyattsville is a very diverse community with a population of nearly 22,000 and a service area of three square miles. The city borders the flagship campus of the University of Maryland and is minutes from Washington D.C. The city's two Metro Stations provide easy access to the region's many distinctive neighborhoods and attractions. The City of Hyattsville operates under the Council-Manager form of government. The City Administrator is appointed by the City Council to serve as the Chief Administrative Officer for city government and to manage the day-to-day operations of the overall municipal organization. The city is divided into five political wards with two elected representatives in each ward.

2. Agency Profile

The Hyattsville Police Department is currently authorized 40 sworn police officers and 12 civilian positions. They are currently staffed at 38 sworn and 11 civilian positions. The agency recognizes the importance of community partnerships and employ both proactive problem solving strategies and data driven enforcement tactics. The agency is a full-service police department that offers a wide variety of career opportunities and services to include vehicle, bike, Segway patrols, foot patrols, investigations, K-9, community services, school resources, property & evidence, technical services, criminal records and communications. The agency also has part time specialized positions in traffic enforcement, HEAT (Hard Entry and Tactics), PIO, and training.

The agency is organized into three main areas of operation all under an Operations Commander who reports directly to the Chief of Police. The Operations Commander carries the rank of Captain but is currently vacant and unfunded so all three areas report directly to the Chief of Police. The three areas of operation are Administrative, Patrol Services, and Special Services. All three are commanded by a Lieutenant. The Special Services Commander is responsible for Criminal Investigations, Property and Evidence, Community Action Team, School Resource Officer, Crime Prevention, Quartermaster, and Building Maintenance. Patrol Services consists of the Patrol Division and the K-9 Unit. Administrative Services is responsible for Communications, Parking Enforcement, Training and Development, Technology Development, Crime Reporting and Analysis, Policy and Procedure Analysis and Court Liaison. The department's patrol officers work eight hour shifts as do detectives, non-sworn, and administrative positions.

3. Demographics

The demographic composition of the service area and agency are represented in the following table:

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers (2010)		Prior Assessment Female Sworn Officers (2010)	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	5,826	26.7	3,359,284	60	22	62.9	2	9	27	69.2	3	7
African-American	6,258	28.7	1,700,298	30	6	20	2	33	7	17.9	2	5
Hispanic	5,972	27.4	206,832	4	3	8.6	0	0	2	5.1	0	0
Other	3,750	17.2	342,430	6	2	8.6	1	0	3	7.7	0	0
Total	21,806	100	5,608,844	100	38	100	5	21	39	100	5	12

The demographics of the agency's sworn personnel are not representative of the community they serve in regard to African Americans, Hispanics, and other races. Approximately 73% of Hyattsville's population is made up of minorities but they only comprise approximately 38% of the sworn officers. Females represent approximately 14% of the agency's sworn officers. This is down from the last on-site even though the number of female officers hasn't changed. This is due to the decrease in the total number of officers within the department. The agency's available workforce numbers are drawn from the population for the State of Maryland.

4. Future Issues

The main future issues concerning the agency according to Chief Holland are attrition and continued staffing, succession planning and continuity of operations and planning. The agency competes not only with the other county and municipal agencies in Prince George's County but also the federal agencies in and around Washington D.C. as well as agencies in other parts of Maryland and in Virginia. The agency is continually having to find ways to stay competitive. There is a concern for succession planning. The Chief is concerned about the continual operations in the department without the Operations Commander which is the rank of Captain. The position is currently not funded which requires the Chief and the Lieutenants to handle the duties which would normally be handled by the Captain. The gap in rank can cause operational and succession issues if it remains unfilled. There is also a concern about the police building. The agency is currently occupying the second floor in the government building. The agency has ran out of space and is in need of expanded. Several years ago, the City of Hyattsville purchased an old BBT bank building. The building is the planned location for the police department. However, the city has not approved funding for the renovation of the building. The agency has been able to use a portion of the building for their quartermaster supplies and has been using the two existing bank vaults for the storage of evidence.

5. CEO Biography

Doug Holland has served as the Chief of Police of the Hyattsville City, Maryland Police Department for nearly 16 years. Prior to being Chief of Police at Hyattsville, Chief Holland served 25 years with the Prince George's County, Maryland Police Department, retiring at the rank of Major. At the time of his retirement, he was assigned as the Commander of Training and Personnel Services. He has served in a variety of positions including patrol officer and supervisor, tactical officer, and as a commander in Community Relations, Planning and Research and Personnel Divisions.

Chief Holland currently serves as the Chairman of the Maryland Municipal League Police Executives Association and is past President of both the Police Chiefs Association of Prince George's County and the Maryland Chiefs of Police. He currently serves as a member of the Maryland Police Training Commission and as the Chairman of the Maryland Law Enforcement Torch Run to benefit Special Olympics. Chief Holland holds a Bachelor of Arts Degree from the University of Maryland in Law Enforcement and a Master of Science Degree in Management from Johns Hopkins University where he completed the Police Executive Leadership Program.

F. Public Information Activities:

Public notice and input are a corner stone of democracy and CALEA accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the Commission that otherwise may be overlooked.

a. Public Information Session

A public information session was held on Monday August 18, 2014 at 6:30 p.m. in Hyattsville's City Council Chambers located at 4310 Gallatin Street. Ten persons made comments during the hearing. All commented favorably on the job the agency was performing especially in the area of community involvement. Several singled out individual officers who have made significant impacts in the community associations. Three of the persons who spoke were elected city council members. All spoke favorably on the efforts of the police department.

b. Telephone Contacts

A public telephone call-in session was held from 1:00 p.m. until 3:00 p.m. on Monday August 18, 2014. During this time, assessors received three telephone calls. Two of the callers were from local jurisdictions. One caller was from the local mall who praised the department for the difference the agency has made in reducing crime at the mall and their response to their issues after they had been annexed into the city.

c. Correspondence

The assessment team received five letters during the on-site concerning the agency. Four of the letters came from the Maryland accredited agencies of Chevy Chase, Charles County, Greenbelt, and the University of Maryland, Baltimore County. All praised the efforts of Hyattsville and their cooperation with other agencies in the accreditation process. A letter was also received from the Chesapeake Region Law Enforcement Accreditation Alliance (CRLEAA) president. Hyattsville has been very involved in the CRLEAA and is always willing to assist other agencies.

d. Media Interest

The media did not display any interest during the on-site process.

e. Public Information Material

The agency distributed a public notice and a press release concerning the on-site. The press release and public notice was distributed to the *Hyattsville Life and Times* and it was published in the August edition. The public notice was posted on the police department website.

f. Community Outreach Contacts

During the on-site, I met with David Gardiner the Dean of Students for Dematha High School. The school is known nationally for their athletic programs. He commented on the responsiveness of the agency and their constant interaction with students and faculty. He stated that the officers come in and just walk the halls interacting with students demonstrating positive values to the students. I spoke with Kia Murray a local apartment complex manager. She praised the department for their assistance in solving problems in her complex and for their continued responsiveness to her requests. She stated that officers continually stop and check on her. I also met with City Administrator Tracy Nicholson. She has been the administrator for 90 days. She is familiar with operations under accreditation standards from her previous career in the U.S. Army. She has been encouraged with her initial observations of police operations and will be working with the department to improve services, facilities, and work environment.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration. (Chapters 1-17)

The agency's core values of service, integrity, and respect guide their service to the citizens of Hyattsville. Their mission is to protect life, property, and the interest of the city. They strive to improve the quality of life for all who come into and reside in the city. In order to accomplish their mission, they work with their community and city departments utilizing data and technology to develop problem solving strategies. They maintain a workplace environment which respects employees, promotes equal employment opportunities, and fosters teamwork.

The Chief of Police reports directly to the City Administrator. He is responsible for the enforcement of all laws and ordinances of the State of Maryland and the City of Hyattsville, detection and prevention of criminal activity, maintaining order and morale within the police department, and the establishment and enforcement of departmental policies. The Chief of Police is the commanding officer and administrative head of the Police Department. By virtue of his vested authority, he issues orders setting forth the authority, responsibilities, and duties of various ranks and positions within the Department. In the absence of the Chief of Police, the progression of command within the department is as follows: Operations Commander, Patrol Services Commander, Administrative Services Commander, and the Special Services Commander. The rank structure of the agency consists of the ranks of Colonel, Captain, Lieutenant, Sergeant, Corporal, Patrol Officer First Class, and Patrol Officer.

The sworn members of the police department have jurisdiction throughout Prince George County. Hyattsville police officers may make arrests, conduct investigations, and otherwise enforce the laws of the State throughout the State without limitations as to jurisdiction, with the exception of the enforcement of Maryland's Motor Vehicle Laws. Hyattsville, has several mutual aid agreements with local jurisdictions. The agency has mutual aid agreements with the Towns of Bladensburg, Riverdale Park, University Park, and Edmondson, Maryland. The agency also has mutual aid agreements with the cities of Greenbelt, Mount Rainier, and Laurel, Maryland.

The Chief of Police is responsible for the development and administration of the police department's budget. The budget process begins each year in December. Each organizational component within the department submits their budget requests for specific needs based on an analysis. Cohn Reznick LLP is the independent company which conducts the audits of the agency's finances. The agency couldn't provide the audits from fiscal years 2012 and 2013. The late reporting occurred because the previous financial manager did not have the audits conducted in the appropriate time frame which resulted in her termination. The 2012 audit will be completed in September of 2014 and the 2013 audit will be completed by December 2014. The agency's inventory and control of agency property is handled by the city treasurer. The Administrative Services Commander is responsible for keeping all stored agency property in operational readiness. Storage Guardian is the private company responsible for the storage of the agency's electronic data storage. A contract is in place fulfilling all requirements for the standard.

The agency conducted their workload assessment during the accreditation cycle. The agency is conducting business with less manpower than they are allocated. They have been allocated 40 sworn officers but at this time are only operating with 38. This is due to several retirements, terminations, and resignations. An annual review of all specialized assignments was conducted during the assessment cycle. All specialized assignments were continued.

The agency does not have a reserve officer program nor does it have an auxiliary program. The agency provided documentation for the standard which involved a cooperative effort with neighboring Riverwood Police Department. However, it was determined the agency hadn't utilized their volunteer program in the last five years. They currently have no one listed as a volunteer and the program had not been maintained. The Chief of Police rescinded the general order and notified the agency. The standard was moved to a non-applicable by function classification.

The planning and research function is the responsibility of the Administrative Services Commander. This function is supervised by the Chief of Police. In the last quarter of each year, all employees are requested to provide recommendations on goals for the upcoming year. The recommendations are submitted through the chain of command to the bureau commanders who summarize and finalize the recommendations. These are forwarded to the Chief of Police who reviews and submits them to the Mayor and City Council who are responsible for developing and adopting goals. The process for determining goals was changed during the assessment cycle. Previously, the department was responsible for determining their goals without having them to be approved prior to implementation. The department's goals for 2013 were to control crime, fear, and disorder, to deliver public value through budgeting and accountability, to maintain reverence for law and authority, and to achieve community satisfaction through service and accountability. During the public hearing, it was evident the agency had accomplished goals involving crime and community satisfaction. Crime has been decreasing during the assessment cycle and all comments made by citizens during the public hearing praised the department for their service and the timely responsiveness to their concerns. The agency met their financial goal by expending less than their budgeted amount. The investigations goal was met by completing investigations within a timely manner.

The crime analyst function is clearly defined in policy. It is the responsibility of the Administrative Services Commander, who along with the records and communications supervisor, compiles the information to be distributed. The agency policy clearly defines the points of data extraction and the path of dissemination of the reports and the frequency of the dissemination.

Bias Based Profiling

It is the policy of the department to prohibit bias based profiling for the purpose of stopping and searching individuals simply because of their race, gender or economic level. All investigative and enforcement traffic stops will be based upon articulable and

constitutional suspicions. It is the policy of the department to prohibit bias based profiling as it relates to asset seizure and forfeiture procedures. The agency maintains a system to track all investigative and enforcement traffic stops. All sworn members will receive annual training in all legal aspects and how to develop new skills to enhance police citizen contact. The agency conducted an annual review on bias based profiling but did not include a review of all the agency's practices. The agency revised their review by examining all their agency practices while on-site and did not discover any issues concerning bias based profiling. During the assessment cycle, the agency did not receive any bias based profiling complaints.

Traffic Warnings and Citations 2011

Race/Sex	Warnings	Citations	Total
Caucasian/Male	49	11	60
Caucasian/Female	23	6	29
African-American/Male	347	112	459
African-American/Female	209	56	265
Hispanic/Male	157	160	317
Hispanic/Female	47	41	88
Asian/Male	11	0	11
Asian/Female	7	2	9
OTHER	10	3	13
TOTAL	860	391	1,251

Traffic Warnings and Citations 2012

Race/Sex	Warnings	Citations	Total
Caucasian/Male	136	122	258
Caucasian/Female	130	65	195
African-American/Male	774	840	1,614
African-American/Female	493	438	931
Hispanic/Male	433	754	1,187
Hispanic/Female	191	204	395
Asian/Male	27	29	56
Asian/Female	13	10	23
OTHER	67	75	142
TOTAL	2,264	2,537	4,801

Traffic Warnings and Citations 2013

Race/Sex	Warnings	Citations	Total
Caucasian/Male	108	80	188
Caucasian/Female	86	51	137
African-American/Male	546	681	1,227
African-American/Female	391	316	707
Hispanic/Male	352	695	1,047
Hispanic/Female	131	174	305
Asian/Male	14	19	33
Asian/Female	9	8	17
OTHER	58	76	134
Total	1,695	2,100	3,795

In reviewing traffic stop data obtained through the agency's records management system, citations and warnings have increased dramatically during the assessment cycle. From 2011 to 2012, the increase in the number of citations and warnings was approximately 283%. In 2013, the agency experienced a 21% drop in the number of citation and warnings. The large increase in citations and warnings can be attributed to the agency's deployment of E-TIX electronic ticket writing which made it easier to issue citations. In addition, the agency hired six new officers in 2013 which has put more officers on the street conducting patrol operations. The number of warnings and citations issued to African Americans have increased more than the other races. The percentage of warnings and citations issued have been over 50% in each year of the assessment cycle while comprising 28.7% of the city's population. The numbers written to Hispanics have remained consistent to their population numbers while Caucasians who comprise 26.7% of the population have consistently received under 9% of the citations and warnings issued. Though the population numbers of Caucasians and African Americans are close to each other, the number of citations issued differ greatly. This issue was reviewed by the agency while on-site. An explanation given by the agency is that the city is divided geographically into an east and west side. The west side is heavily populated with minorities and has the higher percentage of crime. It is in this area, the agency concentrates their crime fighting efforts. In addition, the agency reviewed each officer to ensure there were no issues with bias in the issuance of citations.

Use of Force

Officers will use only the amount of force which is reasonable and necessary to accomplish lawful objectives. The use of deadly force is restricted to protection of the officer's life or the life of another person. Officers will at all times exhaust every other reasonable means of apprehension before resorting to the use of deadly force. The agency's use of force policy is based on a force continuum with an understanding that force being used may not be sequential. The amount of force used by members must be reasonable. Officers will meet force with that degree of force necessary and reasonable to repel an attacker or terminate an unlawful resistance. Officers will refrain

from using unnecessary force and will not strike any person except in self-defense or to defend another person who is unlawfully attacked. When making an arrest, only that amount of force necessary to effect arrest and/or maintain custody of the prisoner, will be used.

Deadly force is authorized for officers when in defense of their life or when the officer has reasonable belief that they are in imminent danger of death or serious physical injury. They may also defend another person when the officer has reasonable belief that a person is in imminent danger of death, or serious physical injury. The agency's authorized less lethal weapons are pepper spray, baton, electronic control devices, bean bag and pepper ball launchers. During the assessment cycle, the agency removed flashlights from their approved less lethal options.

All weapons and ammunition authorized for carry on-duty are clearly defined in the departmental policy. Training for all agency firearms and weapons are conducted annually and biennially according to CALEA standards. Measures are in place for remedial training if necessary.

Use of Force

	2011	2012	2013
Firearm	0	2	2
Electronic Control Weapon	3	5	2
Baton	1	0	0
Oleoresin Capsicum (OC)	0	3	0
Weaponless	7	5	6
Total Uses of Force	11	15	10
Total Use of Force Arrests	3	12	9
Complaints	2	0	1
Custodial Arrests (agency total)	1,230	1,145	843

In reviewing the use of force data for 2011 through 2013, the agency has been consistent in the number of use of force incidents. Their complaints have been low in comparison to the number of incidents, having only three complaints during the assessment cycle. The highest number of use of force incidents came in 2012 with only 15 out of 1,145 custodial arrests for the agency.

Personnel Structure and Personnel Process (Chapters 21-35)

The agency hired the Fields Consulting Company to conduct a job task analysis on positions within the department. One of the results of the analysis determined that the Lieutenants in the department were performing core tasks which overlapped 49% of the time with the Captain level. The analysis also determined that 71% of the job dimensions overlapped. Fields Consulting recommended that the agency conduct a reclassification of positions. At the time of the on-site, the report by Fields Consulting had not been reviewed by the city's elected officials. It has been reviewed by the Human Resources Director.

The agency has a written classification plan describing all pay grades and salary ranges. Compensatory time is provided to non-exempt employees. The policy allows accrual up to 30 hours and it must be used within four weeks of the time period in which it was earned. Compensatory time must be used prior to vacation time being used. Rules for overtime are clearly stated in the department's pay plan. The agency's leave program provides additional compensation for shift differential, language skills, special skills, and city residency.

Employees belong to the Maryland State Retirement and Pension Plan. Sworn employees can retire at age 50 or with 25 years of eligibility service. Civilian employees have two different retirement benefits based on when the employee was enrolled in the pension plan. The current program allows retirement based on the rule of 90. Both sworn and civilian employees must contribute seven percent of their income to the retirement system.

The agency has a personnel program which provides benefits to agency members. The program is described as a "cafeteria" type program in which members can choose the additional benefits they desire which are not part of their normal compensation. Tuition reimbursement is available for employees up to three classes a year (three hour classes each). The City of Hyattsville has a smoking cessation program which is available to all employees. The city will pay the costs up to \$300.00 for approved cessation programs. The State of Maryland pays up to \$300.00 for medicines which are approved which assist in the cessation of smoking. The agency has the standard types of leave in their policy.

The agency uses evaluations for various purposes. The purposes are: to determine an employee's aptitude for a new assignment, training needs, additional responsibility, promotions, and whether or not an employee should be move from a probationary status to a permanent status. Evaluations are also used to determine if an employee is eligible for a merit increase. An annual evaluation is completed on non-probationary employees by their supervisors every 12 months. During the first 18 months, probationary employees, are rated quarterly.

The agency has an Early Intervention System (Personnel Early Warning System). The program has two levels of review with the first being a review by the employee's immediate supervisor. This review consists of a file review for tardiness, inappropriate behavior, performance issues, and abuse of leave. The agency has in policy criteria which should be reviewed. A second level of review involves the Senior Command Staff who reviews employee behavior during Command Staff meetings. If there are any issues, the commanders will review and suggest corrective measures and forward them to the Chief of Police for approval.

Grievances

The Chief of Police is responsible for coordination of grievance procedures within the Department. The Chief is also responsible for the maintenance and storage of grievance records. The grievance process is guided by the provisions in the City Personnel Manual. Grievances must be in writing and as they are passed up through the process, the recipient of the grievance will ensure acknowledgment of receiving the grievance. The recipient will review the grievance and make a written determination affirming or disagreeing with the grievance. If affirmed, the recipient will determine a course of action for the issue to be resolved. If the person filing the grievance is not satisfied with the initial decision they have a right to appeal utilizing the procedures written in the City Personnel Manual. Each step in the appeals process has a specific time period for filing and for the response to the grievance.

The Chief of Police will review grievances annually as a method to discover problems within the department. During the second year's review of the accreditation cycle, the review discussed an issue which dealt with the "cut off" score in the promotional process being determined after the promotional process had been completed. Though the grievance was not upheld, the City of Hyattsville changed the "cut off" score for the process to be set at 70% for all promotional processes in the future and changes were made in the City Personnel Manual. The grievances filed in the first and last year of the assessment cycle were based on ratings on performance evaluations.

Formal Grievances

Grievances	2011	2012	2013
Number	1	7	1

Disciplinary

The agency has an established awards process. A supervisor may recommend a subordinate for a commendation for actions in the line of duty. The recommendation for commendation must be filed within 15 days of the date of the event. The commendation will be sent through the chain of command and be maintained until the Awards Committee meets. The committee is appointed by the Chief of Police each year. The agency's policy lists all the commendations, medals, and other awards which can be issued each year after the meeting of the Awards Committee. There were 116 commendations issued during the assessment cycle.

The City of Hyattsville's Personnel Manual and the Police Department's policy and procedures have provisions prohibiting sexual and other forms of unlawful harassment in the workplace. During the first year of the assessment cycle, a sexual harassment suit was filed against the city and police department. The issue dealt with behavior of a supervisor with a subordinate at a National Fraternal Order of Police convention. The allegations came forward later when the subject officer was going to be transferred

under the command of the alleged offending supervisor. Initially the subject officer did not disclose the issue but later disclosed to the patrol commander that the offending supervisor had attempted to rape her at the convention. The allegations were investigated by the Maryland State Police which found that there was illegal physical contact between the supervisor and the subordinate but couldn't sustain the allegation of rape in which the supervisor was accused. The female officer later resigned and an undisclosed settlement was achieved between the city and the officer.

The department's disciplinary system allows for training and counseling to be used as a form of discipline. The policy has four different classes of infractions and the suggested discipline for the specific violation of policy. The fourth level of classification recommends the issue be reviewed by the Administrative Hearing Board. Officers in the department may appeal a disciplinary action which had been rendered by the Administrative Hearing Board under the rules of the Public Safety Title 3-109 to the Prince George's County Circuit Court. The next level of appeal is to the Court of Special Appeals. All appeals must be filed within 30 days from the date when a decision was made by the department. Maryland State law also specifies additional provisions which must be met during the disciplinary process. All files pertaining to disciplinary actions are kept securely in the office of the Chief of Police.

Personnel Actions

Action	2011	2012	2013
Suspension	0	1	4
Demotion	0	0	0
Resign In Lieu of Termination	0	0	1
Termination	0	1	1
Other	0	0	0
Total	0	2	6
Commendations	49	46	21

During this assessment period, personnel actions in 2013 increased from the previous two years. The primary area of personnel actions comes in the area of "suspension". The issues for which suspension were required dealt with general misconduct by officers. The relatively low number of personnel actions demonstrates the agency's adherence to their policy and procedures and the supervisors cultivating an environment of professionalism. There was a noticeable drop in commendations in 2013 as compared to the previous years. This is due to less recommendations being submitted and less commendable events.

Recruitment and Selection

The agency is actively involved in the recruitment process. The recruitment goals were to increase the number of minority officers within the department greater than their January 2012 totals. The totals for each minority were six African American, two

Hispanics and four female officers. The agency wanted to also increase the number of Spanish speaking officers and civilians. At the time the goals were set, there were two sworn and two civilians who could speak Spanish. The agency also had the goal of maintaining the retention rate or reducing the number of officers leaving each year. Their rate at the beginning of their goals period was three officers per year. In examining their goals, they have achieved their goals in reference to African Americans, Hispanics, and females. The agency did not meet their goal in increasing the number of Hispanic speaking officers and civilians. In reference to their retention rate, the agency did not meet their goal. During the past year, nine officers left the department through resignations, termination, and retirements.

The agency participates in several recruitment fairs and utilizes several recruitment sites. During the assessment cycle they participated in the Prince George's County Community College job fair and the Ocean City, Maryland job fair. The internet sites used by the agency included [Officer.com](#), [Policeone.com](#), and [Policejobsinfo.com](#). The agency has found the fairs and sites to not to be as helpful as the personal recruitment conducted by officers and their interactions with community groups. In their working relations with community groups such as Neighborhood Watch and Special Olympics, the agency was able to successfully recruit and hire officers. The recruitment plan is evaluated on an annual basis. The analysis recommended that the department continue using the internet, job fairs, and local cable and radio outlets for recruitment. It was also recommended that the department invest in quality recruitment materials such as pamphlets, give-always with the departmental logo, a recruitment banner for events and develop a recruitment video.

The agency's policy fully describes the selection process. Included in the policy are all the basic requirements, documents, and the procedures to which the selection process will adhere. The selection process has minimum standards to include drug testing, medical screenings, psychological screenings, criminal records searches and a final interview. If an applicant fails any part of the process, they are able to reapply within six months. The agency's selection process is guided by a step by step selection process manual. The manual is based on CALEA requirements for selection. The Chief of Police is responsible for the selection process along with the Human Resources Director. All final selections must be approved by the City Administrator. Rating criteria and minimum qualification for the selection process were based on a job task analysis conducted for the City of Hyattsville by the Fields Consulting Group.

Records for persons not hired during the selection process will be kept in the records storage area for 12 months. For applicants who have been hired by the city, the files are kept in the Chief's office for 25 years or the duration of their employment with the city, whichever is greater. Employee files for those who have left the city may be moved to the records storage area. Records are destroyed in accordance with the records retention schedule. The agency exceeds the number of probationary days required by

accreditation standards. The standard requires a six month probationary time period whereas, Hyattsville Police required an 18 month probationary time period.

Sworn Officer Selection Activity in 2011

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of Workforce Population
Caucasian/Male	6	6	0	60
Caucasian/Female	1	0	0	
African-American/Male	15	0	0	30
African-American/Female	2	0	0	
Hispanic/Male	6	0	0	4
Hispanic/Female	0	0	0	
Other	1	1	0	6
Total	31	7	3.2	100

Sworn Officer Selection Activity in 2012

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of Workforce Population
Caucasian/Male	14	1	7.1	60
Caucasian/Female	1	1	100	
African-American/Male	4	0	0	30
African-American/Female	1	0	0	
Hispanic/Male	4	0	0	4
Hispanic/Female	0	0	0	
Other	0	0	0	6
Total	24	2	8.3	100

Sworn Officer Selection Activity in 2013

Race/Sex	Applications Received	Applicants Hired	Percent Hired	Percent of Workforce Population
Caucasian/Male	7	2	28.6	60
Caucasian/Female	1	0	0	
African-American/Male	8	2	25	30
African-American/Female	1	0	0	
Hispanic/Male	0	1*		4
Hispanic/Female	0	0	0	
Other	1	1	100	6
Total	18	6	33.3	100

*The person hired in 2013 was from a 2012 application

During their assessment period, the agency hired nine people. The majority of those persons hired were Caucasian and two were African American. The agency was able to receive more minority applications than Caucasians which indicates their recruitment efforts had a positive effect. Minority applications accounted for 54% of the applications received by the agency. Of the minority applications (race) received, 12% were hired.

Training

The Training Committee is selected by the Chief of Police. The committee mainly consists of the Chief of Police and the Commanders of Operations, Administrative Services, Patrol, and Special Services. The Training Committee may have persons of other ranks and civilians at the discretion of the Chief of Police. The Training Committee reports to and advises the Training Officer. The Training Officer is usually a Lieutenant and is responsible for coordinating the agency's training programs to include notifications, budgeting, implementation, and evaluation of training programs for their relevancy to the department's mission.

All lesson plans used by the department have to be approved by the Maryland Police and Correctional Training Commission. Lesson plans approved by the commission can be used for a period of three years. Then the plan must get reapproved by the commission. The State of Maryland requires all sworn officers to complete 18 state approved in service training hours per year. The agency sends recruits to academies which have been recognized by the Maryland Police and Correctional Training Commission. Fees for the training are paid for by the agency. An employment contract is prepared and signed prior to the recruit's entry into the academy. The basic law enforcement academy consists of 750 hours of training.

After completing the mandated basic law enforcement program, recruits in the agency must complete a 400 hour field training program. Officers who have been certified by the State of Maryland prior to being hired by the agency are required to complete at least 160 hours of field training. Recruits will participate in three phases during the field training period. Each phase will be with a different field training officer for three weeks. After the three phases are completed, the recruit will be assigned to work solo for one week and be monitored by their first phase field training officer. Daily evaluations will be completed on the recruits.

Promotions

The Chief of Police will designate a Promotional Process Coordinator who will be responsible for developing and implementing the promotional process. The Coordinator is responsible for ensuring that all phases of the process are carried out properly. The agency's promotional process in 2012 was conducted by Stanard and Associates. Stanard used various sources in order to have the process be job related. Sources used by Stanard included law enforcement textbooks, agency general orders, City Code, personnel manual and the agency's all hazard plan. Stanard also reviewed the CALEA

standards for promotion. All promotions made by the Chief of Police must be approved by the City Administrator. All persons promoted must complete a six month probationary period. All promotional materials are kept secure by the Chief of Police.

Sworn Officer Promotions

PROMOTIONS 2011 - 2013			
	2011	2012	2013
GENDER / RACE TESTED			
Caucasian/Male	0	18	0
Caucasian/Female	0	3	0
African-American/Male	0	1	0
African-American/Female	0	1	0
Hispanic/Male	0	2	0
Hispanic/Female	0	0	0
Other/Male	0	0	0
Other/Female	0	0	0
GENDER / RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	0	6	0
Caucasian/Female	0	0	0
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
Other/Male	0	0	0
Other/Female	0	0	0
GENDER / RACE PROMOTED			
Caucasian/Male	0	6	3*
Caucasian/Female	0	0	1*
African-American/Male	0	0	0
African-American/Female	0	0	0
Hispanic/Male	0	0	2*
Hispanic/Female	0	0	0
Other/Male	0	0	0
Other/Female	0	0	0

*2013 numbers are from the 2012 test period

During this assessment cycle, the agency held a promotional process in 2012. It was during this process that seven grievances were filed through the agency's promotional appeals process. During the promotional process, it was determined by the city that the "cut off" raw score would be 70%. In addition, it was decided that in order to progress in

the process, each stage of the process would require a score of 70%. This was not presented to any of the participants prior to starting the process and did not appear in any of the promotional process paperwork, announcements, or departmental policy. The new scoring was determined after the applicants had completed the entire process and the process was reviewed by the city. The grievances were not upheld. But the policy was changed to reflect the 70% rule. Those who did not reach the 70% score were placed in "acting" open positions in the rank for which they were competing. After one year in the "acting" open position, the officers were promoted permanently to the next rank if their evaluation scores were rated as effective or excels.

A promotional eligibility list is kept for 18 months from the date on which it was established. If there is only one position to be promoted the Chief of Police will consider for promotion the candidate with the highest score and the next two candidates with the highest scores. If there is more than one position to be promoted, the Chief of Police will consider the number of top ranked candidates which is equal to the number of open positions and at least the next two candidates on the eligibility list.

Law Enforcement Operations and Operations Support (Chapters 41-61)

Hyattsville's patrol schedule consists of five squads and four with overlapping shift coverage. Patrol is on 10 hour days and rotates from days, evenings to midnights on a weekly basis. To supplement their patrol function the agency uses bicycles for patrol and for special functions. The agency also has the use of a Segway and golf cart (School Resource Officer). Segways are used on a limited basis. There is no training required by The State of Maryland or by agency directives for the Segways. The agency utilizes a K-9 unit. K-9s are used for narcotics as well as search and apprehension needs. A statewide Amber Alert System is in place for missing children and a Silver Alert System is in place to deal with adults of all ages suffering from mental or medical issues such as Alzheimer's and dementia.

The agency utilizes an automated License Plate Recognition (LPR) system. Only those personnel trained in its use may access and use the system. Special activities such as covert operations require approval from the CEO. Data is retained for 30 days and then purged from their system. It is then retained by the state agency, Maryland Coordination and Analysis Center.

The agency provides a 24 hours investigative function. Investigators are assigned to day and evening shifts with coverage from 8:00 am -11:00 pm with a scheduled call back investigator. The agency recently acquired New World Law Enforcement Records Management System (LERMS). In review of the standards, the proofs for the Criminal Investigative Section (CIS) case-screening system to manage case files through the application of solvability factors was not clear. During interviews with the CIS supervisor he was not familiar with "solvability factors" for case screening. An interview was conducted with the Communication and Records supervisor who vaguely recalled possibly seeing case solvability factors in the new RMS software. The

Communication/Records supervisor was able to locate the solvability tables after searching the database tabs. The feature is present. However, an interview with the technical supervisor revealed that the training of the new system may have been inadequate for some personnel and even he was only vaguely familiar with the solvability feature. The technical supervisor explained that although the agency has acquired New World RMS, there is a regional effort spearheaded by Prince George's County Police to implement a regional RMS using a Motorola product. Hence, there is some hesitation to fully roll out New World features.

The agency has access to confidential informant funds controlled by the CIS supervisor. However, there have been few pay outs during the cycle. During the on-site, it was discovered there was an audit issue the agency should consider addressing. Currently the supervisor of the CIS conducts his own audit of funds and provides only a copy of the account ledger as an audit document. In line with directive, December and June are the specified time periods for the auditing to occur. This autonomous auditing by the supervisor in charge of the funds does not provide a sufficient level of accounting audit for best practices. Discussion of this practice was held and a system of checks and balances should be implemented so that another supervisor or command level is involved. It was recommended that a memorandum to the CEO should be produced stating the activity of the audit, describing any discrepancies, and the auditor acknowledging the outcome of the audit.

The agency places heavy emphasis on crime prevention and community involvement. They involve the community with a problem-solving approach to law enforcement. The agency plays a significant role in a number of neighborhood watch and homeowners' associations, several of which praised the department's commitment during the public hearing. The agency participates in an organized program, Citizen Action Team (CAT), in a partnership with the citizens through commercial and residential security surveys, release of periodic crime reports to the public and to the media, presenting and publicizing Crime Prevention presentations and activities, and working with the community to resolve neighborhood problems as they arise. The agency participates in the DARE program and National Night Out events as well as a program called "National Walk to School Day". They also provide information through public school newsletters for prevention programs and participate in School Resource Officer (SRO) program at the Middle School and High School level. SROs participate in the management of students addressing disciplinary issues through alternative programs such as GREAT, which is geared toward gang and gun activities and Adolescents Cooperative High Intensity Educational Value Enhancement (ACHIEVE), a program to address attendance and participation in school.

The agency is very active in traffic enforcement. Officers may arrest without a warrant for a violation of Maryland Vehicle Law committed within the view or presence of the officer. Using discretion, verbal and written warnings may be given for traffic violations. Warnings are encouraged for non-residents and juveniles for minor traffic violations. A grace period for enforcement of newly enacted laws is present in the directives.

However, there is not a specific time period described in policy. It is the policy of the Department to respond to all reported traffic accidents. Those which involved extensive property damage, injury or fatalities, or serious traffic violations will be recorded and investigated as the situation dictates. The agency uses marked and unmarked vehicles, covertly equipped, in traffic enforcement practices as well as a vehicle's equipped with an Automated License Plate Reader. All checkpoint locations will be approved by the Chief of Police, following the protocol of Command Staff review, by the officer who is requesting the checkpoint be conducted.

The agency uses RADAR and LIDAR/Laser speed measuring devices, which are maintained and calibrated according to the manufacturer's requirements and agency directives. Operators are trained for use and then certified for a three year period. According to the directive, the operator will test the unit for use prior to, during, and at least at the conclusion of each use, with no more than one hour between tests. Discussion was conducted with the agency in reference to RADAR/LIDAR training and the agency will review that directive to reduce calibration checks of the instruments during the tour of duty. Citizen complaints relative to engineering/road defects will be investigated by officers. Defects will be recorded on a City of Hyattsville Police Defect Notice and forwarded to Public Works and/or Maryland State Roads. The municipal government section has a Traffic Safety Committee to address other citizen concerns.

Crime Statistics and Calls for Service

During the self-assessment period, the Hyattsville Police Department experienced a decrease in the number of Part I crimes. The reduction was achieved through decreases in robberies, burglaries, larcenies, and auto thefts. During the assessment cycle, the agency obtained jurisdiction over the Mall of Prince George. The mall had been plagued by shoplifting offenses which were previously handled by a citation and released. In order to deter shoplifting at the mall, the agency began incarcerating shoplifting offenders which resulted in a decrease of offenses at the mall. The agency's officers began working closer with community organizations, neighborhood watch groups, individual citizens and local businesses which allowed the agency to quickly address issues of concerns. Additional information was obtained through a quarterly meeting with businesses. Working with the community enabled the agency to obtain information for their directed patrols which affected crime. At the time of the on-site, the agency is experiencing a three percent increase in Part I crimes. If the trend continues, it will be the first increase in crime in the past seven years.

PART I OFFENSES

CRIME	2011	2012	2013
MURDER	1	0	0
RAPE	2	5	1
ROBBERY	80	72	55
AGGRAVATED ASSAULT	28	21	19
BURGLARY	150	138	114
THEFTS	1,058	973	938
AUTO THEFTS	88	68	57
ARSON	2	3	3
TOTAL PART 1	1,409	1,280	1,187

Calls For Service

2011	2012	2013
18,241	19,276	19,320

The chart above shows the number of calls for service handled by the agency during the assessment cycle have remained consistent. Both 2012 and 2013 experienced a slight increase from 2011. The agency is currently up 36% (January through June) and is on track to surpass their 2013 totals for calls for service.

Vehicle Pursuits

Pursuits are authorized through department policy. Their directive has a prohibition of unmarked vehicles being involved in pursuits. Roles for participants in pursuits such as officer, communications, and supervisor are described in the directive. The analysis proof for 2011 indicated one detective was involved in a pursuit in an unmarked vehicle and used a vehicle "block" maneuver. Both were policy violations. The review and analysis did not indicate that any policy violations occurred during the cycle. There was not an explanation as to the detective's involvement in the review or action taken. There was no indication in the annual review/analysis of this violation or explanation of it and a memo to file indicates there were no roadblocks during any pursuits for the cycle. However, after bringing this to the agency's attention, a further analysis was conducted. The findings indicated that a roadblock was not conducted. The suspect vehicle was

stationary and the officer placed his vehicle in a tactical position in the path of the suspect vehicle. The suspect vehicle drove over curbs and stationary objects to escape.

Vehicle Pursuits

PURSUIITS	2011	2012	2013
Total Pursuits	3	2	0
Terminated by Agency	1	0	0
Policy Compliant	2	2	0
Policy Non-compliant	1	0	0
Accidents	2	1	0
Injuries (officer/suspect/third party)	0	2	0
Traffic Offense	0	0	0
Felony	1	2	0
Misdemeanor	2	0	0

Critical Incidents, Special Operations and Homeland Security

The responsibility for critical incident response is delegated to the Patrol Commander or designee. The agency's All Hazard Plan uses the NIMS/ICS Model program. The agency has had to activate their plan several times during the assessment cycle. Each incident was documented involving both an Incident Action Plan and an After Action Reports on a Micro Burst Storm response in June of 2012, a barricaded subject response in June of 2013, and an escalated police presence during New Year's Eve. Training consisting of Active Shooter and Active Threat have been conducted and documented. The agency has access to information from a Fusion Center as well as Law enforcement INformation eXchange (LINX) and Maryland Coordination and Analysis Center. Other information on terrorism related information is documented and forwarded to the Criminal Investigations Services Unit.

There are procedures in place for selection of department members to the HEAT tactical unit function. Physical as well as mental testing is required during the selection process. Officers are part-time basis tactical members. Tactical members are provided specialty equipment for this function. The agency conducts a documented quarterly inspection of equipment for operational readiness as well as annual training on the agency All Hazard Plan. The agency assist's the community by posting information on terrorism to the agency web site for community access.

Internal Affairs and Complaints Against Employees

The agency has what they refer as an "ad-hoc" Internal Affairs function. This function will operate at the direction of the Chief of Police. Reporting directly to the Chief of Police, the Operations Commander (if staffed) will oversee all investigations in which

the Internal Affairs function is involved. If that position is vacant, the Chief of Police will assume that responsibility. The Office of Professional Standards is normally assigned internal investigations and reports directly to the Chief of Police in the absence of Operations Commander. If the Office of Professional Standards is vacant, internal investigations will be handled by CIS unless directed otherwise by the Chief of Police.

The agency complies with the state Law Enforcement Officers Bill of Rights (LEOBR) as defined in the Annotated Code of Maryland, Public Safety 3-101 through 112. 04 The agency recognizes four separate categories of disciplinary infractions. Category I and II (listed specifically in the directives) are complaints that are normally considered minor infractions that require routine discipline. Agency directives permit supervisory level personnel to handle these category complaints. Category III and IV complaints are more serious in nature and are handled by internal investigation, which is the responsibility of command level personnel. The agency directives allow for a 90 day completion deadline. An extension of time may be requested through the Commander in charge. The directives require the investigator to "periodically" make status notifications to the complainant. Employees, sworn and non-sworn are notified when they become a subject of an internal investigation. The notification process is outlined under statute with the LEOBR as defined in the Annotated Code of Maryland. Portions of the LEOBR also outline medical testing procedures. The authority to suspend in an emergency situation is delegated to the rank of Sergeant or above in accordance with LEOBR and will cause an immediate notification, via command protocol, to the Chief of Police. The agency had a low number of complaints and internal investigations and remained consistent in number throughout the assessment cycle. This is indicative of agency personnel adhering to the policy and procedures of the department.

Complaints and Internal Affairs Investigations

External	2011	2012	2013
Citizen Complaint	2	3	3
Sustained	0	2	1
Not Sustained	2	1	1
Unfounded	0	0	0
Exonerated	0	0	0
Internal			
Directed complaint	1	3	3
Sustained	0	1	3
Not Sustained	1	2	0
Unfounded	0	0	0
Exonerated	0	0	0

Detainee and Court Related Activities; Auxiliary and Technical Services (Chapters 70-84)

The agency has a processing room that is used for the processing and temporary detention of prisoners that are waiting for transport to the Regional Processing Center at District One of the Prince George's County Police Department. The Criminal Investigative Service unit has an interview room located in the CIS office area that is used for interviewing suspects and witnesses. Juveniles and adults are sight/sound separated as well as gender separated, and are monitored via closed circuit television at the communication center. No detainee will be left in excess of 30 minutes without a face to face welfare check. Juveniles will be detained for no more than six hours. Before entering the processing area, officers will remove and store all weapons in the firearms locker. Officers have access to a phone and active speaker system monitored by communications as well as the processing area is equipped with one "officer needs assistance" panic button, which will sound outside the Processing Room. The on duty supervisor or members of the Command Staff will conduct a weekly inspection of the processing area, including a check of the panic button. Any inoperative equipment will be reported to Public Works for repair. Any weapons and/or contraband found will be reported to the Patrol Commander. The agency does not have detainee holding facilities, nor does it provide any type of courtroom security. All of these functions are provided by the Prince George's County Sheriff's Office. Therefore, all the standards applicable to these services are not applicable by function.

The agency has in policy procedures for transportation of suspects in vehicles which do not have safety barriers. Only four vehicles in the patrol fleet have safety barriers. The agency tries to have one of those vehicles on each rotation. However, in the event there isn't a vehicle with a safety barrier available, procedures are in place on how to conduct the transport. The lack of safety barriers is based on the lack of funding for the barriers. The agency does not have any vehicles which are solely designated for prisoner transport. All vehicles have had the rear seating compartments modified so that exit can only be accomplished if the rear doors are opened from the outside.

The agency operates their own 24 hour/365 day a year communication center and provides voice and TDD services. The agency has a dedicated ten digit emergency line answerable in the communication center 24 hours. The agency does not maintain a 9-1-1 Public Safety Answering Point (PSAP). That responsibility is maintained by Prince George's County Police, who forward any 9-1-1 jurisdictional calls to the agency. The agency does not perform Emergency Medical Dispatch (EMD) protocol, which is delegated to Prince George's County Police, EMS and county fire personnel.

The agency is a customer of the regional Prince George's County Police 700 MHz P25 Motorola Trunked Radio System, who maintains the required FCC licensing. The system provides for mobile and portable interoperable communication within the Metropolitan Washington Council of Governments region with the agency assigned multiple channels/frequencies for their operational needs. Channel availability of agencies in the immediate surrounding jurisdictions is maintained actively on the CAD consoles for immediate access. The agency uses the New World Incident

Reporting/CAD system, which was implemented in 2013. Officers have access through their Mobile Data Terminals (MDT) to change call status, create non-emergency calls alleviating unnecessary over the air communications, and creating a more efficient communications center.

The agency does not monitor private security alarm systems. The communication center does monitor 12 city safety cameras strategically placed within the jurisdiction such as the mall. The communication center has a shared common area with the agency records unit and is secured with restricted access to on duty communication and records personnel, supervisors, and command level personnel within the secured area of the agency building. The actual radio system is owned and operated by the Prince George's County Police. Therefore, the physical security of that system is their responsibility and is in compliance with standard's needs.

The agency records and communication center share a common area with joint access. The area is secured with restricted access to on duty records and communication personnel. Additional access is granted only to the supervisory and command level personnel. Communication personnel and supervisory personnel have after-hours access. The agency implemented the New World Law Enforcement Records Management System (LERMS/RMS) allowing computer access to available records to personnel issued specific rights access to various functions. Officers have access to Mobile Field Reporting (MFR) through the use of their MDT. After they complete their data entry, the system provides for a review process by a supervisor. After review and approval, the system forwards the report for further review by the Communications/Records Manager or designee. The records component maintains the accounting of the status of reports. An audit of reports is conducted within 10 days to ensure completion and status updating. The agency participates in reporting crime through the United States Department of Justice Uniformed Crime Reporting (UCR) system. The Communication/Records Manager or her designee is responsible for maintaining the integrity of the UCR.

The property and evidence custodian duties include being the major crime scene investigator. The position is available for call back. In case of absences, major crime scene investigations are referred to the Prince George's County Police. Equipment is readily available for use to take photographic evidence, lift latent prints, and for the collection of evidence. The agency crime scene officer has "Scene PD" software, a computer aided drafting program, to transfer sketch information into a final presentation representative of any crime scene. The crime scene officer has access to an additional GIS software application to assist in crime scene drawings such as building floor plan overlays and street mapping overlays. Traffic crash scene investigators have similar CAD software available to assist in the graphic design of crash sites.

All agency storage facilities have multiple layers of security and alarm systems. Large items, such as bicycles, are stored in a separate facility located at the city's Public Works facility. The perimeter of the facility is protected with fencing and gate access which is restricted to authorized personnel. The agency has a separate free standing

storage building that has two separate alarm systems for controlled access. The first entrance access point allows for an officer to log larger items. This is done under the direct supervision of the on duty supervisor who has authorized key and alarm code access. The property custodian will later bar code and move these items to the secondary portion of the storage area, which is alarmed and keyed differently and where the custodian has authorized access. Sign-in procedures are in place for both sections.

The agency has a primary storage area located in a city owned former bank building. The exterior of this building is alarmed. This building has two large traditional sized bank vaults used for property storage. For temporary storage, the bank's first floor vault is used. The primary vault is secured by an alarm and vault combination. Within this vault is a secondary storage area which is also locked and alarmed. Separate smaller home style fire vaults are used for the separate storage of money and jewelry property in this secondary area. The basement of this building has an additional vault. This storage area is used for long term storage of case evidence and retention evidence, in addition to drugs and weapons. A small refrigerator is available for evidentiary items. This vault is locked and alarmed to prevent unauthorized entry and a sign-in procedure is evident.

The agency assigned a new custodian to the property and evidence function during the accreditation cycle. An audit of the property and evidence was conducted during April 2013. During review of the audit, several deficiencies were noted. An interview with the property custodian was conducted. The data reflected numerous issues the agency needs to review and address. The audit revealed that many items in the property room could not be attached to a case investigation, an officer, or provide a status of the item. The assuming custodian did her best to research archived reports to resolve many of these issues. However, she was unable to resolve many. Several items were reassigned a case number. Some items were missing and the items were logged into the property room correctly. Many of these items have an undetermined status. A further review should be conducted to determine the best path to resolve as many issues of undetermined property status as possible. In addition to this issue, there was a concern on the disposition of evidentiary material. It appears that after an officer has presented evidence in court, the officer is verbally told by the state's attorney that the evidence may be disposed. The officer then transmits the verbal direction on the agency Property and Evidence Collection/Disposal Report, indicating to the custodian that the property may be destroyed. The concern is whether or not a "verbal" indication from the state's attorney to the officer to the custodian has legal standing or legal authority to suffice for a destruction order without a judge's written order. The agency did consult with the State's Attorney on this matter who is researching Maryland State law. Final disposition of found, recovered and evidentiary property is completed within six months of legal requirements. Unclaimed property is auctioned through Propertyroom.com. The Prince George's County Police provides an incinerator for destruction needs to include separate bio-hazard destruction.

H. Applied Discretion Compliance Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant.

The agency had two standards in applied discretion.

1.2.9 *The agency has a written directive governing bias based profiling and, at a minimum includes the following provisions... d: a documented annual administrative review of agency practices including citizen concerns (M)*

ISSUE: Agency's review did not address their agency practices and only addressed information pertaining to traffic stops, complaints, and citations. Also, the review did not address the issue of nearly 90% of citations and warnings being issued to minorities

AGENCY ACTION: Agency revised their review and addressed agency practices such as field contacts, arrests, searches, investigations and asset forfeitures. The agency further examined all issued citations for bias.

33.6.1 *A written directive identifies the assignments for which specialized training is required, and includes the following: a. a description of the required training, b. retraining requirements, if any, and c. supervised on-the-job training, if applicable. (M)*

ISSUE: The agency's written directive didn't include the assignments, nor the required specialized training for the assignments.

AGENCY ACTION: The agency amended policy which included both the assignments and the specialized training.

I. Standards Noncompliance Discussion:

This section does not apply.

J. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

The agency was in compliance with 80.5% of applicable other than mandatory (O) standards.

K. Future Performance / Review Issues:

This section does not apply.

L. Table: Standards Summary:

<u>TOTAL</u>	
Mandatory (M) Compliance	<u>287</u>
(M) Noncompliance	<u>0</u>
Waiver	<u>0</u>
Other-Than-Mandatory Compliance	<u>66</u>
(O) Noncompliance	<u>0</u>
(O) Elect 20%	<u>16</u>
Not Applicable	<u>114</u>
TOTAL	<u>483</u>

M. Summary:

Agency files were found to be well organized and well documented. Assessors returned six files while on-site for additional proofs of compliance that were already in possession of the agency. The agency had two applied discretions which required policy changes by the agency. During the on-site, the agency moved four standards. Standard 16.4.1 was moved to Not Applicable, standards 42.2.9 and 42.1.2 were moved to 20%, and standard 70.1.8 was moved from Not Applicable to Compliance.

Assessors spoke with agency personnel pertaining to standards during interviews and tours of the city, and it appears the agency members have a full understanding of the CALEA process. Assessor WinStanley attended a swearing in ceremony of the agency's newest officers. During the on-site, assessors interacted with agency personnel. All agency personnel were very professional and exhibited a dedication to the agency and the community. The CALEA assessment team reviewed all standards and at the end of the on-site found them to be in compliance with agency practices, meeting the intent of CALEA standards. The agency conducted a preliminary mock assessment in April 2014, involving members from the Chesapeake Region Law Enforcement Accreditation Alliance (CRLEAA). The agency will conduct their survey during November and December of this year. The agency did not receive any special awards during the assessment cycle.

The Hyattsville Police Department is a good example of a professional law enforcement agency. The agency desires to improve their service by participating in the CALEA process. The management and staff of the agency, both sworn and non-sworn are well trained and dedicated to their job responsibilities and the community they serve. The agency is committed to establishing solid relationships with their community and works together with them to address community concerns. The agency has experienced a decrease in crime during the past five years but is on track to have an increase in crime

at the end of 2014 if the current trend continues. The agency has seen a decrease in in last year of the assessment cycle in use of force incidents and in the number of internal affairs investigations. There were no bias based profiling complaints received.

The agency's involvement in the community was noted by the work observed by the assessors and the comments the public made on their behalf during the public hearing. The agency is truly involved in their community and has formed strong partnerships with all facets of the community they serve. The officers and civilian personnel are completely dedicated to the citizens and the city they serve.

Respectfully Submitted,

Danny Messimer
Team Leader

