

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE CRUISER DROP OFF LOCATION PROGRAM		PROCEDURE NUMBER PG1724.2	
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 03/01/04	REVIEW DATE 01/01/06
REPLACES D.D. 1724.2 – “Cruiser Drop Off Location Program”, issued 05/01/02			
RELATED DIRECTIVES PG1724.0, 1724.1	REFERENCES CALEA	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

I. POLICY

It is the policy of this Division, in accordance with the M-NCPPC/FOP Collective Bargaining Agreement, that the provisions for the above noted program will apply to all affected officers. This program affects all Sergeants and Police Officers who live outside the Bi-county (Montgomery and Prince George's Counties) area.

II. PROCEDURE

The Office of the Division Chief, Executive Officer, will administer procedures for the cruiser drop off location program. The Executive Officer will recommend appropriate action to the Division Chief. The following lists the parameters of the cruiser drop off program as administered by this Division.

III. AUTHORIZED DROP OFF LOCATIONS

The Division has established approved locations for "drop off" of M-NCPP/PG Division vehicles within Montgomery and Prince George's Counties. These sites are noted in Appendix A and Appendix B. Alternative sites may be added through the application and approval process in this program. As a result of work programs within the M-NCPPC these sites may be changed or altered. Written notification will be provided to each of the affected officers as soon as that information becomes available to the Division.

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IV. GENERAL PROVISIONS

- A. Officers approved for this program will be required to follow the existing programs of the Division concerning use of vehicles to include:
1. Officers will not allow off-duty or on-duty use of their assigned vehicle by officers not eligible for the program without written permission of the Division Chief. No unauthorized personnel shall be permitted to operate the vehicle, except in an emergency.
 2. Personal use of the vehicles shall be permitted provided such personal use does not include secondary employment off Park Property, unless prior, written approval has been obtained from the Division Chief.
 3. Non-employees may accompany off-duty officers, in the bi-county area, and must conform to the dress code of the officers.
 4. When an officer is on leave, disability, light-duty or out of the bi-county area for fourteen (14) calendar days or more, the Division requires that the officer leave his/her vehicle at a M-NCPPC facility within Prince George's County.
 5. The Division may administratively remove an officer from this program in extreme or unusual circumstances, when continued use of a vehicle jeopardizes that vehicle because of neglect or abuse. The decision to administratively remove an officer from this program shall only be made by the Division Chief or his/her authorized designee, and shall be subject to the grievance procedure under the Collective Bargaining Agreement.
 6. Officers who have had their police powers restricted or removed shall not be entitled to the use of a vehicle in this program.
 7. Unattended Park Police vehicles must be secured (locked and windows rolled up) at all times.
 8. Seat belts will be used by all officers operating Park Police Vehicles and all passengers, including the use of proper child safety seats in accordance with Maryland Transportation Article, Title 22, Sections 412.2, 412.3 and M-NCPPC Practice 6-10.
 9. Vehicles approved in this program may be used in conjunction with secondary employment only when said employment is on a M-NCPPC park site for events sponsored or co-sponsored by the M-NCPPC, or as approved by the Division Chief. Vehicles may also be used to transport prisoners in these situations.

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10. Officers may use their vehicle outside the bi-county area, in an off-duty capacity, when authorized in writing by the Division Chief.
11. The provisions of Divisional Directive PG1724.0, Sections IV (Response to Calls), V (Prohibited Uses), VI (Maintenance) and VII (Uniforms and Equipment) shall apply in this program.
12. Officers shall be prepared and ready for duty at their roll call site or the site of temporary/special assignment at the start of their assigned tour.

V. APPLICATION PROCEDURES

- A. The conditions of the applicable M-NCPPC /FOP Collective Bargaining Agreement allow for utilization of this program.
- B. The Prince George's County Division requires that eligible officer submit a memo to the Office of the Division Chief. Said memo **MUST** include at a minimum the following:
 1. Name of requesting officer
 2. Current duty assignment and reporting station (area of Operations, Squad and M-NCPP/PG facility)
 3. Current rank and date attained
 4. Current cruiser assignment (cruiser number, year of vehicle, make of vehicle and model)
 5. Selection of M-NCPP/PG Division approved drop off location
 6. If requesting an alternative site, location and address must be listed along with the name and phone number(s) who authorized the parking of a M-NCPP/PG Division cruiser at that location.
 7. The officer's current home address and phone number.
- C. The Office of the Division Chief, Executive Officer will forward a recommendation to the Division Chief.
- D. Personnel are **NOT** approved for this program until receipt of a memo from the Division Chief authorizing approval.
- E. Officers will be required to submit an additional memo should any of the information contained in their original memo of request change.
- F. All documentation will be maintained in the officer's Division personnel file.

End of Document

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APPENDIX A

APPROVED DROP OFF LOCATIONS

PRINCE GEORGE'S COUNTY:

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|----|--------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------|
| 1. | M-NCPPC Headquarters
6700 Riverdale Road
Riverdale, Maryland | 10. | Brandywine Fire Department
14201 Brandywine Road
Brandywine, Maryland |
| 2. | Fairland Regional Maintenance Facility
14110 Old Gunpowder Road
Laurel, Maryland | 11. | Bowie Fire Department
16408 Pointer Ridge Drive
Bowie, Maryland |
| 3. | Montpelier Cultural Arts Center
12826 Laurel-Bowie Road
Laurel, Maryland | 12. | Prince George's County PD
District II Police Station
Bowie, Maryland |
| 4. | M-NCPPC Enterprise Substation
3002 Enterprise Road
Mitchellville, Maryland | 13. | WSSC Parking Lot
14501 Sweitzer Lane
Laurel, Maryland |
| 5. | Prince George's Equestrian Center
(Parking Lot near Park Rangers Office)
14900 Pennsylvania Avenue
Upper Marlboro, Maryland | | |
| 6. | M-NCPPC Southern Station
7208 Allentown Road
Fort Washington, Maryland | | |
| 7. | M-NCPPC Cosca Substation
11000 Thrift Road
Clinton, Maryland | | |
| 8. | M-NCPPC Weapons Range
8900 Dyson Road
Brandywine, Maryland | | |
| 9. | Accokeek Fire Department
16111 Accokeek Road
Accokeek, Maryland | | |

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APPENDIX B

APPROVED DROP OFF LOCATIONS

MONTGOMERY COUNTY:

1. M-NCPPC Headquarters
12751 Layhill Road
Wheaton, Maryland
2. M-NCPPC Black Hill Substation
14300 Black Hill Road
Boys, Maryland
3. M-NCPPC Woodlawn Substation
16501 Norwood Road
Sandy Spring, Maryland
4. M-NCPPC Shady Grove Maintenance Facility
16641 Crabbs Branch Way
Rockville, Maryland
5. M-NCPPC Little Bennett Regional Park Maintenance
23701 Frederick Road (Rt. 355 – outer lot)
Clarksburg, Maryland
6. Damascus Volunteer Fire Department
26334 Ridge Road
Damascus, Maryland
7. Rattlewood Golf Course
13501 Penn Shop Road
Mt. Airy, Maryland