

**RELEASE:** Revised Modified Duty Policy.

**EFFECTIVE:** Immediately.

The following sections of Administrative Manual, Article 7 (Personnel Issues), have been updated to reflect revisions made to the County's modified duty policy:

- 3.2.1, Designated Health Care Provider (DHCP).
- 4.0, Injuries/Illnesses/Incapacitation.
- 4.1, Line-of-Duty Injuries/Illnesses/Incapacitation.
- 4.2, Sick Leave.
- 4.3, Modified Duty.
- 4.3.1, Duty Assignment While Pregnant.
- 4.4, Modified and Off-Duty Policy for Stress Related Reasons.
- 8.3.1, Non-Departmental Training.
- 8.3.2, Departmental Training.
- 9.5, Suspension of Police Powers.

Copies of these sections with revisions highlighted are attached. They supersede those currently contained in the Administrative Manual (General Order 2023-01) and will appear in a future General Order. As part of this project, Administrative Manual, Article 7, Section 4.1.3, Incapacitation from Duty, has been struck in its entirety and will be rescinded in a future General Order.

**Commanders:** Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which is located in their Department e-mail account. A copy of the message and attached document will also be posted on the Department's Intranet site.

This message has been reviewed and approved by Captain Joseph W. Donohue. (#3844).

**Administrative Manual, Article 7, Personnel Issues**

**7-3.2.1 DESIGNATED HEALTH CARE PROVIDER (DHCP)**

**PRE-EMPLOYMENT**

- All applicants requesting employment with the Department must pass a physical examination and urinalysis prior to being hired.

**NON-SERVICE CONNECTED INJURY/ILLNESS**

- Normally, members must see their private physician for treatment of non-service connected injury or illness.

**MODIFIED DUTY**

- Members recommended for modified duty by a private physician will adhere to all procedures regarding follow-up as if reporting to the DHCP (See section 4.3 of this article).

## Administrative Manual, Article 7, Personnel Issues

### 7-4.0 INJURIES/ILLNESSES/INCAPACITATION

#### DEFINITIONS

- Maximum Medical Improvement (MMI) - the point at which there are no additional medical options (e.g., surgery, physical therapy, etc.) available to a member that would improve the member's diagnosed injury or illness prognosis.
 

**NOTE:** This does not necessarily mean that a member has permanent work restrictions based on reaching MMI. A member can be at MMI with no permanent restrictions or limitations and be able to return to full duty, with or without reasonable accommodations, so long as the accommodation is not an extension of modified duty.
- Maximum Medical Improvement with Permanent Work Restrictions (MMI/PWR) - the point at which a member has been medically determined to have permanent work restrictions or limitations and there are no other medical options available to the member that would improve the member's diagnosed injury or illness prognosis to the degree of overcoming the identified permanent work restrictions or limitations, preventing a member from ever being able to be returned to full duty in the job classification the member occupied prior to their injury or illness.
- Options Letter - a written document issued by the County that will inform a member to pursue other options that are appropriate under Federal, State, and Baltimore County law or be recommended for termination from County employment when the member is unable to perform the full range of essential job functions and duties of the member's regular job classification and has:
  1. Exhausted allowed sick/accident leave and/or modified duty time (i.e., 251 work days); or
  2. Reached MMI/PWR as determined by the:
    - a. Designated Health Care Provider (DHCP); or
    - b. Member's private physician, at the discretion of the County.

**NOTE:** Examples of appropriate options that may be offered include, but are not limited to:

  - a. Use available leave - a member may request use of any leave available to the member for which the member is eligible for use.
  - b. Seek and obtain transfer or reclassification to another position within County service - a member can apply for another vacant position in the County for which they qualify. The Office of Human Resources can also work with the member to determine the availability of another position that may be available and for which the member qualifies.
  - c. Seek and obtain a reasonable accommodation under the Americans with Disabilities Act and/or appropriate state law - reasonable accommodations are ones that will enable the member to perform the essential functions of the member's job classification.
 

**NOTE:** Another modified duty assignment will not be a viable option if the member has already exhausted the maximum allotted time for a modified duty assignment for their injury or illness.
  - d. Seek retirement options - If a member is eligible for retirement under County law, the member may seek available retirement options (e.g., disability retirement, early retirement, regular retirement, etc.).
  - e. Resign - a member may choose to voluntarily resign giving proper notice to the County.

#### GENERAL

- Leave issues, including the modified duty policy, are also addressed in the respective Memorandums of Understanding and/or the Baltimore County Personnel Manual and are subject to change.

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- When this policy conflicts with law, including the Pregnant Workers Fairness Act, the applicable law shall control.
- Notwithstanding any provision of this policy, upon written request and good cause shown as determined by the County Administrative Officer (CAO), the CAO may, in the CAO's discretion, with concurrence of the County Executive and the Director of the Baltimore County Office of Human Resources (OHR), extend any time period in this policy.

**NOTES:**

1. Any case that deviates from this policy based on the CAO's exercise of the above discretion will be properly documented by the OHR.
2. Members intending to request an extension of any time period in this policy shall contact the Police Human Resources Section (PHRS) for instruction.

**MEMBERS**

- Are required to use their own leave in lieu of reporting to work, when they are unable to perform the full range of essential job functions and duties of the member's regular job classification held at the time of the injury/illness/incapacitation.

**EXCEPTIONS:**

1. When the member has been authorized for accident leave for a line of duty injury/illness/incapacitation, in accordance with Section 4.1 of this article, the member's leave will be converted to accident leave.
  2. When the member has been authorized to work in a modified duty assignment, in accordance with Section 4.3 of this article.
- Who are sworn and on extended illness/injury leave for a period of time specified in the member's Memorandum of Understanding will be marked five days sick leave or accident leave, as appropriate and two days of regular leave per week during each month of the illness/injury. When the extended illness/injury leave is for less than the contracted time period, the member will be marked regular leave and sick or injured leave per the regular shift cycle as the case may warrant.
  - Who are non-sworn, will refer to the Baltimore County Personnel Manual for extended leave procedures.
  - Are limited to a period of up to 251 work days for which they can be marked sick or accident leave and/or be assigned to a modified duty position for an on-duty or off-duty injury/illness/incapacitation.

**NOTE:** The 251 work days is a time period equivalent to a full calendar year. Work days is reflective of the days a member was eligible to work (i.e., generally five work days and two leave days in a seven day time period plus holidays); it is not reflective of the number of days marked working. A member may not prolong the 251 work days by using leave on a work day.

- Who are on sick or accident leave or placed in a modified duty assignment for an on-duty or off-duty illness or injury, are required to provide the following medical reporting updates to the PHRS:

1. Every two month medical reporting - an updated medical status report or doctor's note must be submitted every two months a member remains on sick or accident leave or in a modified duty status.

**NOTES:**

1. Failure to provide the required updates may result in the discontinuance of a modified duty status.
2. Members failing to provide documentation will be placed in an appropriate leave status, including leave without pay, if the member is not eligible for or has no available paid leave.

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2. Seven and nine month medical reporting - in addition to the regular submission of medical status reports or doctor's notes every two months, if a member remains on sick or accident leave or in a modified duty status beyond a period of six calendar months, at the seventh and ninth month intervals, the member must provide written documentation from the DHCP or their medical doctor regarding:
  - a. Whether their injury or illness has reached MMI; and
  - b. If MMI is reached, whether it is MMI/PWR; or without any permanent restrictions or limitations.

**EXCEPTION:** Members on a modified duty status due to pregnancy will not be required to provide medical updates as outlined above (See section 4.3.1 of this article).

**NOTES:**

1. Members failing to provide documentation will be placed in an appropriate leave status, including leave without pay, if the member is not eligible for or has no available paid leave. The member may also be recommended for termination for non-compliance with the requirements for providing medical information.
  2. Failure to provide the required updates may result in the discontinuance of an approved modified duty status.
- Who are placed in a modified duty status, require a written release, before returning to full duty, from the:
    1. DHCP; or
    2. Member's doctor, at the discretion of the County.
  - Who have exhausted available sick or accident leave and/or modified duty time (i.e., the 251 work days as described in this policy) or have reached MMI/PWR, and are unable to return to performing the full range of essential job functions and duties of the member's regular job classification must pursue options that are appropriate under Federal, State, and County law as outlined in the Options Letter provided to the member.
  - Will be recommended for termination based on a lack of performance if they fail to pursue and obtain appropriate options as outlined in an Options Letter.

**NOTE:** A termination under these circumstances is not considered discipline.

**POLICE HUMAN RESOURCES SECTION**

- Coordinates with the OHR regarding matters related to long term injuries/illnesses/incapacitation of Department members in accordance with County and Department policy, as needed or required.

**NOTE:** This includes but is not limited to coordination of issues related to Workers' Compensation, Family and Medical Leave Act (FMLA), leave markings, modified duty, and the issuance of Options Letters.

**REFERENCE**

- [Baltimore County Personnel Manual, Section 9.](#)

## Administrative Manual, Article 7, Personnel Issues

### 7-4.1 LINE-OF-DUTY INJURIES/ILLNESSES/INCAPACITATION

#### **DEFINITION**

- Service Connected Disability -
  1. For workers compensation purposes, occurs when Department members suffer a disability resulting from an accident or illness found to be compensable under the State Workers' Compensation Act, as set forth in Baltimore County Code (BCC) 4-8-102, Special Rule 12.03.A.
  2. For disability retirement purposes, occurs when Department members become totally and permanently incapacitated for duty as the natural and proximate result of an accident occurring while in the actual performance of duty at some definite time and place, without willful negligence on the member's part, as set forth in BCC 5-1-223, 5-1-224, and 5-1-226.

#### **ACCIDENT LEAVE**

- Given to the disabled member, when directed by the Baltimore County Workers' Compensation Claims Administrator.
 

**NOTE:** Workers' Compensation will update the member's leave markings, when Accident Leave is approved.
- Starts on the first day of such absence.
- May be delayed or denied, if the injured employee fails to meet the time requirements for notification and reporting outlined in this section.
- Is granted only to permanent, probationary, and provisional classified members.
- Will be marked five days in a seven-day period, when the injury/illness/incapacitation extends beyond five days.
 

**NOTE:** Sworn members will be marked using regular leave for the remaining two days.

#### **INJURED MEMBERS**

- Immediately notify their supervisor.
 

**EXCEPTION:** Pay Schedule I and II employees must notify management of any injury within two workdays of the time for which the member requests Accident Leave.
- Who do not require immediate medical attention will return to duty and report to the County's Designated Health Care Provider (DHCP) within the next business day.
- Who are taken to a hospital or private physician and released with no restrictions, will return to full duty and submit "released to full duty" documentation to their supervisor.
- Who are taken to a hospital or private physician and are told to return for modified duty, or to not return to work:
  1. Must report to the DHCP within the next business day;
  2. Will not return to modified or full duty work, until given a return to duty release from the DHCP.

**NOTE:** Contact the Police Human Resources Section (PHRS) by phone if additional time to report is needed due to physical incapacity.
- Reporting to a medical facility other than the DHCP for emergency treatment, will inform the facility staff that billing should be sent to the Baltimore County Workers' Compensation Claims Administrator.
- Reporting to the DHCP, will take with them any written recommendations received from their private physicians.
- Upon receiving a recommendation of modified duty status from the DHCP, shall:
  1. Notify their commander.

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2. Ensure a copy of the documentation provided by the DHCP is sent via e-mail to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), with the original forwarded to the PHRS via departmental mail.

**NOTE:** Notifications to the commander and e-mail to the PHRS will occur on the same day the member receives the recommendation from the DHCP.

- May be contacted by the Baltimore County Workers' Compensation Claims Administrator regarding the injury and "Employee's First Report of Injury."
- Report to the DHCP for evaluation and follow-up as scheduled by the DHCP, or immediately if the injury worsens.

**NOTE:** Members unable to report for a scheduled appointment will contact the PHRS by phone for instructions prior to the appointment time.

- Provide copies of all DHCP authorization forms to their supervisor after DHCP visits.

**NOTE:** The member will ensure a copy of the documentation provided by the DHCP is sent via e-mail to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), with the original forwarded to the PHRS via departmental mail.

- Will be marked working for scheduled DHCP doctor visits which determine their duty status that are during their scheduled tour of duty.
- Must submit to the PHRS a slip from the therapist/physician showing the appointment was kept and appointment duration.

**NOTES:**

1. The member shall ensure a copy of the documentation is sent via e-mail to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), with the original forwarded to the PHRS via departmental mail.
  2. Physician/therapist appointments must be authorized by the Baltimore County Workers' Compensation Claims Administrator.
- May submit a Form 110, Overtime Pay Form, or 110A, Compensatory Leave Form, for compensation for authorized DHCP doctor visits outside their tour of duty which determine their duty status.
- NOTE:** Members will be compensated in accordance with the provisions of the applicable Memorandum of Understanding (MOU).
- Will be marked sick for therapy visits or other caregiver appointments other than DHCP doctor visits attended during their normal tour of duty.
  - Will not be compensated for therapy visits or other caregiver appointments other than DHCP doctor visits attended outside of their normal tour of duty.
  - May submit documentation to the Baltimore County Workers' Compensation Claims Administrator to receive mileage reimbursements for DHCP and other medical caregiver visits.
  - Must file the Workers' Compensation Commission Employees' Claim Form within two years of the incident to comply with the statute of limitations provisions of the Workers' Compensation law.
  - Will be required to use sick and/or other leave for prior journal markings, if it is later determined that the injury is not work related.
  - May be assigned to modified duty, upon release to return to work, if they are unable to perform the full range of essential job functions and duties of the member's regular job classification held at the time of the injury/illness/incapacitation (Refer to section 4.3 of this article).
  - On accident leave for a period of two months or more are required to provide medical reporting updates as outlined in section 4.0 of this article.

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- Desiring to make a settlement in a civil suit with regards to injuries sustained in the line of duty must notify the Baltimore County Workers' Compensation Claims Administrator. Upon approval, the member will be notified that settlement may be made.
- Who have exhausted available accident leave/modified duty time (i.e., 251 work days) or have reached MMI/PWR, and are unable to return to performing the full range of essential job functions and duties of the member's regular job classification must pursue options provided by the County upon receipt of an Options Letter (section 4.0 of this article).

**MEMBER'S SUPERVISOR**

- Ensures injured members follow the time, notification, and reporting procedures.
- Arranges for the injured member to receive transportation to the appropriate facility.
- Completes a Supervisor's Preliminary First Report of Injury and faxes a copy to the OHR Workers' Compensation Unit.

**NOTE:** A copy of the form will also be sent via e-mail to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), with the original forwarded to the PHRS via departmental mail.

- Submits all medical releases and reports received on behalf of the member to the PHRS immediately upon request.

**EXCEPTION:** In cases of exposure, refer to section 4.1.4 of this article.

**SHIFT/UNIT COMMANDERS**

- Ensure the member's attendance and leave is properly marked.
  - Mark the member "sick" if the member misses time before the DHCP is open.
- NOTE:** This may be changed to accident leave with approval from the DHCP and the Baltimore County Workers' Compensation Claims Administrator.

**COMMANDERS**

- Review and sign all departmental reports submitted.
- Submit updates to PHRS of all assigned personnel carried as sick or injured under this provision, along with their status, for inclusion in the Modified and Off Duty Report.
- Notify the PHRS of members on modified duty.

**POLICE HUMAN RESOURCES SECTION**

- Maintains confidential employees' files with copies of Forms 222, DHCP authorization forms, and other related injury documentation.
- Acts as liaison between Department members, DHCP employees, claims representatives, and the administration.

**DESIGNATED HEALTH CARE PROVIDER (DHCP)**

- Determines the physical ability of members to work.



**Administrative Manual, Article 7, Personnel Issues****7-4.2 SICK LEAVE****SICK LEAVE USES**

- Absences caused by illness/injury not compensable under the Workers' Compensation Law of Maryland.
- Medical, dental, or optical appointments.
- Treatment/confinement due to quarantine as determined by an authorized medical authority.
- Additional uses as permitted under law, including under the Healthy Working Families Act, Family and Medical Leave Act, etc.

**GENERAL**

- Members using sick leave are required to call their supervisor at least one hour prior to their tour of duty on each day they are out of work due to illness, unless prior arrangements have been made with their supervisor.
- Members using sick leave for necessary medical, dental, or optical appointments will notify their commander as soon as possible prior to the scheduled appointment.
- An "occurrence" of sick leave is defined as any unscheduled use of sick leave - including unscheduled use of sick leave for family members, unless the absence is within the parameters of the member's approved FMLA protected leave.
- Members on sick leave for five or more consecutive work days are required to submit a medical release to return to work from their private physician or health care provider.

**NOTE:** The medical release must include the:

1. Dates the member was unable to perform the essential functions of their job.
  2. Member's work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.). Any restrictions shall be enumerated in the medical release and be based on the member's job classification.
  3. Anticipated duration of any restrictions, modified duty, etc.
- Members on sick leave for a period of two months or more are required to provide medical reporting updates as outlined in Section 4.0 of this article.
  - Members having prior knowledge that they will be on sick leave for five or more days may be required by their commander to submit in advance a written statement from their private physician, which will include the:
    1. Anticipated dates of absence.
    2. Member's anticipated work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).

**NOTE:** Any anticipated restrictions shall be enumerated in the release and be based on the member's job classification.

3. Anticipated date of return to work.

**NOTE:** Members providing advanced notice will still be required to provide medical reporting updates as outlined in Section 4.0 of this article.

**FORM 53, SICK LEAVE REPORT COMPLETION**

- Blocks not mentioned below are self-explanatory.
- Person Taking Report: Enter the name of the member receiving the absentee's information.
- Total Sick Leave Used: Enter only the sick leave used.
- Total Other Leave Used: Enter only the leave used in place of sick leave.

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- Distribution:
  1. Original - to the Police Human Resources Section (PHRS).
  2. Copy - retained in the member's personnel folder by the commander.

**PHYSICIAN'S RELEASES**

- Required for all Department members on sick leave for five work days or more.
 

**NOTE:** The medical release must include the:

  1. Dates the member was unable to perform the essential functions of their job.
  2. Member's work status upon return to work (e.g., full-duty, restrictions, modified duty, etc.).
 

**NOTE:** Any restrictions shall be enumerated in the medical release and be based on the member's job classification.
  3. Anticipated duration of any restrictions, modified duty, etc.
- Required for all members on notice of excessive absenteeism due to illness for each occurrence.
- Obtained by the member, in writing, from a private physician or health care provider.
- Submitted upon return to duty. If a required release is not furnished, the period of absence will be converted to annual leave and disciplinary action may occur.
- Shall be marked confidential and forwarded directly to the PHRS.
 

**NOTE:** Releases that do not return a member to full duty and/or contain restrictions that prevent the member from completing the duties of their regular job classification will be handled in accordance with the Modified Duty policy (See Section 4.3 of this article).

**SICK LEAVE USE/ABUSE**

- Supervisors will monitor the use of sick leave by all members under their command.
- Supervisors will note recurring patterns of absences to identify possible sick leave abuse.
- Supervisors will discuss absence problems with the member.
- If after discussion, a member's attendance does not improve, they may be placed on notice of excessive absenteeism due to illness.
- Refer to the applicable Memorandum of Understanding for the time limits of excessive absenteeism for employees covered by the various bargaining units.
- When an investigation and physician's examination reveals that sick or accident leave was taken as a result of a feigned injury/illness or alcohol/drug abuse, appropriate personnel and disciplinary procedures will be followed.
- Sick leave taken as a result of an injury/illness attributed to alcohol and/or drug abuse will cause the member to be assessed in accordance with the Drug/Substance Abuse Policy (See Section 2.0 of this article).

**FOUR OR MORE SICK LEAVE OCCURRENCES IN ANY CONSECUTIVE 12-MONTH PERIOD**

- Supervisors will meet with members who have had four or more sick leave occurrences in any consecutive 12-month period and discuss ways to improve attendance in accordance with the County Absence Control Policy. Supervisors will inform members of their rights under the Family and Medical Leave Act (FMLA) by referring members to Section 5.1 of this article and/or the PHRS.

**NOTES:**

1. Sick leave used as part of a member's approved FMLA protected leave will not be counted as an occurrence.

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- Supervisors will refer to the Baltimore County Personnel Manual for procedures to be followed when a member has four or more occurrences in any consecutive 12-month period.

**NOTICE OF EXCESSIVE ABSENTEEISM DUE TO ILLNESS**

- A member placed on notice of excessive absenteeism due to illness will not be paid for any amount of sick leave unless a physician's report is submitted.
- Commanders wishing to place an employee on notice of excessive absenteeism due to illness must complete a Notice of Excessive Absenteeism Due to Illness Form (original and three copies).  
**NOTE:** The member will be required to initial all copies. All copies will be submitted to the PHRS, who will submit them to the Baltimore County Office of Human Resources (OHR).
- Following approval by the Director of the OHR, the Notice of Excessive Absenteeism Due to Illness Form will be distributed as follows:
  - Original - PHRS.
  - First copy - retained by the member.
  - Second copy - retained in the member's personnel file.
  - Third copy - retained by the member's supervisor.**NOTE:** If after being placed on notice for excessive absenteeism the member's attendance does not improve, supervisors will contact the PHRS for further guidance.
- To remove a member from notice of excessive absenteeism due to illness, commanders must submit a Removal From One Day Notice Due to Excessive Absenteeism Form to the PHRS.
- All supervisory, management, and confidential (SMC) employees maintaining a satisfactory attendance record of six consecutive months after being placed on excessive absenteeism notice will no longer be subject to the above requirements.

**UNEARNED SICK LEAVE**

- May be granted by the OHR under recommendation from the Chief of Police, at full or partial pay. The recommendation must be accompanied by a written statement from the employee's physician or health care provider. An additional physician's statement may be required during the period of absence.
- Can be advanced only after the employee has exhausted all accrued sick leave and available leave days. This does not include the 104 regular leave days necessary for "weekend leave" for sworn personnel.  
**NOTE:** Paid holidays granted by the County are not included as available leave.
- May be extended to a maximum of 30 workdays, generally. In unusual circumstances, the Director of the OHR may extend sick leave beyond the 30-day limit.
- Will be paid back with regularly earned sick leave after the employee returns to work. No sick leave will be accrued until the advanced sick leave is paid back.
- Is subject to review by the Personnel Salary and Advisory Board.
- Will be deducted from the employee's final paycheck and/or retirement check if the employee terminates employment prior to paying back the unearned sick leave. This applies to a maximum of 30 workdays.
- Supervisors will contact the PHRS for appropriate forms.

**REFERENCES**

- Administrative Manual, Article 2 (Complaints and Misconduct).
- [Baltimore County Personnel Manual](#).
- Memorandum of Understanding.

## Administrative Manual, Article 7, Personnel Issues

### 7-4.3 MODIFIED DUTY

#### GENERAL

- Modified duty status is a limited time period that allows an employee to work in a temporary position as an accommodation:
  1. While recovering from a line of duty or non-line of duty injury/illness; or
  2. Under the Americans with Disabilities Act (ADA) or Family Medical Leave Act (FMLA).
 

**NOTE:** A member requesting or placed in a modified duty status for a non-duty related injury or illness is not required to disclose or identify the nature of their injury or illness. However, they will be required to provide documentation regarding the anticipated duration of the modified duty status and any restrictions/limitations based on the regular duties of their assigned job classification.
- Permanent modified duty positions are not offered under any circumstances.
- Medical eligibility for a modified duty status will be determined by the Designated Health Care Provider (DHCP) and/or the member's medical provider, at the discretion of the County.
 

**EXCEPTION:** Modified duty for pregnancy may be requested by a member, with or without restrictions from a medical provider (See Section 4.3.1 of this article).

#### MODIFIED DUTY ASSIGNMENTS

- Are temporary assignments identified by the Department.
- Are assigned to members by the Police Human Resources Section (PHRS) based upon the needs of the Department and Baltimore County, the requirements of the assignment, and in accordance with the restrictions/limitations of the injury/illness.
 

**NOTES:**

  1. Assignments may be to another department in County government, pursuant to the County's policies regarding modified duty.
  2. When there are limited modified duty assignments available, modified duty for members with line-of-duty injuries/illnesses will have priority over members with off-duty injuries/illnesses.
  3. When feasible, the member's rank and seniority may be considered when determining their assignment.
- Are not considered specialized assignments requiring a selection process.
- Are subject to continuous reassessment and may change at any time.

#### MEMBERS

- Recommended for a modified duty status, must provide the PHRS with documentation from the DHCP and/or their medical provider indicating the anticipated duration of the modified duty status and any restrictions/limitations based on the regular duties of their assigned job classification.
- Approved/assigned to work in a modified duty status, will be given a list of rules and responsibilities from the PHRS.
- Assigned to modified duty assignments are responsible for notifying their permanent assignments of the proper attendance and leave markings and will be marked accordingly for anytime worked while in a modified duty status.
- Promptly notify their temporary and permanent assignments prior to their scheduled shift any time they are unable to report to work as scheduled.
- Unwilling to work a modified duty assignment will be required to take leave.

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- Promptly e-mail a copy of written updates from the DHCP and/or their medical provider to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), documenting any changes in restrictions/limitations.  
**NOTE:** The original documentation will be forwarded to the PHRS via departmental mail.
- Placed in a modified duty assignment may be moved to another modified duty assignment or be removed from modified duty and placed in an appropriate leave status by the PHRS based on:
  1. Changes to the member's medical restrictions/limitations; and/or
  2. The needs of the Department.
- On a modified duty status or a combination of modified duty sick/accident leave for a period of two months or more are required to provide required medical reporting updates as outlined in Section 4.0 of this article.  
**EXCEPTION:** Members on modified duty for pregnancy will not be required to provide medical reporting updates (See Section 4.3.1 of this article).
- Released by the DHCP or their medical provider from medical restrictions/limitations shall:
  1. Request a change in duty status by providing documentation from the DHCP or their medical provider to the PHRS.  
**NOTE:** Documentation containing medical information shall be marked confidential. A copy shall be provided via e-mail to the PHRS via [policehumanresources@baltimorecountymd.gov](mailto:policehumanresources@baltimorecountymd.gov), with the original forwarded to the PHRS via departmental mail.
- Restricted to a modified duty status will not attend the following until cleared by the DHCP and/or their medical provider:
  1. In-Service Training;
  2. Firearms qualifications; or
  3. Specialized training.  
**EXCEPTION:** When the member's specialized training has been authorized by the PHRS Commander (e.g., because the training is required to perform the tasks of the assigned modified duty position, etc.). In all cases, authorized training shall not involve tasks or activities for which the member is medically restricted.  
**NOTE:** Upon being cleared by the DHCP and/or their medical provider, the member will be required to attend In-Service Training, Firearms qualification, or other trainings prior to being returned to a full duty status, if their certification has lapsed during their modified duty period.
- Restricted to a modified duty status will not wear the Department uniform, but instead dress in professional casual attire as described in Administrative Manual, Article 1, Conduct.
- Restricted to a modified duty status will not operate marked police vehicles.
- Restricted to a modified duty status will not work secondary employment without the written approval of the Bureau Chief of the PSB.  
**NOTE:** Secondary employment involving security duties will generally not be approved.
- Restricted to a modified duty status are required to honor court summonses and subpoenas, and shall attend court in appropriate professional attire.  
**EXCEPTION:** When the member is unable to attend due to restrictions/limitations, they must contact the Court Liaison Officer (i.e., for summonses) or the Legal Section (i.e., for subpoenas) for instructions regarding attendance.
- Cleared to return from a modified duty status by a non-DHCP medical provider, may be subject to a fitness-for-duty evaluation when necessary to determine whether they can perform the essential functions of their job classification.

**Administrative Manual, Article 7, Personnel Issues****COMMANDERS**

- Ensure that members do not report to a modified duty assignment without proper authorization from the PHRS.
- Determine if there is a need to immediately amend or remove the access permissions provided by the member's identification card.
- Must request approval from the PHRS for a member restricted to a modified duty status to remain in their command.  
**NOTE:** Generally, these requests will be considered for anticipated modified duty periods of two weeks or less.
- Ensure that daily attendance records are maintained on a Form 91, Daily Summary Report, for those members temporarily assigned to patrol commands.
- Who have members assigned to their command on modified duty assignments will ensure that the members' permanent assignments are notified of the proper time and attendance markings.
- Who have members assigned to their command on modified duty assignments will ensure that performance ratings are completed for the members.
- Ensure members forward original written restrictions/limitations, any modifications/updates, and required medical reporting updates from the DHCP and/or their medical provider to the PHRS.
- Ensure the PHRS is notified of requests to modify a member's duty status (e.g., return to full duty, updates to limitations and restrictions, etc.).
- May request the PHRS to schedule a fitness-for-duty evaluation of a member who may have a written release to full-duty status from a medical provider other than the DHCP.  
**NOTE:** There must be a reasonable belief that the member's condition will affect his/her ability to perform the essential functions of the class specification. Any such request must be job-related and consistent with business necessity.

**POLICE HUMAN RESOURCES SECTION**

- Maintains a list of designated modified duty assignments.
- Reviews documentation from the DHCP or the member's medical provider and other pertinent information to determine changes in a member's duty status, including return to a full duty status after being placed in a modified duty status.
- Assigns members to modified duty assignments.
- If necessary, consults with the DHCP and/or the member's medical provider prior to assigning a member to a modified duty assignment to ensure the position complies with the medical restrictions/limitations.
- Gives members a list of rules and responsibilities upon assignment to a modified duty position.
- Maintains an accurate list of all members on modified duty.
- Requests medical or psychological fitness-for-duty examinations through the OHR when necessary to determine whether a member can perform the essential functions of their assignment. Such requests must be job-related and consistent with business necessity.
- Notifies commanders of missed DHCP appointments, upon notification by the DHCP.
- Notifies a member's permanent and temporary command when a member's duty status or modified duty assignment is changed.
- Provides the Maryland Police Training and Standards Commission (MPTSC) with required updates.

**REFERENCE**

- [Baltimore County Personnel Manual, Section 9.](#)

**Administrative Manual, Article 7, Personnel Issues**

**7-4.3.1 DUTY ASSIGNMENT WHILE PREGNANT**

**PREGNANT MEMBERS**

- Notify their commander of a pregnancy or pregnancy related condition when it impairs their ability to perform the essential functions of their job classification.
- May remain in full duty status as long as their ability to perform the essential functions of their job classification is not impaired.
- Will be placed in modified duty status by the Police Human Resources Section (PHRS) upon their request (See Section 4.3 of this article).
- Immediately notify their supervisor of any work restrictions prescribed by their physician.

**NOTES:**

1. Documentation from their physician will be forwarded to the PHRS.
  2. Restrictions/modifications requested by the member will be communicated with the PHRS.
- May contact the PHRS for guidance on applicable resources/laws regarding pregnancy and employment.
  - Shall follow all requirements when assigned to a modified duty assignment by the PHRS.
  - Obtain a written release from their private physician before requesting return to a full duty status.

**MEMBERS' SUPERVISORS**

- Immediately notify the commander of the pregnant member's decision regarding their duty status.
- May request PHRS require a fitness for duty evaluation by the Designated Health Care Provider (DHCP) only upon an objective, articulable observation of evidence that the member can no longer perform the essential functions of their job classification.

**NOTE:** Pregnant members who cannot perform the functions of regular duty will be placed on modified duty temporarily, pending documentation from the DHCP.

**MEMBERS' COMMANDERS**

- Immediately notify the PHRS of the pregnant member's decision regarding their duty status.

**POLICE HUMAN RESOURCES SECTION**

- Provides guidance on applicable resources/laws regarding pregnancy and employment to the pregnant member, upon request.
- Assigns the pregnant member to a modified duty position, when appropriate.
- When contacted by a supervisor who has articulable evidence that a pregnant member cannot perform the essential functions of their job classification, will approve a modified duty status temporarily, pending certification from the DHCP stating the member can perform the essential functions of their job classification.

**Administrative Manual, Article 7, Personnel Issues**

**7-4.4 MODIFIED AND OFF-DUTY POLICY FOR STRESS RELATED REASONS**

**MEMBERS**

- Ensure that their supervisor is notified immediately when they are to be off duty or available for modified duty only due to stress or psychological reasons.  
**NOTE:** Refer to Section 4.3 of this article for procedures related to modified duty.

**SUPERVISORS**

- Immediately notify the commander of the member's condition.

**COMMANDERS**

- Ensure the member's police powers are suspended.  
**NOTE:** Suspended members will not have their police powers restored until their psychological status renders them capable of performing full duty, as determined by the Designated Health Care Provider (DHCP) and the Department-approved psychological services caregiver, and the member has been authorized by the Police Human Resources Section (PHRS) to return to full duty.
- Relieve sworn members of their service weapons and suspend approval of their off-duty weapon, if applicable.
- Collect the sworn member's badge, identification card, and Maryland Police Training and Standards Commission (MPTSC) certification card.
- Ensure the member understands that their police powers are suspended.
- Immediately notify the member of revocation of any pre-approved uniformed secondary employment.

**POLICE HUMAN RESOURCES SECTION**

- May assign members to a modified duty position as described in Section 4.3 of this article.
- Monitors the status of members on modified duty.
- Coordinates appointments with the psychological services caregiver.

**REFERENCES**

- [Memorandum of Understanding.](#)
- [Baltimore County Personnel Manual.](#)



## Administrative Manual, Article 7, Personnel Issues

### 7-8.3.1 NON-DEPARTMENTAL TRAINING

#### **GENERAL**

- It is the responsibility of any member attending outside training, while marked working in the payroll journal, to provide his or her supervisor with a certificate, proof of attendance, or other verification.
- Supervisors will send any certificates, proof of attendance, or other verification from outside training to the member's commander to ensure a copy will be placed in the member's precinct/section personnel file. The commander shall then forward copies of the material to the Police Human Resources Section (PHRS) for inclusion into the member's personnel file.

**NOTE:** If no proof of attendance can be obtained from training, the member will write an explanatory Form 12L, Intra-Department Correspondence, to their supervisor, and the supervisor will send the Form 12L to member's commander so a copy can be made for the member's precinct/section personnel file. The commander shall then forward the Form 12L to the PHRS.

- Members assigned to modified-duty status, or suspended, are not permitted to attend non-departmental training until cleared to return to full-duty capacity.

**EXCEPTION:** When the member's specialized training has been authorized by the PHRS Commander (e.g., because the training is required to perform the tasks of the assigned modified duty position, etc.). In all cases, authorized training shall not involve tasks or activities for which the member is medically restricted.

#### **OUTSIDE TRAINING AT DEPARTMENT EXPENSE**

- A budget request may be submitted and approved for the fiscal year in which the training is to be held.
- The travel/training request package, outlined in the Budget Manual, will be prepared by the member wishing to attend and submitted through the chain-of-command to the division commander.

**NOTE:** Members should allow sufficient time to ensure the entire request package can be submitted to the Budget Management Section at least 30 days prior to the date the check is needed.

- The package is forwarded to the command's budget coordinator, who:
  1. Reviews the request for accuracy and completeness.
  2. Assigns appropriate budget coding.
  3. Obtains the bureau chief's approval.
  4. Forwards the approved package to the Budget Management Section.
- Upon completion of the training, the member will submit an accurate accounting of the funds, as per the Budget Manual, to their bureau/division budget coordinator.

#### **OUTSIDE TRAINING AT MEMBER'S EXPENSE**

- The requesting member will submit a Form 12L through the chain-of-command to their commander containing:
  1. The name of the seminar.
  2. The relation between the training and the individual's assignment.
  3. Credibility of the seminar (i.e., who recognizes/accredits the course).
  4. Anticipated benefits of attendance.
- Supervisors reviewing the Form 12L will include their recommendations with final approval to be given by the member's commander.

**Administrative Manual, Article 7, Personnel Issues**

- The following stipulations apply to all approved requests:
  1. The member will be marked working:
    - a. Only on those days the seminar is in session and the member is in attendance.  
Travel days will not be considered working days.
    - b. If the training is related to the member's assignment.
  2. No overtime compensation will be authorized.
  3. Expenses, including per diem and travel, will be paid by the member.

**EXTENDED ADVANCED TRAINING**

- Applies to advanced training of four weeks or longer.
- The minimum qualifications for members have been established by the Professional Standards Bureau and will be indicated on Personnel Announcements and/or via e-mail and telex. Members must meet the minimum qualifications prior to attending extended training.
- Members accepting certain advanced training or opportunities must sign a service obligation agreement prior to assignment to such training. If the member declines to sign, the Department will send another member from the eligibility list to attend the training.
- Members attending advanced training may be reassigned, upon completion of the training, at the discretion of the Chief of Police.

**REFERENCE**

- [Budget Manual](#).

## Administrative Manual, Article 7, Personnel Issues

### 7-8.3.2 DEPARTMENTAL TRAINING

#### GENERAL

- All training programs offered within the Department must be approved by the Training Section (TS) prior to implementation.
- The training should:
  1. Focus on job task analysis.
  2. Provide goals and objectives.
  3. Provide a basis for evaluation of participants and program effectiveness.
- Members assigned to modified-duty status, or suspended, are not permitted to attend departmental training until cleared to return to full-duty capacity.  
**EXCEPTION:** When the member's specialized training has been authorized by the Police Human Resources Section (PHRS) Commander (e.g., because the training is required to perform the tasks of the assigned modified duty position, etc.). In all cases, authorized training shall not involve tasks or activities for which the member is medically restricted.
- Lesson plans will be developed for each training program using the guidelines and formats available through the TS. They will include performance objectives, subject matter, and the instructional techniques to be used.
- Lesson plans will be approved by the commander of the division providing the training and forwarded to the TS Commander, who will give final approval and retain copies at the Training Academy.
- Evaluation of students attending training programs will be based on established testing procedures. The criteria will include a minimum passing score and guidelines for the development of the test (i.e., competency test).
- Divisions conducting training programs will maintain records of lesson plans, names of members attending, and test results. Attendees will be provided certificates and/or documentation of attendance.  
**NOTE:** Copies of lesson plans, names of members attending, test results, and training certificates/documentation of attendance will be forwarded to the TS by the entity providing the training.
- The training records of all members completing training programs will be updated by the TS to include dates and type of training attended, test scores, and copies of certificates received.
- A copy of the member's training certificate and/or documentation of attendance will be forwarded to the PHRS by the entity providing the training for placement in the member's personnel file.  
**EXCEPTION:** Personnel record updates will not include in-service training or recruit training.
- The Professional Standards Bureau (PSB) will release training record information upon receipt of a bona fide request (e.g., promotional evaluation, etc.).
- Supervisors who identify a member in need of remedial training will contact the TS to establish a program that will address the member's deficiencies. Criteria for the program should include a time frame for the remedial instruction and periodic progress reports.

#### TRAINING COORDINATORS

- Are designated at every precinct/division at the discretion of the commander.
- Monitor roll call training programs.
- Develop training for members assigned to new positions.
- Attend annual meetings with the TS to provide feedback on training programs and exchange information on other training matters.

**Administrative Manual, Article 7, Personnel Issues****TRAINING INSTRUCTORS**

- Regardless of assignment, will follow procedures established by the TS and be certified by the Maryland Police Training and Standards Commission (MPTSC), if full-time.  
**NOTE:** Requests for instructor certification will be made through the TS.
- From outside of the Department should be used as additional resources whenever practical.

**TRAINING SECTION**

- Checks the credibility and qualifications of outside instructors.
- Conducts a criminal history check on outside instructors.  
**EXCEPTION:** The TS Commander may waive this requirement on a case-by-case basis (e.g., other jurisdiction law enforcement officials, state's attorneys, judges, etc.).
- Reviews all course material and lesson plans submitted by outside instructors.
- Monitors classes taught by guest instructors.
- Ensures that copies of lesson plans are filed at the training location unless waived by the TS Commander.

**ROLL CALL TRAINING**

- Informs members of changes in operational and administrative information or to address concerns unique to a division or precinct.
- Developed, as necessary, with assistance from the TS or other subject matter experts from within or outside the Department.
- Accomplished using video downloads, online training, training bulletins, or guest speakers.
- Members are responsible to review the information and are encouraged to offer suggestions or comments on training received.
- Supervisors will ensure that members obtain the information and will maintain records of members receiving training.

**SPECIALIZED TRAINING**

- Required for certain specialized assignments.
- Results will be included on the member's probationary evaluation.
- Should include:
  1. Development and/or enhancement of skills, knowledge, and abilities particular to the specialization.
  2. Management, administration, supervision, personnel policies, and support services of the unit.
  3. Performance standards of the unit.
  4. Agency policies, procedures, rules, and regulations specifically related to that unit.
  5. Supervised on-the-job training.
- Should be successfully completed in a reasonable period of time by non-sworn members assigned to law enforcement capacities (e.g., police service officers, cadets, school crossing guards, etc.) in order to remain in the position.

**DEPARTMENTAL TRAINING FOR OTHER AGENCIES**

- Training programs having an open enrollment to other agencies may be announced through newsletters, telex messages, written correspondence, etc.
- Requests from other agencies to attend training sponsored by this Department must be in writing and approved by the commander of the host division.

**Administrative Manual, Article 7, Personnel Issues**

**REFERENCE**

- CALEA, Chapter 33.

## Administrative Manual, Article 7, Personnel Issues

### 7-9.5 SUSPENSION OF POLICE POWERS

#### SUSPENSIONS

- May be imposed on an emergency basis as described in Administrative Manual, Article 2, Section 3.2, Emergency Suspensions.
- Will be imposed immediately after a member is served with a Form 80, recommending their termination.
- Will be imposed for lapses in MPTSC mandated training.
- Will be imposed for members activated/deployed for military service when the member:
  1. Has applied for or is anticipated to take a military leave of absence for any portion of the time which they will be activated/deployed; or
  2. Will not return from the activation/deployment prior to the end of the calendar year and their annual training requirements have not been met prior to leaving.
- Will be imposed for performance issues when the recommendation is termination.

#### FORM 56, SUSPENSION FORM

- Used to notify a member when their police powers are suspended.
- Documents:
  1. Whether the suspension is with pay or without pay.
  2. The reason for the suspension:
    - a. Emergency Suspension - member is under investigation for a possible violation of Department policy and/or procedure and the:
      1. Chief of Police has determined an emergency suspension is in the best interest of the public; or
      2. Chief of Police or designee has authorized the suspension because the officer has been charged with a:
        - a. Disqualifying crime under Public Safety Article § 5-101;
        - b. Misdemeanor committed in the performance of duties as a police officer; or
        - c. Misdemeanor involving dishonesty, fraud, theft, or misrepresentation.
    - b. Training lapse - member failed to obtain MPTSC recertification in accordance with training guidelines.
    - c. Military Activation - member is being activated/deployed for military service and the member:
      1. Has applied for or is anticipated to take a military leave of absence (i.e., will enter a no-pay status) for any portion of the time which they will be activated/deployed; or
      2. Will not return from the activation/deployment prior to the end of the calendar year and their annual training requirements have not been met prior to leaving.
 

**NOTE:** This applies regardless of whether the member will be in a paid status or a no-pay status.
    - d. Other - as determined by suspending officer.
  3. Whether the suspended member will be assigned a modified duty position.
  4. Equipment returned by the suspended member.
 

**NOTE:** The Relinquished Property/Equipment Log portion of the form will be used to track all equipment returned, including the date and time the item was taken and the initials of the suspended member, the commander receiving the item, and a witness.
  5. Suspension instructions.
- Signed by the notifying shift/unit commander and issuing precinct/section commander in the presence of a witness.

**Administrative Manual, Article 7, Personnel Issues****FORM 56A, RETURN FROM SUSPENSION FORM**

- Used to notify the Office of the Chief, the Professional Standards Bureau (PSB), and the Police Human Resources Section (PHRS) when a member's suspension is rescinded.
- Documents the:
  1. Date the member was reinstated.
  2. Verification that training/certification requirements have been met, if applicable.
  3. Verification that military activation return requirements have been met, if applicable.
  4. Verification that the member's Other Employment forms (i.e., Forms 107, Request for Other Employment) on file were reviewed.
  5. Decision to authorize or not authorize the resumption of the member's other employment.
  6. Return of departmental property to the member.
  7. Verification of access permissions provided by the member's identification (ID) card.
- Completed and signed by the shift/unit commander.
- Received and approved by the precinct/section commander.
- Distributed as follows:
  1. Original maintained in the precinct/section files.
  2. Electronic copies sent to the Office of the Chief, the Bureau Chief of the PSB, and the PHRS.

**SUSPENDED MEMBERS**

- Read and sign the Form 56.
- Relinquish to their commander at the time of suspension, if possible, all Department equipment and property assigned to them, including, but not limited to: firearm(s), magazines, ammunition, body worn camera and related mobile device, badges (2), hat shield, ID card, keys, cellular phone(s), radio(s), MPTSC certification card, Department vehicle, and any other Department equipment readily available, initialing the Form 56 for each.

**EXCEPTION:** Members who have their police powers suspended for military activation are not required to relinquish their Department ID card.

**NOTE:** The commander will:

1. Ensure access to the Baltimore County Public Schools (BCPS) facilities is removed if the member is suspended for military activation and does not relinquish their ID card.
  2. Determine if there is a need to immediately amend or remove the access permissions provided by the member's ID card (i.e., to police facilities, BCPS facilities, or other County facilities), if the member is suspended for a reason other than military activation and their ID card is not immediately relinquished.
- Are not authorized to take police action during the suspension period.
  - May be restricted from areas of police facilities that are not normally open to the public if their commander determines it is necessary.

**NOTE:** If a suspended member's access has been restricted, the suspended member will contact their commander if they require access to a restricted area of any police facility. If the suspended member's commander approves the request for access, the suspended member's commander will notify the facility commander, and coordinate with the facility commander to ensure a continuous escort is provided.

- Prohibited from carrying a departmentally approved firearm off duty, unless otherwise authorized by applicable law (e.g., concealed carry permit, etc.).

**NOTE:** If a member decides to carry under an applicable law, they are responsible for ensuring they meet the requirements of the law.

**Administrative Manual, Article 7, Personnel Issues**

- Prohibited from working any form of Other Employment.  
**EXCEPTION:** The Bureau Chief of the PSB may approve Other Employment not involving security duties (See Section 11.2.6 of this article).
- Prohibited from attending in-service training, firearms qualifications, non-Department training, or specialized training until authorized by the Department to return to full-duty capacity.  
**EXCEPTION:** When the member's specialized training has been authorized by the PHRS Commander (e.g., because the training is required to perform the tasks of the assigned modified duty position, etc.). In all cases, authorized training shall not involve tasks or activities for which the member is medically restricted.
- Assigned to a modified duty position, are required to comply with all applicable provisions of Administrative Manual, Article 7, Section 4.3 (Modified Duty).

**COMMANDERS**

- Meet with the suspended member and:
  1. Notify him/her verbally of the suspension.
  2. Collect the member's departmentally issued equipment, logging all items taken on the Form 56.
  3. Review the Form 56, including the suspension instructions.
- Prepare BlueTeam Incident including supporting documentation, if violations of rules and regulations have been identified.
- Immediately notify the Office of the Chief by e-mail when an officer is suspended or when a suspension is rescinded and:
  1. Attach copies of all documentation.
  2. Include the employee's full name, police identification number, permanent and temporary assignment, reason for the action, and the date and time of the action.

**NOTE:** The Bureau Chief of the PSB, and the member's division commander/bureau executive officer, will be sent a copy of the e-mail notification and documentation.
- Advise the member in writing that he/she does not have arrest powers, cannot carry a firearm, is not to take any police action, and may not drive a marked police vehicle.
- Forward the Form 56 to the affected bureau chief and division commander/bureau executive officer, the Bureau Chief of the PSB, the IAD Commander, the PHRS, and the Chief of Police. Copies will be maintained by the suspended member and the suspending command.
- Will make arrangements within 24 hours of the suspension to retrieve all remaining departmental equipment requiring relinquishment, documenting the return on the Form 56.
- Deliver to Materials & Facilities Management Unit, for all members suspended for more than 10 consecutive days, the following relinquished Department equipment and property: firearm(s), magazines, ammunition, badges (2), hat shield, ID card, and Maryland Police Training and Standards Commissions (MPTSC) card.  
**NOTE:** Suspended members required to relinquish their ID card will be issued a temporary ID card if they require access to police facilities.
- Send notification via e-mail to all Department members if a suspended member is restricted from areas of police facilities that are not normally open to the public.
- Determine if there is a need to immediately amend or remove the access permissions provided by the member's ID card, if their ID card is not immediately relinquished.
- Ensure access permissions to the BCPS facilities are removed from the member's ID card, when a member suspended for military activation does not relinquish the card.
- Update security at their respective facilities upon receiving notification of an officer's suspension or rescission of suspension.



**Administrative Manual, Article 7, Personnel Issues**

- Issues a Form 260, Employment During Periods of Suspension Without Pay, to the suspended member, authorizing employment during the suspension period, when a suspension is without pay.
- Ensure access permissions to the BCPS facilities are removed from the member's ID card, when a member suspended for military activation does not relinquish the card.
- Ensure the shift/unit commander completes a Form 56A if/when a member's suspension is rescinded.

**SUPERVISORS**

- Refer to Field Manual Article 4, Section 11.5, Court and Hearing Attendance, for procedures regarding a suspended officer's pending court cases.

**BUREAU CHIEF OF THE PROFESSIONAL STANDARDS BUREAU**

- Reviews, if requested, any work restrictions to determine if the member may attend training.
- Approves or denies requests by suspended members to work Other Employment not involving security duties.

**REFERENCES**

- Administrative Manual, Article 2 (Complaints and Misconduct).
- Field Manual, Article 4 (Arrest, Custody, and Court).