

Dennis J. Delp
Chief of Police



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"INTEGRITY...FAIRNESS...SERVICE"

ADDENDUM TO SPECIAL ORDER # 2022-02

DATE: February 5, 2023

TO: All Police Department Personnel. To be Announced at Roll Call and a Copy Posted on the Department's Intranet Site.

RE: Mentoring Program.

EFFECTIVE: Immediately.

BACKGROUND: The Diversity & Inclusion Section identified the need to establish a formal mentoring program to foster a work environment of peer partnerships. The program will enhance the ability of members to follow an advancing career path and have a meaningful career with longevity and comradery. The program will be voluntary for all members (i.e., sworn and non-sworn) except cadets.

PURPOSE: To establish procedures addressing the duties and responsibilities of the Mentor Advisory Team and members participating in the program.

RELATIONSHIP TO DEPARTMENTAL VALUES: This program demonstrates the Department's commitment to **FAIRNESS** by providing members with a resource they can use to advance their career paths and ensure they have meaningful careers within the Department.

POLICY: It is the policy of the Department to foster relationships that assist in navigating a career in law enforcement and advancement within the Department.

PROCEDURES:

GENERAL

- This program shall not be used by members to circumvent their chain of command.
- Members are not eligible for overtime or compensatory leave (C/L) for participating in the program.

MENTOR ADVISORY TEAM (MAT)

- Appointed by the Chief of Police.
- Convenes at the discretion of the Chairperson.
- Considers the following when reviewing applications and assigning partnership matches:
 1. Applicants' duty assignments and the requirements of their duty assignments.
 2. Specialty of the applicants (i.e., mentor applicants with specialized knowledge, skills, abilities, experience, etc. will be partnered with a mentee applicant who aspires to obtain similar specialized knowledge, skills, abilities, experience, etc., when possible).
- Returns partnership matches to the:
 1. Mentor and mentee's commander(s).
 2. Mentor and mentee.
- Removes participants from the program upon:
 1. The member's written request;
NOTE: Requests to remove a mentor from the program will be processed within fifteen business days.
 2. Receiving notification from the MAT Chairperson; or

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- 3. Receiving notification from the member's commander.
- Provides a list of mentors to the Internal Affairs Section (IAS).
- Provides periodic updates to the IAS regarding those members entering or exiting the program.
- Annually reviews each mentor's continued participation in the program with their current commander.
- Offers support and direction to mentors and mentees.

MENTOR ADVISORY TEAM CHAIRPERSON

- Appointed by the Chief of Police.
- Serves on the MAT at the discretion of the Chief of Police.
- Recommends MAT members to the Chief of Police.
- May replace MAT members due to a lengthy illness, injury leave, etc., causing vacancies on the MAT.
- Consults with the Commander of the Police Human Resources Section (PHRS) and the member's commander regarding participation by a member:
 1. With a modified duty status; or
 2. Upon implementation of a Performance Enhancement Process (PEP) plan for the member.
- Notifies the MAT of meetings in advance of the scheduled date.
- Consults with the IAS and the Bureau Chief of the Professional Standards Bureau when a mentor is involved in an IAS case, if necessary.
- Determines if a mentor will be removed from the program due to their involvement in an IAS case.
- Notifies the MAT if a member is removed from the program due to involvement in an IAS case.

MENTOR ADVISORY TEAM (MAT) MEMBERS

- Appointed by the Chief of Police at the recommendation of the MAT Chairperson.
NOTE: Recommendations for replacements are to be submitted at least thirty days prior to the expiration of a current member's term or requested exit date.
- Serve on the MAT for one year (e.g., January 1st to December 31st, etc.).
- Reinstated automatically at the conclusion of their respective terms, unless a written request for replacement is submitted by November 30th.

PROGRAM PARTICIPATION

- Cadets are required to participate in the program.
NOTES:
 1. The program will be discussed during cadet orientation and a mentor will be assigned at that time.
 2. Upon entry into the academy the mentor/mentee relationship will be suspended.
- The program is available to all members (i.e., sworn and non-sworn).
EXCEPTIONS:
 1. Members receiving entrance level training or on field training are not eligible to participate in the program.
 2. Members whose commander has determined the member's participation in the program would negatively affect the command, the Department, or the job performance of the member.
- Members with a modified duty status may be approved for participation, on a case-by-case basis, by the Commander of PHRS in consultation with the member's commander and the MAT Chairperson.

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MENTOR ELIGIBILITY REQUIREMENTS (all must be met)

- A minimum of two years' experience from the date of:
 1. Hire for non-sworn members; or
 2. Graduation from the academy for sworn members.
- Satisfactory performance ratings for the last two years.
- Able to work well with others.
- Commander approval.

MEMBERS REQUESTING TO PARTICIPATE IN THE PROGRAM

- Complete a Form 12L, Intra-Department Correspondence, to request to participate in the program.

NOTES:

1. Members requesting to participate as a mentor will address their Form 12L to their commander and obtain the required approvals through their chain of command.
 2. Members requesting to participate as a mentee will address their Form 12L to the MAT and will not submit their Form 12L through their chain of command for approval.
- Submit completed Forms 12L to the MAT via e-mail (i.e., bcopdmentorship@baltimorecountymd.gov).
 - Remain in the program for a period of at least one year, unless suspended or removed.
NOTE: After the one year commitment, mentors will automatically remain in the program unless a Form 12L is submitted via the chain of command requesting to be removed.
 - Complete a mandatory Mentor/Mentee Agreement at the onset of a partnership match.
NOTE: The Agreement provides the framework for establishing guidelines, commitments, and objectives for the partnership.

MENTEE RESPONSIBILITIES

- Work with the assigned mentor to identify goals and career development needs.
- Maintain a professional relationship with the mentor.
- Share the member's monthly duty schedule with the mentor.
- Meet with the mentor at least monthly.
- Speak with the mentor weekly, when possible.
- Contact the mentor during scheduled work hours.
EXCEPTION: When the mentor advises that the mentee may contact them at other times.
- Complete a Form 12L to request to be reassigned, if they cannot work with the assigned mentor.

NOTES:

1. No reprisal will be taken against a mentee who requests reassignment.
 2. Members requesting to be reassigned will address their Form 12L to the MAT and will not submit their Form 12L through their chain of command for approval.
 3. Completed Forms 12L will be submitted to the MAT via e-mail (i.e., bcopdmentorship@baltimorecountymd.gov).
- Complete a mandatory Mentorship Evaluation Form upon completion of the program.
NOTE: The evaluation is used to gather feedback on the program.

MENTOR RESPONSIBILITIES

- Must be willing to commit to one year as a mentor after being assigned.
- Complete a mentor training course hosted by the MAT.
- Attend additional mentor program events, when possible.
- Work with the assigned mentee to identify goals and career development needs.
- Maintain a professional relationship with the mentee.
- Meet with the mentee at least monthly.
- Speak with the mentee weekly, when possible.
- Contact the mentee during scheduled work hours.
EXCEPTION: When the mentee advises that the mentor may contact them at other times.

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- Share their monthly duty schedule with the mentee.
- Encourage excellence and perseverance in the mentee.
- Share knowledge and experience with the mentee.
- Guide, educate, and motivate the mentee.
- Complete a Form 12L to request to be reassigned, if they cannot work with the assigned mentee.

NOTES:

1. No reprisal will be taken against a mentor who requests reassignment.
2. Members requesting to be reassigned will address their Form 12L to the MAT and will not submit their Form 12L through their chain of command for approval.
3. Completed Forms 12L will be submitted to the MAT via e-mail (i.e., bcopdmentoship@baltimorecountymd.gov).

- Complete a Form 12L to request removal from the program.

NOTES:

1. Members requesting removal will address their Form 12L to their commander, submit their Form 12L through their chain of command for approval, and then forward it to the MAT via e-mail (i.e., bcopdmentorship@baltimorecountymd.gov).
2. A mentor may be automatically removed from the program or suspended from participating in the program if:
 - a. They are involved in certain pending/sustained IAS cases;
 - b. Placed in a PEP plan; or
 - c. A mentor's commander has determined their participation in the program would negatively affect the command, the Department, or the job performance of the member.

- Complete a mandatory Mentorship Evaluation Form upon completion of the program.

NOTE: The evaluation is used to gather feedback on the program.

PRECINCT/SECTION COMMANDERS

- Notify members participating as mentors and the MAT of their suspension or removal from the program upon:
 1. Implementing a PEP plan for the member, after consulting the Commander of the PHRS and the MAT Chairperson, if necessary; or
 2. Determining the member's participation in the program would negatively affect the command, the Department, or the job performance of the member.

INTERNAL AFFAIRS SECTION

- Receives a list of members participating as mentors in the program.
- Receives periodic updates on members entering or exiting the program.
- Consults the mentor list upon:
 1. Receiving notice of information leading to a pending IAS investigation; and
 2. After a case is sustained against a member.

- Reviews the nature of an IAS case involving a mentor.

NOTE: If necessary, consults with the Bureau Chief of the Professional Standards Bureau and the MAT Chairperson regarding the mentor's involvement in the IAS case and continued participation in the program.

COMMANDER OF THE POLICE HUMAN RESOURCES SECTION

- Approves members with a modified duty status for participation, on a case-by-case basis, after consultation with the member's commander and the MAT Chairperson.
- Consults with the member's commander and the MAT Chairperson when a PEP plan is implemented for the member.

BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU

- Consults with the IAS and the MAT Chairperson on IAS cases concerning a mentor, if necessary.

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IMPLEMENTATION: This Addendum to Special Order 2022-02 supersedes Special Order 2022-02 dated November 8, 2022. This Special Order will be distributed electronically to all Department members. Shift/Unit supervisors will be responsible for the referencing of this Special Order.

By order of,

Dennis J. Delp
Chief of Police