

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Agency and defines general responsibilities of agency members.

200.2 POLICY

The Caroline County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Agency. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Sheriff is responsible for administering and managing the Caroline County Sheriff's Office. There are three divisions in the Sheriff's Office:

- Support Services Division
- Patrol Division
- Criminal Investigations Division

200.3.1 SUPPORT SERVICES DIVISION

The Support Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Support Services Division. The Support Services Division consists of Court Security, School Resource Deputies, Civil Process, Health and Public Safety Building Security, Animal Control, and Records.

200.3.2 PATROL DIVISION

The Patrol Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol, Bicycle Patrol, Canine, and Honor Guard.

200.3.3 CRIMINAL INVESTIGATIONS DIVISION

The Criminal Investigations Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of Criminal Investigations, Property and Evidence Room, Caroline County Drug Task Force deputies, the Drone Unit, and the Crisis Response Team.

200.4 COMMAND AND AUTHORITY

200.4.1 SHERIFF

The Sheriff is responsible for administering and managing the Caroline County Sheriff's Office.

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The Sheriff may delegate authority and assign functions to personnel of the agency, which in his/her judgment is in the best interest of the agency, to establish and maintain good and efficient administration and operation of the agency.

The Sheriff has the authority to prescribe, promulgate, and enforce all directives for all members of the agency.

200.4.2 CHIEF DEPUTY

The Chief Deputy is responsible for overseeing the legal services of the agency, fiscal management, research and planning, grant coordinator, and public information officer.

The Chief Deputy shall maintain files through a records management system of those complaints needing investigation. He/She shall also assign those complaints needing further investigation to the Deputy assigned to conduct Internal Affairs investigations as required.

200.5 COMMAND PROTOCOL

200.5.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the Caroline County Sheriff's Office. During planned absences, the Sheriff will designate the Chief Deputy to serve as the acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff is as follows:

- (a) Chief Deputy
- (b) Patrol Commander
- (c) Criminal Investigations Commander
- (d) Support Services Commander
- (e) Duty Officer

200.5.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Agency. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.6 AUTHORITY AND RESPONSIBILITY

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Special Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Special Orders.

201.2 POLICY

Special Orders will be used to modify policies of the Caroline County Sheriff's Office when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Agency. Applicable memorandums of understanding/collective bargaining agreements and other alternatives should be considered before a Special Order is issued.

201.3 PROTOCOL

Special Orders will be incorporated into the Policy Manual, as required, upon approval. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief Deputy or the authorized designee should ensure that all Special Orders are disseminated appropriately. Special Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Special Order is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Special Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Sheriff.

201.4.2 SHERIFF

Only the Sheriff or the Chief Deputy may approve and issue Special Orders.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Special Orders. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Caroline County Sheriff's Office and responsibilities of its members pertaining to large scale emergencies and the Maryland Department of Emergency Management operating under the State of Maryland Emergency Operations Core Plan.

202.2 POLICY

The Caroline County Sheriff's Office will prepare for large scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The County Emergency Operations Plan complies with the State of Maryland's Emergency Operations Core Plan, as part of the Comprehensive Emergency Management Program (Md. Code PS § 14-109; Md. Code PS § 14-110). This plan provides guidance for County emergency operations within and outside its borders as may be required.

202.3 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Caroline County Sheriff's Office, the Sheriff or the highest ranking on-duty supervisor may activate the local Emergency Operations Plan in response to a major emergency.

The declaration of a local state of emergency may only be made by the County's principal executive officer or the appointee if required by the circumstances. Such a declaration activates the jurisdiction's response (if not already activated) and recovery plan (Md. Code PS §14-111; Md. Code PS § 14-403).

Upon activation of the plan, the Sheriff or the authorized designee should contact the Maryland Department of Emergency Management to assist with mutual aid response from local, state, and federal law enforcement agencies (Md. Code PS §14-701; Md. Code PS §14-801; Md. Code PS § 14-601; Md. Code CP § 2-105).

202.3.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Caroline County Sheriff's Office are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.4 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available electronically, in Support Services, the Duty Officer's office and the Caroline County Communications Center. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when

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the plan is implemented. The Chief Deputy should ensure that agency members are familiar with the roles they will play when the plan is implemented.

202.5 EMERGENCY OPERATIONS PLAN REVIEW

The Sheriff or the authorized designee shall review the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Sheriff or the authorized designee should appropriately address any needed revisions.

202.6 TRAINING

The Agency should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Agency shall administer a training program that will meet the standards of federal, state, local and the Maryland Police Training and Standards Commission (MPTSC) training requirements. It is a priority of this agency to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of agency members.
- (c) Provide for continued professional development of agency members.
- (d) Ensure compliance with MPTSC rules and regulations concerning law enforcement training.

203.4 TRAINING OFFICER

The Sheriff shall designate a Training Officer who is responsible for developing, reviewing, updating, and maintaining the agency training plan so that required training is completed. The Training Officer should review the training plan annually.

203.5 TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and agency-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Officer shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and agency-required, minimum-mandated training of deputies and other members.

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Training

203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training.
- (b) State-mandated training:
 - 1. MPTSC-approved Police Entry Level Training Program or, when applicable, the Comparative Compliance Training Course and successfully pass the licensing examination before being issued a peace officer's license (COMAR 12.04.01.09).
 - 2. MPTSC-approved entrance-level firearms training and qualification (COMAR 12.04.02.04).
 - 3. No less than the MPTSC-required duration of field training (COMAR 12.04.01.17).
 - 4. No less than 18 hours of MPTSC-approved training annually (COMAR 12.04.01.12).
 - 5. Annual MPTSC-approved firearms training and qualification (COMAR 12.04.02.08).
 - 6. Promotion of a deputy to a first-line, or higher, supervisor position requires successful completion of MPTSC-approved supervisor training no more than two years preceding, or one year after, the promotion.
 - 7. Promotion of a deputy to a first-line, or higher, administrator position requires successful completion of MPTSC-approved administrator training no more than two years preceding, or one year after, the promotion.
 - 8. If MPTSC-approved supervisor training has not previously been completed, supervisor training shall also be completed within the same timeline.
 - 9. Completion of MPTSC-approved training program on life-saving techniques, including CPR, every two years (Md. Code PS § 3-207; COMAR 12.04.01.12).
 - 10. The proper level and use of force and other related training requirements, including the collection of a signed training completion document from each trainee (Md. Code PS § 3-207; Md. Code PS § 3-524).
 - 11. Sensitivity to cultural and gender diversity (Md. Code PS § 3-207).
 - 12. Issues related to individuals with physical, intellectual, developmental, and psychiatric disabilities (Md. Code PS § 3-207).
 - 13. Any additional training required by the MPTSC (Md. Code PS § 3-207).
- (c) Locally mandated training (including county or city).

Training

203.6 TRAINING COMMITTEE

The Training Officer may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Officer may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury or civil liability.
- (c) Incidents identified by the Agency to determine possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Officer, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Officer. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident but should focus on the type of training being recommended.

The Training Officer will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Agency and the available resources. Training recommendations as determined by the Training Officer shall be submitted to the command staff for review.

203.7 TRAINING ATTENDANCE

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisors. Excused absences should be limited to:
 - 1. Court appearances.
 - 2. Previously approved vacation or time off.
 - 3. Illness or medical leave.
 - 4. Physical limitations preventing the member's participation.
 - 5. Emergency situations or agency necessity.
- (b) Any member who is unable to attend training as scheduled shall verbally notify the Duty Officer as soon as practicable but no later than one hour prior to the start of training. For training being conducted by agency personnel, notification shall be provided to the instructor as soon as practicable. For in-house and all other training, written notification shall also be forwarded to the Training Officer as soon as practicable.

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Deputies shall make arrangements through their supervisor or the Training Officer to attend the required training on an alternate date.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Caroline County Sheriff's Office Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Officer.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Officer. Members should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Agency.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisors. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignment, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.9 REQUEST FOR TRAINING

All members requesting training shall complete a Request for Training Form (CCSO Form 9). The completed form shall be routed through the chain of command to the Sheriff or the authorized designee for final approval.

203.10 TRAINING RECORDS

The Training Officer is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

All Caroline County Sheriff's Office members receiving training shall complete a Training Received Form. The Training Officer shall place a copy of the Training Received Form in the members training file for reference in evaluations and future training needs.

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Agency.

204.2 POLICY

Caroline County Sheriff's Office members shall use email in a professional manner in accordance with this policy and current law, remaining aware that emails are subject to public disclosure under the Maryland Public Information Act (Md. Code GP § 4-101 et seq.).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any agency technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Agency.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, and harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Agency are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Maryland Public Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law (Md. Code SG § 10-610; COMAR 14.18.02.04).

The Caroline County Department of Information Technologies shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Agency communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Agency.

205.2 POLICY

The Caroline County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ACTION CHANGES

Personnel Action Changes may be issued periodically by the Sheriff or the authorized designee to announce and document promotions, transfers, military leave of absence, hiring and appointment of new members, reinstatements, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Agency are not misused, all official external correspondence shall be on agency letterhead. All agency letterhead shall bear the signature element of the Sheriff. Agency letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate agency electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's agency-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Agency shall be authorized by the Sheriff or the authorized designee.

205.6 OTHER COMMUNICATIONS

Special Orders and other communications necessary to ensure the effective operation of the Agency shall be issued by the Sheriff or the authorized designee (see the Special Orders Policy).

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Agency and members throughout all Divisions.

206.2 POLICY

The Caroline County Sheriff's Office will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Agency. The needs of its members should be balanced with the needs of the Agency for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Agency.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any memorandums of understanding and activity levels to meet the needs of members and the goals of the Agency.

206.3.1 TEMPORARY DUTY OFFICERS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary Duty Officer in place of a regularly assigned Duty Officer.

Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Caroline County Sheriff's Office identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the Caroline County Sheriff's Office to provide identification cards to qualified former or retired deputies as provided in this policy.

207.3 LEOSA

The Sheriff may issue an identification card for LEOSA purposes to any qualified former deputy of this agency who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this agency as a deputy.
- (b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this agency.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this agency where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former deputy and identify him/her as having been employed as a deputy.

If the Caroline County Sheriff's Office qualifies the former deputy, the LEOSA identification card or separate certification should indicate the date the former deputy was tested or otherwise found by the Agency to meet the active duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former deputy of this agency, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
 - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement

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agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
 - (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
 - (c) Not prohibited by federal law from receiving a firearm.
 - (d) Not in a location prohibited by Maryland law or by a private person or entity on his/her property if such prohibition is permitted by Maryland law.

207.4 MARYLAND RETIRED LAW ENFORCEMENT OFFICER IDENTIFICATION CARD

The Sheriff shall provide a retiring deputy with an identification card within 45 days after the officer's retirement if the deputy (Md. Code PS § 3-513):

- (a) Retired in good standing for reasons other than mental instability.
- (b) Before retirement, was certified by the Maryland Police Training and Standards Commission (MPTSC), had statutory powers of arrest in Maryland and completed an applicable probationary period.
- (c) Pays a fee set by the Caroline County Sheriff's Office (not to exceed \$20).

Upon request, any deputy who retired prior to Oct. 1, 2015, shall be issued an identification card if the criteria set forth above are satisfied.

207.4.1 MARYLAND RETIRED LAW ENFORCEMENT OFFICER IDENTIFICATION CARD FORMAT

A Maryland retired law enforcement officer identification card shall be in the form approved by the MPTSC and include the information specified in Md. Code PS § 3-513.

207.5 FORMER DEPUTY RESPONSIBILITIES

A former deputy with a card issued under this policy shall notify the Chief Deputy in writing of his/her arrest or conviction in any jurisdiction as soon as possible, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

The retiree is responsible for obtaining the proper handgun training and qualification for active law enforcement officers. The retiree may obtain handgun certification and a LEOSA certification card from the MPTSC.

207.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former deputy shall:

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- (a) Sign a waiver of liability of the Agency for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Agency.
- (b) Remain subject to all applicable Agency policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Agency. In the event that an identification card is denied, suspended or revoked, the former deputy may request a review by the Sheriff. The decision of the Sheriff is final.

207.7 FIREARM QUALIFICATIONS

The Rangemaster may provide former deputies from this agency an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

207.8 ATTACHMENTS

See attachment: [LEOSA Application.pdf](#)

See attachment: [LEOSA Waiver of Liability.pdf](#)

Attachments

LEOSA Application.pdf

CAROLINE COUNTY SHERIFF'S OFFICE

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SHERIFF DONALD L. BAKER

APPLICATION FOR CERTIFICATION TO CARRY A CONCEALED FIREARM

THE LAW ENFORCEMENT OFFICERS SAFETY ACT TITLE 18, U.S.C., CHAPTER 44, SECTION B, SUB-SECTION 926C

Name: _____
(Last) (First) (M.I.)

Home Address : _____
(Street) (City / County)

(State) (Zip Code)

Telephone Number: _____ E-Mail Address: _____

Maryland Drivers License: _____
(License Number) (Expiration)

Date of Birth: ____/____/____ Sex: ____ Race: ____ Height: ____ Weight: ____

Eye Color: ____ Hair: ____

The remainder of this application is an Affidavit consisting of questions to be answered by the applicant concerning the Federal regulations for eligibility to carry a concealed firearm under the Law Enforcement Officers Safety Act, 926C, - "Carrying of a concealed firearm by qualified retired / separated law enforcement officers". This form **MUST** be notarized and sworn to and will become a permanent legal record at the Caroline County Sheriff's Office.

(Indicate Yes or No)

_____ I understand that in order to carry a concealed firearm as a qualified retired / separated law enforcement officer in accordance with 18 U.S.C. 926C, I must satisfy certain basic criteria. My satisfaction of the certification criteria WILL be based on my answers to the following questions.

_____ The law enforcement agency from which I retired / separated has issued me a photographic identification. A copy of this photographic identification is attached to this application.

_____ I retired / separated in good standing from service with a public agency as a law enforcement officer.

_____ I do reside in the state of Maryland and possess a valid Maryland driver's license. A copy of this license is attached to this application.

_____ The agency I retired / separated from is _____ which is in _____ (City), State of _____.

_____ I did not retire / separate from duty for reasons of mental instability. I have never been found by a qualified medical professional, either private or agency employed, to be unqualified for reasons relating to mental health issues. I am not currently, nor have I ever been institutionalized or under a doctor's care for any mental health related issues. I did not retire / separate from duty due to any pending investigation or disciplinary action.

_____ During my service prior to retiring / separating as a law enforcement officer for (Agency) _____, I was authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of, or the incarceration of any person for any violation of law and I did possess statutory powers of arrest.

_____ Before my retirement / separation from duty, I was *either* (check one):

____ regularly employed as a law enforcement officer for an aggregate of ten (10) or more years and retired / separated in good standing, or

____ I retired / separated from service with such agency, after completing any applicable probationary period of such service, due to a service- connected (LOD) disability, as determined by such agency.

_____ **I am not under the influence of alcohol or another intoxicating or hallucinatory drug or substance, and I will not carry a firearm while I am under the influence of alcohol or another intoxicating or hallucinatory drug or substance.**

_____ I am not prohibited by State or Federal law from owning or receiving a firearm.

_____ I understand that the term “Firearm” as described in the LEOSA law does not include any sub machine gun, firearm silencer or destructive device.

_____ I understand that the concealed firearm I carry **MUST** be of the same “type” of firearm with which I qualified.

_____ I understand that I must carry the firearm certification issued to me by the Caroline County Sheriff’s Office along with the photographic identification issued to me by my former agency **at all times when carrying the concealed weapon.**

_____ I understand that my certification to carry a concealed firearm under 18 U.S.C. 926C (LEOSA) expires twelve (12) months from its issue date. To continue my right to carry a concealed firearm, I must re-qualify and complete the mandated training prior to the noted expiration date on my certificate. Failure to complete this training and re-qualification to a satisfactory standard will result in my inability to carry a concealed firearm under the LEOSA law.

_____ I understand that the Law Enforcement Officers Safety Act of 2004, 18 U.S.C. 926C, does not give me any rights whatsoever to exercise law enforcement authority or take police action under any circumstances. Any action I take, I take as a citizen with the understanding that I may be prosecuted to the fullest extent of the law both criminally and civilly should my actions be determined by a court of law to be in violation of State Law.

I do hereby declare and affirm under the penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information, and belief and I so indicate below by affixing my signature in the designated space.

Applicant Signature

Date

Subscribed and sworn to before me:

Notary Public _____

This _____ Day of _____ 20_____

My Commission Expires: _____

LEOSA Waiver of Liability.pdf

CAROLINE COUNTY SHERIFF'S OFFICE

9305 Double Hills Road, Denton, Maryland 21629

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SHERIFF DONALD L. BAKER



WAIVER OF LIABILITY

In consideration of being able to complete a Law Enforcement Officer Safety Act ("LEOSA") training at the Firearms Training Facility, located at 26375 Hobbs Road, Denton, Caroline County, Maryland 21629, which is owned by the Commissioners of Caroline County and operated by the Caroline County Sheriff's Office,

I _____ HEREBY:
[Name of participant]

[Initial before each number and sign at the bottom]

_____ 1. Fully understand and appreciate the dangers, hazards, and risks inherent in a firing range, including the inherent risks associated with the use and misuse of firearms.

_____ 2. Acknowledge and understand that I will be voluntarily engaging in activities that involve the discharging of firearms which may result in the risk of serious injury, scarring, loss of an important bodily function, permanent disability, or death, and may cause severe social or economic losses due to not only my own actions, inaction or negligence, but also to the action, inaction or negligence of others or conditions of the premises or of any equipment used. Further, I acknowledge that there may be other risks not known to me or not reasonably foreseeable at this time.

_____ 3. Assume all the foregoing risks and accept personal responsibility for the damages related to any injury, permanent disability, or death to me.

_____ 4. Indemnify and hold harmless the Commissioners of Caroline County, the Caroline County Sheriff's Office and/or their employees, agent, and designees, from any and all actions, liability, claims, suits, damages, costs, and expenses of any kind that result from any injury, loss and/or damage to persons or property that is caused by any negligent actions of mine.

_____ 5. Release from, waive and discharge all actions, claims, or demands that I, my assignees, heirs, guardians, and legal representatives now have or hereafter have for damage or losses on account of injury, including permanent disability and death or damage to property, caused or alleged to be caused in whole or in part by the negligence or other acts of directors, officers, employees or agents of the Commissioners of Caroline County and the Caroline County Sheriff's office as a result of my participation in any firearms training facility and/or LEOSA activities. I hereby agree and covenant to save and hold harmless, indemnify, and defend any claim against the Commissioners of Caroline County, the Caroline County Sheriff's Office and its directors, officers, employees or agents, as a result of my participation in any firearms training facility and/or LEOSA activities and my use of firearms and the firearms training facility.

_____ 6. Agree to comply with all Federal and Maryland State laws regarding the use and possession of firearms. My compliance includes but is not limited to: Title 18, United States Code, Chapter 44 – Firearms; Maryland Public Safety Article Title 5, Firearms; and applicable federal and state regulations.

I HAVE CAREFULLY READ THE ABOVE WAIVER AND RELEASE OF LIABILITY AND FULLY UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY EXECUTING IT. I SIGN THIS WAIVER VOLUNTARILY. I AGREE TO PARTICIPATE KNOWING THE RISKS AND CONDITIONS INVOLVED AND DO SO ENTIRELY OF MY OWN FREE WILL.

I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF THE FIRING RANGE. I UNDERSTAND THAT FAILURE TO DO SO WILL RESULT IN IMMEDIATE CESSATION OF ALL TRAINING ACTIVITIES, AND I WILL BE REQUIRED TO LEAVE THE PREMISES.

Participant (Printed Name)

Participant Signature

Date

Witness

Date

