



How We Work For You

LOOKING AHEAD

DEPARTMENT OF POLICE
Montgomery County, Maryland

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There has recently been an increase in conversation about the training, procedures, and responsibilities of law enforcement on a national and local level. To facilitate these conversations, we, the Montgomery County Department of Police, have created this frequently asked questions guide. This document will not answer all questions: it should, however, provide a resource for most of the commonly asked questions and provide resources where individuals can find out more information about the Montgomery County Department of Police.



MISSION STATEMENT

The Mission of the Montgomery County Department of Police is to safeguard life, property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all residents. We are committed to working in partnership with the community to identify and resolve issues that impact public safety.

POLICY

The Montgomery County Department of Police is dedicated to the achievement of its stated mission through a commitment to the philosophy of community policing in order to provide quality law enforcement service in a manner consistent with our vision and values.



Marcus G. Jones
Chief of Police

MCPD AND THE COMMUNITY

In what ways does the Department focus on community policing?

Community policing is ingrained in our Department. In fact, our Vision Statement focuses on working with the community we serve:

“ We, the Montgomery County Department of Police, in cooperation with the community we serve, will work to enhance community relations and build trust through transparency, accountability, and strong leadership. We will strive to be a premier law enforcement agency by employing a highly educated, diverse, and technical workforce that utilizes purpose-driven technology while effectively balancing our resources to meet our mission. ”

Community policing is the responsibility of every employee of the Department from the Chief on down. The Department has a full-time Community Engagement Division that is staffed with officers whose primary purpose is to foster communication, transparency, and relationships with the community. They work with residents, business owners, faith-based organizations, and others to solve quality-of-life issues. Additionally, each district station has Community Service Officers dedicated for the same purpose at the district level.

The Department also works closely with several diverse community organizations to ensure the needs of all Montgomery County residents are met. The Community Engagement Division serves as a point of contact for those of different cultures and varied interests to help address specific concerns.

The Department participates and hosts many committees, councils, and partnerships. These include the Hispanic Liaison Committee; the African-American Liaison Committee; the Latino Public Safety Workgroup; the African Affairs Committee; the Faith Community Advisory Council; Age-Friendly Montgomery; The Street Outreach Network; the Montgomery County Family Justice Center; Collaboration Council of Montgomery County for Children, Youth, Family, and Positive Youth Development. The Department is currently in the process of reconstituting the Asian-American Liaison Committee.

Annually, the Department submits a community-policing report to the Maryland Police Training and Standards Commission (MPTSC). The report covers a wide range of topics from explaining how the Department is vested in the principals of community policing to collaborations and partnerships. These reports can be found [here](#). Many of the outreach efforts are not tangible and not reported. MCPD however, records past and upcoming police community event data on a calendar application and publishes it not only on the County's open-data portal that can be found [here](#).



How can I get involved with MCPD?

CITIZEN ACADEMY

The Department offers Montgomery County residents the opportunity to participate in the Citizen Police Academy, a free, interactive, 15-week course offered three times a year that delivers an inside look into the Department's day-to-day operations and provides an understanding of the kind of training police officers receive in Montgomery County. More information and how to apply can be found [here](#).

HISPANIC COMMUNITY ACADEMY

Twice a year, the Department affords Montgomery County residents the opportunity to participate in the Hispanic Community Academy, a free, interactive, 15-week course that presents an inside look into the Department's day-to-day operations and provides an understanding of the kind of training police officers receive in Montgomery County. This academy is conducted only in Spanish. More information and how to apply can be found [here](#).

VOLUNTEER RESOURCE SECTION

Volunteers and interns diligently serve with pride and dedication as they continue to introduce new ideas, fresh outlooks, and an invigorating spirit to our workforce. Their contributions are valued and appreciated by the MCPD and the community it serves. Currently, our active, highly diverse, volunteer corps numbers approximately 175. Volunteers are involved in nearly all aspects of the department's operations, from training to communications. They work side-by-side in support of the line officers, command staff, and the professional staff employees.

POLICE FOUNDATION

The Montgomery County Police Foundation is a nonprofit 501(c)(3) organization, which seeks to enhance the community's awareness of contributions toward public safety made by the MCPD. The Foundation supplements resources in support of selected projects to facilitate training, public safety, and equipment acquisition for the Department for which the budget does not provide. Visit mcpf-md.org for more information.



YOUTH PROGRAMS

MCPD Police Explorer Program Post 1986

Law Enforcement Explorers are individuals between 14-20 years of age who gain invaluable experiences to assist them in learning about the many aspects of law enforcement as a career. The Captain of the Training Division administers Explorer Post 1986. More information about the Police Explorer Program can be found [here](#). To apply to the Montgomery County Police Explorer Program, click [here](#).

Law Enforcement and Leadership Program

Law Enforcement and Leadership is a triple-period course offered at Thomas Edison High School of Technology focused on introducing students to the guiding principles of public safety and law enforcement. The course provides students with many hands-on experiences through simulations, structured debates, and inquiry projects. In collaboration with the MCPD experts from various related criminal justice and law enforcement careers provide students with real-life applications of course content. Leadership principles are incorporated into the course as an essential component of law enforcement and public safety-related careers. To learn about the program, click [here](#).



MCPD Cadet Program

The Cadet Program has been established to provide qualified individuals interested in becoming a Police Officer with the MCPD first-hand experience in law enforcement. Cadets will be assigned two (2) semester rotations (Fall/Spring) per school year in various units, for a maximum of two years. This will provide the Cadet with an opportunity to learn about the Department and gain on-the-job training. Cadets participating in the program receive an hourly salary. Minimum requirements include: be at least 18 years old, have a high school diploma or General Education Development Equivalent, be a U.S. citizen, and possess a valid driver's license. Cadets must be full time enrolled in a college curriculum and maintain a GPA of 2.0 or higher. Cadets will work 20 hours per week from September through May with flexible hours to accommodate their class schedules. Of the cadets who complete the program, 41% are hired by the Department, and almost 2/3 of the graduates are from diverse backgrounds. To learn more about the Police Cadet program, click [here](#).



ACCOUNTABILITY AND TRANSPARENCY

Is your Department held to professional national and local standards?

The MCPD is one of only six percent of agencies in the United States accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). On July 31, 2020, MCPD was granted our ninth CALEA re-accreditation, recognized with Meritorious Law Enforcement Accreditation. The Department met or exceeded nearly 200 standards, including the foundational standards for a contemporary law enforcement agency of life, health, and safety procedures. The Department was first accredited in 1993. More information on CALEA can be found [here](#). Additionally, the Department's crime lab is certified by ANSI National Accreditation Board (ANAB). ANAB believes in a partnership approach to laboratory-accreditation assessments and is the largest multi-disciplinary accreditation body in the western hemisphere.



Additionally, the Department is a member of the Major Cities Chiefs Association (MCCA), which is a professional organization comprised of the largest police departments in the nation. The prestigious MCCA articulates the public safety needs of large jurisdictions in the formulation of criminal justice policy. MCPD is a member of the Police Executive Research Forum (PERF) and the International Association of Chiefs of Police (IACP). These organizations allow us to bring to Montgomery County nationally recognized "best practices" in law enforcement. Our relationships with these organizations allows MCPD to reciprocate in helping set those national standards.

Who investigates complaints from residents or other officers?

All complaints, including allegations of bias and excessive use of force, are reviewed by the Internal Affairs Division (IAD). This Division reports directly to the Chief of Police. The IAD is committed to conducting fair, unbiased, and expedient investigations into allegations of misconduct on the part of officers and professional staff. To learn about the compliment and complaint process, click [here](#).



What happens to an officer if they use deadly force?

When an officer's actions result in death or serious physical injury, he or she is placed on administrative leave. The Major Crimes Division investigates the incident. The findings are sent to the Howard County State's Attorney's Office to make an independent determination whether criminal charges against the officer are appropriate. This process was created by the Montgomery County State's Attorney's Office in cooperation with the Howard County State's Attorney's to create another layer of transparency and autonomy in officer-involved death investigations. There is a Memorandum

of Understanding between the two jurisdictions. The IAD will conduct an independent internal investigation after the criminal investigation has concluded to determine if the officer violated Department policy.

How do I file a complaint against an officer?

Complaints against officers may be filed in person, over the phone, or by filling out a citizen complaint/compliment form. More information about the IAD process and filing a complaint can be found [here](#). The Department will maintain contact with the complainants to provide updates on the investigation and the outcome. To ensure public trust and maintain the Department's integrity, IAD conducts immediate, thorough, objective, and unbiased investigations of official misconduct. This procedure also allows us to ensure that various policy protocols are in the best interest of public service.

How often are complaints filed against employees?

The Internal Affairs Division received 270 complaints in 2019 and opened 212 cases. This is an increase of 9.76 percent compared to 2018. Of the 212 cases, 70 formal investigations were initiated. A formal complaint leads to an investigation into allegations of administrative misconduct by employees of the Department that, if true, would or could result in disciplinary action. An intake/inquiry is an investigation of a minor rule violation that, if sustained, would not result in discipline. The IAD Director may determine that a complaint is appropriately handled by being classified as an Intake/ Inquiry. The 2019 complaint statistics are available to the public and can be found in the Internal Affairs Division Annual Report. MCPD's IAD has published its annual report to be as transparent as possible. Ethical conduct is an organizational responsibility.

MCPD is committed to providing the highest level of professional service and public safety to all County residents and visitors.

CITIZEN COMPLIMENT & COMPLAINT PROCESS

INTERNAL AFFAIRS DIVISION



Montgomery County Department of Police
Internal Affairs Division
100 Edison Park Drive
Gaithersburg, Maryland 20878



How does your Department take proactive steps to identify potential race-based bias?

Beginning in 2020, all first-line supervisors are trained to look for warning signs and identify potential bias in their officers. Recruits receive instruction in Cultural Diversity, Ethics, 21st Century Policing, and Fair and Impartial Policing. During annual in-service instruction, officers receive training based on the Fair and Impartial Policing (R) curriculum. This implicit-bias-awareness curriculum conveys the science of bias. It discusses the negative consequences of letting "hidden biases" impact perceptions and behavior and, most importantly, it teaches skills needed to reduce and manage biases. The skills learned enhance the abilities of officers to do their work justly and effectively while strengthening MCPD's relationship with the diverse communities we serve.

Does your Department have body-worn cameras?

Yes, it is the policy of this Department to utilize the Body-Worn Camera System (BWCS) to document evidence and accurately record – through video and audio – interactions that occur between officers and members of the public. All BWCS equipment and recordings are the property of the Montgomery County Police Department.

Where can I find copies of your policies and procedures?

In the interest of transparency to the community, our Department policy on the Use of Force and other policies and procedures can be found [here](#).

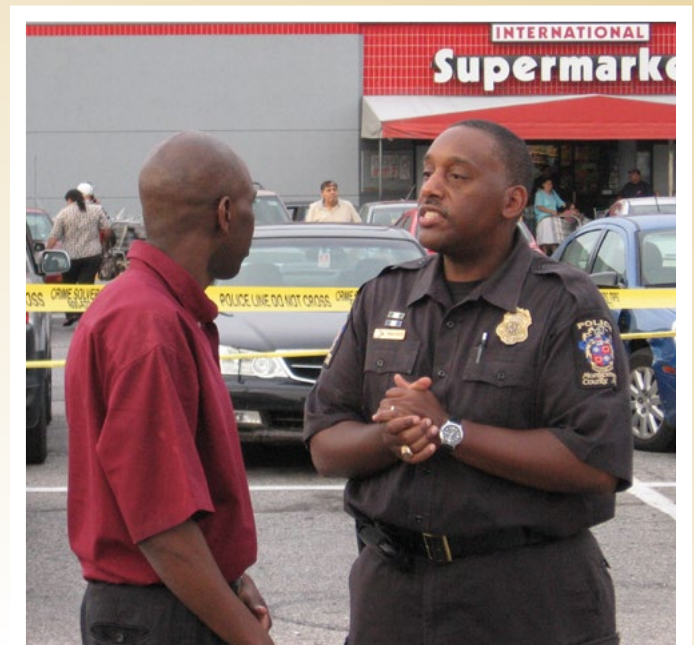
TRAINING AND EDUCATION

How much training do new officers receive?

All entry-level probationary officers must complete a six-month (approximately 1000 hours) police academy and must meet the standards of the Maryland Police and Corrections Training Commissions (MPCTC) to successfully graduate. Upon graduation, probationary officers must complete an MCPD-mandated minimum 14-week (560 hour) Field Training and Evaluation Program (FTEP). The probationary officer is trained by certified Field Training Officers (FTO). MCPD exceeds the minimum training standards set forth by MPCTC, which requires a minimum of 750 hours for an entry-level academy. The MPCTC also mandates a minimum of 240 hours of Field Training, and MCPD's FTO program is a minimum of 560 hours.

Are officers trained in implicit bias and impartial policing?

Yes, all officers are trained in the academy and regularly throughout their careers to engage in constitutional policing that is fair and impartial. They also are trained in de-escalation and cultural awareness to include: helping individuals with developmental disorders, autism awareness, communicating with the deaf and hard of hearing, and in mental-health awareness.



How are officers trained to use physical force?

MCPD officers are trained to utilize a decision-making process wherein officers are expected to assess a situation and use the least amount of force option necessary to resolve a situation. Officers must complete an annual course on defensive tactics and the use of protective instruments. Part of the annual training includes rendering immediate aid to a person involved in a use-of-force incident.

How are officers trained to help people with mental health issues or those who are in crisis?

In the academy and throughout their careers, officers receive mental health training and crisis intervention training focused on active listening and de-escalation techniques. The Department provides officers with Crisis Intervention Team (CIT) certification. CIT certification is 40 hours of intensive specialized training in interacting with people with mental health issues. Over 600 of our officers are CIT trained. Every officer who is not CIT trained has taken a Mental Health First Aid course, which is an IACP program.

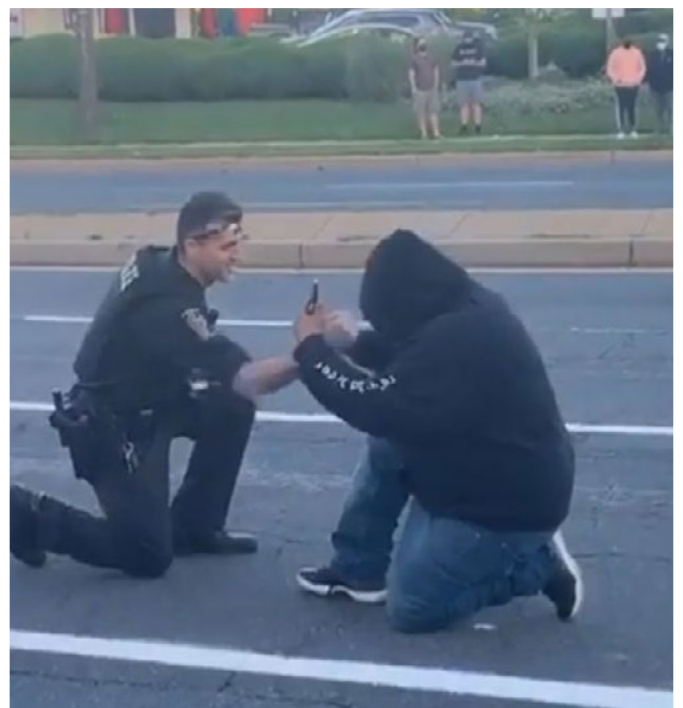
The Montgomery County Police - Autism/Intellectual and Developmental Disabilities (MCP-IDD), Alzheimer's, and Dementia Outreach Unit has created a "culture of awareness" in Montgomery County and beyond. More information about this nationally recognized, award-winning program can be found [here](#).

The Department also has two full-time crisis intervention officers and a state-licensed clinical social worker on staff who regularly work on issues involving mental health. MCPD also works closely with the Mobile Crisis Team to evaluate individuals who may be experiencing a mental health crisis. On July 21, 2020, the Montgomery County Council unanimously approved \$592,202 in funds for the County's Department of Health and Human Services (DHHS) to expand mobile crisis response services. This will increase the capacity of the Mobile Crisis Team to respond to those individuals experiencing a mental health crisis. The Council staff report for this special appropriation can be viewed [here](#).

USE OF FORCE

How do officers determine the appropriate use of force in any situation?

The need to use force – whether lethal or less lethal – is one of the most demanding and critical decisions that a law enforcement officer must make. The Department respects the sanctity of every human life. There are situations when an officer is forced to make the irreversible decision to use lethal or less-lethal force. Such a decision can have a powerful and potentially harmful effect on the individual, the officer, the community and the Department. Officers may only use that force which is objectively reasonable to make an arrest; an investigatory stop, detention, or seizure; or in the performance of their lawful duties in order to protect themselves or others from personal attack, physical resistance, harm, or death. The decision to exercise force must be based upon the circumstances that the officer reasonably believes to exist. In determining the appropriate level of force to be used by an officer, the



nature of the threat or resistance faced or perceived by the officer compared to the force employed should be considered. Factors to be considered in assessing the level of force to be used include, but are not limited to, the following:

1. the severity of the crime at issue,
2. whether the subject poses an imminent threat to the safety of the officers or others, and
3. whether the subject is actively resisting arrest, or the subject is attempting to evade arrest by flight.

Every use of force is documented and reviewed by multiple supervisors and executives to ensure the amount of force used was appropriate. The MCPD Use of Force Policy can be found [here](#).

Does your Department allow officers to use chokehold techniques?

Since 2002, the lateral vascular neck restraint or LVNR, which involves applying pressure to the sides of the neck, thus restricting blood flow to the brain, has been banned except in circumstances when deadly force would be authorized.



Does your Department require officers to intervene and stop excessive force used by other officers and immediately report these incidents to a supervisor?

It is the duty of every officer present at any scene where physical force is being applied to either stop or attempt to stop, another officer when force is being inappropriately applied or is no longer required.

Does your Department train and require de-escalation techniques?

De-escalation techniques are taught in the recruit academy and at annual training for all officers. In 2020, the Department implemented Integrating, Communications, Assessment and Tactics (ICAT) training developed by the Police Executive Research Forum (PERF) to enhance current training. ICAT is a training program that provides first responding police officers with the tools, skills, and options they need to successfully and safely defuse a range of critical incidents. Developed by PERF with input from hundreds of police professionals from across the United States, ICAT takes the essential building blocks of critical thinking, crisis intervention, communications, and tactics, and puts them together in an integrated approach to training.



Does your Department require exhausting all alternatives before using force, particularly deadly force?

An officer may encounter situations that require not only the officer's presence but also some form of verbal or non-verbal communication. This communication may take the form of providing information, giving commands, physical gestures or directions, asking or answering questions, conducting interviews, or other means. It may also take the form of issuing specific instructions to individuals or groups, dealing with arguments, verbal assaults, threats, handling disputes, or other types of disagreements. Some situations require the application of force. Our use of force policy requires that officers use objectively reasonable force.

Does your Department ban shooting at moving vehicles?

Officers are prohibited from intentionally placing themselves in the path of a moving vehicle where an officer's use of deadly force would be the probable outcome. When confronted by an oncoming vehicle, officers will move out of its path, if possible, rather than fire at the vehicle. Officers are prohibited from shooting at or from moving vehicles unless the circumstances would authorize the use of deadly force.



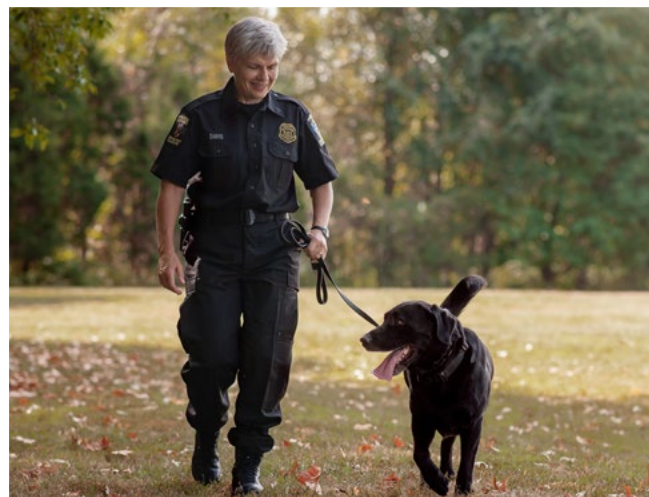
Where can I find more information on the Department's use of force?

The Department provides a comprehensive annual use of force report, which can be found [here](#).

RECRUITING

Does the Department recruit officers from diverse racial and ethnic backgrounds that more closely reflect the diversity of our community?

MCPD makes every effort to ensure that we are recruiting individuals who reflect diverse racial and ethnic backgrounds. These recruiting efforts include the use of social media, electronic billboards strategically placed around the region, job fairs, recruiting events, and informal recruiting efforts in the community we serve. Some of these recruiting activities include visiting Historically Black Colleges and Universities (HBCUs) as well as hosting Women In Law Enforcement events. The Department has both full-time and part-time recruiters with diverse backgrounds. Our most recent academy class (Session 71) is the most diverse in Department history. Our Department's sworn workforce currently consists of 19.3% female officers compared to the national average of 13%.



Does MCPD maintain high recruitment standards that help ensure officers have the personal capabilities to respond to the technical and interpersonal challenges of complex law enforcement in a diverse community like ours?

Education and Experience

- Associate degree or equivalent – 60 college credits or 90 college quarter hours at the time of application - OR
 - Three years of active duty military service with an honorable discharge - OR
 - Three years of full-time law enforcement officer experience recognized by MCPD, e.g., work as a sworn, government agent with full arrest powers.
- Not less than 21-years-old at the time of graduation from the academy.
 - United States citizenship -OR- permanent legal resident of the United States who is an honorably discharged veteran of the United States Armed Forces and who has applied to obtain United States citizenship, and the application is still pending approval.
 - Valid driver's license.
 - A comprehensive background investigation conducted by the MCPD.
 - A written examination, a scored interview, a polygraph examination, and psychological and medical examinations.

All applicants go through a stringent oral assessment, background investigation, polygraph examination, and independent psychological exam. The hiring process examines whether an applicant has the ethics, trust, ability, and characteristics to succeed in a career as a law enforcement officer. For information on joining the MCPD team, please click [here](#).



SCHOOL RESOURCE OFFICERS

Does MCPD have School Resource Officers?

MCPD, in collaboration with the Montgomery County Public School (MCPS) System, has built a School Resource Officer (SRO) Program that helps in maintaining a safe learning environment, fostering inclusion and acceptance, and exploring alternatives to traditional disciplinary processes.

We are proud of our SRO Program that is diverse in its composition and focuses on intervention versus physical arrest when presented with crimes on school grounds.

Deployed into the largest school system in the State of Maryland, the SROs are one of the most effective community engagement resources available to the Department of Police. SROs represent conduits of outreach to the youth of Montgomery County.



SROs act as a liaison with the school system on many aspects to include enforcement action. Enforcement, however, is not the primary responsibility of the SRO, nor are they part of the school disciplinary process. The disciplinary process is handled exclusively by school administrators at their respective schools.

The program focuses on fair and impartial policing, conflict resolution, de-escalation, and building rapport with the students and youth in Montgomery County.

How many School Resource Officers does MCPD have?

The Montgomery County Department of Police, School Resource Officer Program consists of 23 sworn MCPD officers and one officer from the Rockville City Police Department, one officer from the Gaithersburg Police Department, and one deputy sheriff from the Montgomery County Sheriff's Office. These 26 sworn officers represent the cadre of SROs for Montgomery County, Maryland.

Do School Resource Officers receive any additional training?

The Safe to Learn Act of 2018 required the development of a specialized curriculum to be used in training SROs and School Security Employees. The curriculum focuses on the following:

- De-escalation
- Disability awareness
- Maintaining a positive school climate
- Constructive interactions with students
- Implicit bias and disability and diversity awareness, with specific attention to racial and ethnic disparities.

SROs take a 40-hour Basic School Resource Officer Training that covers 24 major topic areas. SROs also participate in annual training that address new topics and refreshes the original curriculum. This training is above and beyond the annual requirements mandated by the State of Maryland for police officers.

Major topic areas include:

- Constructive Interactions with Students
- Informal Counseling
- Memoranda of Understanding (MOUs)
- Safe to Learn Act of 2018
- School Resource Officer history
- Victimization and Child Protective Services
- Drug Education and Current Trends
- Bullying, Threats, and Social Media
- Officer Interactions with Juveniles
- School Behavioral Threat Assessment
- Youth Development
- Collaboration and Problem Solving
- Principles of Effective Learning
- Law-Related Education Programs

- School Emergency Planning
- Working Collaboratively with School Administrators
- Indicators of Behavior, Trauma-Informed Care, Disability and Diversity Awareness
- Maintaining a Positive School Climate
- Managing Gangs in Schools
- Restorative Practices
- SORAT – Single Officer Response to Active Threats
- Implicit Bias
- School Law and the SRO

Do School Resource Officers arrest students?

MCPS has a student enrollment of approximately 166,000 students. During the school year of 2019-2020, SROs physically arrested 27 students. During the 2018-2019 school year, 40 students were physically arrested. SROs work in partnership with MCPS and have the authority to make a physical arrest only for a criminal violation. SROs do not play a role in the MCPS disciplinary process.





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