

Office of the Sheriff
Somerset County, Maryland

General Order: 01-14-21

Effective Date: September 1, 2014

Revised Date: April 1, 2014

Chapter 32

Section 1

Forms

1. General

- A. Forms are used for the collection, transmittal and preservation of information.
- B. Forms serve as a compact, concise record and, when standardized, promote an efficient record.
- C. Many of the Somerset County Sheriff's Office policies, procedures and functions are documented through the use of forms.
- D. A forms control program is required and will be administered in a manner that will insure that only essential records are created.
- E. The objectives of the forms control program are to control the creation of new forms, to revise or consolidate existing forms, and to eliminate the non-essential or duplicate forms.
- F. The SCSO will comply with the Forms Management Act, MD Code Ann., State Gov't Art., §10-601, et seq. and will only keep information about a person that is needed to accomplish a government purpose and is authorized by law.
- G. This document is the SCSO's Forms Management Plan and register of approved forms.

- H. As applicable, the SCSO will provide a certificate of record destruction to the State Archives whenever nonpermanent records are destroyed pursuant to this policy and to COMAR 14.08.02.05.
- I. The SCSO will submit to the State Archives before July 31 of each year an annual report on its activities as to the management of its forms during the previous fiscal year.

2. Forms

- A. The forms originating within the Somerset County Sheriff's Office will be assigned a number and effective date.
- B. The letters SCSO will precede the form number. The form number and implementation or revision date will appear in the lower left corner of each form.
- C. Forms that cease to serve their designed purpose become a liability and should be revised, combined with an existing form or eliminated.

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Section 2
Forms Roster

Forms Index	Primary File
1. Motor Vehicle Accident Report	Ops.
2. Constitutional Rights	
3. Statement	
4. Arrest Report – Youth	
5. Juvenile Detention Log	
6. Domestic Violence Report	Adm.
7. Domestic Violence Lethality Report	Adm.
8. Domestic Violence Supplemental Report	Adm.
9. Property Request	Adm.
10. Motor Vehicle Inventory Report	
11. Motor Vehicle Impoundment Report	Ops.
12. Consent to Search and Seize	Ops.
13. TASER use of force	Per.
14. Use of Force	Per.

15. Must Appear Form	
16. Uniform and Supply Request Form	Adm.
17. Administration Report	
17-A Leave Request	
18. Emergency Suspension	Per.
19. Sick Leave	Per.
20. Equipment Return Form	Per.
21. Firearms/Handgun Disposition Report	Ops.
22. Property Room Access Log	Ops.
23. Miles Message Log	Ops.
24. Affidavit of Service	
25. Authorization for Release of Information	Per.
26. SCSO CVSA Release Form	
27. SCSO Electronic Intercept Master Log	
28. SCSO Funds	Adm.
30. Training Sign In Ledger	Ops.
32. Accident and Sickness Report	Per.
42. Receipt of Orders, Memorandums and Manual Revisions	Adm.
46. Advice of Rights to Prompt Counsel	
47. Quarterly Property Inventory Record	Ops.
63-A Property Record Issuance Log	Ops.
70. Chain of Custody	Adm.
79. Missing Person Report	Adm.
83. Video Tape Log	Ops.
84. Monthly Video Review Log	Ops.

85. Confidential Informant History	Ops.
4	
86. Confidential Informant Contact List	Ops.
93-A Citizen Complaint Form	Per.
93-B Complaint of Brutality	Per.
93-C Notification of Complaint	Per.
93-E Notification of Charges	Per.
93-F Waiver of Rights	Per.
93-G Waiver of Hearing Board and Acceptance of Summary Punishment	Per.
93-H Notification of Hearing	Per.
93-I Document Receipt Form	Per.
93-J Hearing Board Procedure	Per.
93-K Probationary Deputy Disciplinary Record	Per.
93-L Exhibit List	Per.
93-M Witness Summons	Per.
93-O Record of Disciplinary Action	Per.
93-P Authorization for Release of Information LEOBR	Per.
93-Q Personnel Counseling	Per.
93-S Internal Investigations	Per.
100. Employee Injury Report	Per.
101. Request Approval to Carry Weapon	Per.
104. Preliminary Breath Test Log	Ops.
106. Working Fund Expenditures	Ops.
111. Sheriff's Office Issued Equipment Report	Adm.
114. Pursuit Policy Review	Ops.

144. Request to Carry Non-issue Equipment	Per.
5	
145. Routing Slip	
147. Field Training Deputy Report	Per.
149. Field Training Deputy – Application	Per.
152. Personnel Inspection Report	Per.
153. Motor Vehicle and Issued Equipment and Inspection Report	Per.
164. Job Observation Record	Per.
164-A Job Observation Report	Per.
168. Request for Secondary Employment	Per.
175. Certificate of Illness or Disability	Per.
180. Miranda Rights - Spanish	
193. Photographic Lineup Record	
199. Accident Witness Statement	Per.
200. Grievance Appeal	Per.
201. Evaluation – Civilian	Per.
202. Evaluation – Sworn	Per.
203. SCSO Pre-Employment Physical Agility certification	Per.
219-B Firearms Search	
CC-DC13 Emergency Evaluation Petition	
DC/CR 95 Uniform Traffic Citation Transmittal	Ops.
DC/CR 1 Application for Statement of Charges	
DC/CR 1A Application for Statement of Charges (Continuation)	
DC/CR 2 Statement of Charges	
DC/CR 3A Statement of Charges (Continuation)	

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Section 3

Filing

1. Purpose

A. The purpose of records management is to prescribe procedures for:

- 1) The development and implementation of a continuing records management program for the Somerset County Sheriff's Office;
- 2) The organization and maintenance of current records; and
- 3) The disposition of all record and non-record materials.

B. Unless otherwise directed, the provisions of this Chapter are mandatory.

2. Guidelines for Filing

A. Do not file useless materials. The filing of records should be restricted to those records listed in the Somerset County Sheriff's Office filing schedule. Filing less has four (4) primary advantages:

- 1) Faster finding
- 2) Faster filing
- 3) Easier disposal
- 4) Saves space, equipment and supplies.

- B. Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose.
- C. Do not file extra copies of General Orders, Memorandums, Special Orders, Personnel Orders, and other internal directives.
- D. Required records are the **Official Files** of the Somerset County Sheriff's Office and should be completely separate from the unofficial files.
- E. The **Official Files** are those which actually document the functions and responsibilities of the Somerset County Sheriff's Office, including Fiscal, Administration, Law enforcement Operations, Legal, Personnel and other related files itemized in the filing system.
- F. **Unofficial Files** consist of copies printed or reproduced pamphlets, magazines, technical reports and related publications maintained by choice as a source of useful information.

3. Filing and Retention

A. **1-0 Administration Files**

General Orders – Active

- a) Contains a copy of all General Orders issued by the Sheriff to announce policies affecting the Somerset County Sheriff's Office.
- b) Retained by the originating authority until superseded, rescinded, or canceled, and then move to the inactive file.

General Orders – Inactive – Archive Files

- a) Contains a copy of each General Order issued by the Sheriff which has been superseded, rescinded, or canceled. Record copy maintained by the originating source.
- b) Retain for four (4) years after the order has been superseded, rescinded, or canceled, and then destroy.

Legal

- a) Contains correspondence from the Office of the Attorney General for the State of Maryland validating SCSO General Orders and Manual Revisions.
- b) Retain Indefinitely

B. 1-1 Administrative

Special Orders – Active

- a) Contains a copy of all Special Orders which affect specific segments of activities and are of self-canceling nature.
- b) Retained by the originating authority until superseded, rescinded, or canceled, then remove to the Inactive file.

Special Orders – Inactive – Archive Files

- a) Contains a copy of each Special Order issued by the originating source which has been superseded, rescinded, or canceled.
- b) Retain for two (2) years after order has been superseded, rescinded, or canceled, and then destroy.

Memorandum – Active

- a) Contains a copy of Memoranda issued to disseminate information which does not warrant a formal file.
- c) Retained by the originating authority until superseded, rescinded, or canceled, then remove to the Inactive file.

Memorandum – Inactive – Archive Files

- a) Contains a copy of Memoranda issued by the originating source which has been superseded, rescinded, or canceled.
- b) Retain for two (2) years after Memoranda has been superseded, rescinded, or canceled, and then destroy.

Form 42 Receipt or Apprise of Orders, Memoranda and Manual Revisions

- a) Contains Receipt or Apprise of Orders, Memoranda and Manual Revisions.
- b) Retain Indefinitely.

C. **1-2 Administrative – NCIC-CJIS**

CJIS Audit

- a) Contains yearly SCSO CJIS Audit.
- b) Maintain copies for five (5) years, and then destroy.

Mutual Aid - NCIC

- a) Contains copies of Mutual Aid Agreements.
- b) Contains copies of open, pending and denied applications for request of Sheriff's Office records.
- c) Retain until agreement been superseded, rescinded, or canceled.
- d) Retain supersede, rescinded, or canceled agreement for two (2) years and then destroy.

DPSCS Inventory

- a) Contains copies of Department of Public Safety and Correctional Services Physical Inventory Certification.
- b) Retain for three (3) years and then destroy.

10

NCIC Validations Procedures

- a) Contains current NCIC validations procedures.
- b) Retain two (2) years until superseded or revised.

NCIC Terminals

- a) Copies of invoices, Department of Public Safety and Correctional Services Information and Technology and Communications Division.
- b) Retain two (2) years and then destroy.

D. **1-3 Building Maintenance**

Fire Safety

- a) Contains invoices of fire extinguishers for the SCSO.
- b) Retain one (1) year and then destroy.

Building Maintenance

- a) Contains invoices of material purchased for the SCSO.
- b) Retain until superseded, and then destroy.

SCSO Building Survey

- a) Contains survey of SCSO Building and grounds.
- b) Retain for two (2) years and then destroy.

E. **1-4 Correspondence**

- a) Contains incoming correspondence to the SCSO.
- b) Contains outgoing correspondence from the SCSO.
- c) Retain for three (3) years and then destroy.

F. **1-5 Bloodborne Pathogens**

- a) Contains records for infection control at the SCSO.
- b) Retain two (2) years and then destroy.

11

G. **1-6 Racial Profile Reports**

- a) Contains yearly Racial Profiling Report.
- b) Retain for five (5) years and then destroy.

H. **1-7 Miscellaneous**

ECI Complaints

- a) Contains correspondence of complaints received from the Eastern Correctional Institution.

b) Retain for two (2) years and then destroy.

Alcohol Tobacco and Firearms

a) Contains ATF E-Trace agreement.

b) Retain until rescinded, canceled or superseded.

Permits

a) Contains Applications for Firearms licenses.

b) Retain for three (3) years and then destroy.

Schedules

a) Contains copies of monthly schedules.

b) Retain for two (2) years and then destroy.

Maglocen

a) Contains user agreement with Maglocen.

b) Retain until revised, amended or canceled.

Court Duty Logs

a) Contains duty logs for personnel assigned to court.

b) Retain for two (2) years and then destroy.

Applications for Firearms License

a) Contains Permits for events within Somerset County.

b) Retain one (1) year and then destroy.

Guidelines for Prisoners at Hospitals

a) Contains state of Maryland guidelines for prisoners at hospitals.

b) Retain until revised, amended or canceled.

Chesapeake Region Law Enforcement Accreditation Alliance

- a) Contains membership application and information.
- b) Retain until, revised, amended or canceled.

International Association of Chiefs of Police

- a) Contains membership information.
- b) Retain until, revised, amended or canceled.

I. 1-8 Meetings

MD Sheriff's Association Meetings

- a) Contains minutes of MD Sheriff's Association meetings.
- b) Retain one (1) year and then destroy.

13

Meetings – Local

- a) Contains minutes of local meetings attended.
- b) Retain one (1) year and then destroy.

Staff Meetings

- a) Contains minutes of SCSO staff meetings.
- b) Retain for one (1) year and then destroy.

J. 1-9 Use of Force

- a) Contains Use of Force Reports for TASER.
- b) Retain for five (5) years and then destroy.

K. 1-10 Mutual Aide and Memorandums of Understanding Agreements

- a) Contains Mutual Aid and Memorandums of Understandings.
- b) Retain five (5) years and then destroy.

L. L-11 Maryland State Archives

- a) Contains correspondence and reports related to retention of records at the Somerset County Sheriff's Office
- b) Retain Indefinitely

4. **Fiscal**

A. **2-0 Fiscal**

Invoices Forwarded for Payment

- a) Contains copies of invoices received directly from vendor and forwarded for payment.
- b) Record copy maintained by Somerset County Data Processing Section.
- c) Copies retained by Somerset County Sheriff's Office for seven (7) years and then destroy.

Budget

- a) Contains copies of the Somerset County Sheriff's Office budget and documents relating to the budget for equipment, personnel, and training.
- b) Somerset County Sheriff's Office retains copy five (5) years and then destroy.

Firearms – Inventory

- a) Contains records relating to Somerset County Issued Firearms and related equipment.
- b) Retain original for three (3) years and then destroy.

Tactical Equipment

- a) Contains records relating to Tactical Equipment issued to personnel or maintained at the Somerset County Sheriff's Office.
- b) Retain original record for three (3) years and then destroy.

Contracts

- a) Create files as needed.
- b) Contains copies of contracts for Somerset County Sheriff's Office owned equipment.
- c) Retain three (3) years or until contracts are no longer valid, and then destroy.

TASER Inventory

- a) Contains records relating to Somerset County Issued TASERS.
- b) Retain files for five (5) years and then destroy.

Preliminary Breath Test Inventory

- a) Contains records relating to Somerset County Issued Preliminary Breath tests.
- b) Retain files for five (5) years and then destroy.

Simunition Inventory

- a) Contains records relating to firearms used by the Somerset County Sheriff's Office for simunition training.
- b) Retain for five (5) years and then destroy.

Criminal investigation Section Inventory

- a) Contains records relating to equipment assigned to the Criminal Investigation Section.
- b) Retain for one (1) year and then destroy.

Automotive Equipment Inventory

- a) Contains records relating to equipment assigned to the Somerset County Sheriff's Office.
- b) Retain until revised, amended or canceled.

GRANT Applications

- a) Contains records relating to GRANT applications.
- b) Retain three (3) years and then destroy.

Overtime Projects

- a) Contains records relating to overtime projects.
- b) Retain three (3) years and then destroy.

Mobile Data Units

- a) Contains inventory of Mobile Data Terminals.
- b) Retain one (1) year and then destroy.

Air Cards

- a) Contains inventory of Air Cards.
- b) Retain one (1) year and then destroy.

Personnel Roster

- a) Contains roster of Somerset County Sheriff's Office personnel.
- b) Retain one (1) year and then destroy.

Surplus Equipment

- a) Contains inventory list of surplus equipment.
- b) Retain one (1) year and then destroy.

Capwin

- a) Contains agreement with Capwin.
- b) Retain one (1) year and then destroy.

Ammunition Inventory

- a) Contains inventory of ammunition at the SCSO.
- b) Retain one (1) year and then destroy.

E-Tix inventory

- a) Contains inventory of E-Tix Units at SCSO.
- b) Retain one (1) year and then destroy.

Somerset County Sheriff's Office Computer Inventory

- a) Contains inventory of computers at SCSO.
- b) Retain one (1) year and then destroy.

Somerset County Sheriff's Office Vehicle Inventory

- a) Contains inventory of vehicles assigned to the SCSO.
- b) Retain one (1) year and then destroy.

Sheriff's Bond

- a) Contains copy of Insurance Bond.
- b) Retain twelve (12) years and then destroy.

SCSO Bi-Weekly Pay Sheets

- a) Contains B-weekly pay sheets for SCSO personnel.
- b) Retain for (1) year and then destroy.

RAPISCAN

- a) Contains records for Court House Rapiscan System.
- b) Retain for one (1) year and then destroy.

Live Scan

- a) Contains records for SCSO live scan system.
- b) Retain for one (1) year and then destroy.

In-Car Camera Inventory

- a) Contains inventory of SCSO In-Car cameras.
- b) Retain one (1) year and then destroy.

State Aid for Police Protection

- a) Contains grant application for State Aide for Police Protection.
- b) Retain for five (5) years and then destroy.

Equitable Sharing Agreement

- a) Contains equitable sharing and certification agreement.
- b) Retain one (1) year and then destroy.

Military Surplus

- a) Contains inventory of Military Surplus at the SCSO.
- b) Retain one (1) year and then destroy.

NCIC – SCSO Personnel

- a) Contains
- b) Retain one (1) year and then destroy.

EZ Pass Inventory

- a) Contains inventory of issued EZ Pass units.
- b) Retain one (1) year and then destroy.

5. Operations File

A. **3-0 Operations File**

3-1 H.E.A.T Semi-Annual Reports

- a) Contains semi-annual reports of activities of H.E.A.T. Team.
- b) Retain reports for five (5) years and then destroy.

3-2 H.E.A.T Team Personnel

- a) Contains current list of personnel assigned to H.E.A.T. Team.
- b) Retain until canceled, Rescinded or revised.

3-3 H.E.A.T Training

- a) Contains training reports of H.E.A.T. Team
- b) Retain files for 5 years and then destroy.

3-4 H.E.A.T Yearly Reports

- a) Contains yearly reports for H.E.A.T. Team activities.
- b) Retain for five (5) years and then destroy.

3-5 Training

- a) Contains SCSO Instructor Roster and lesson plans for in-service training at the SCSO.
- b) Retain until canceled, rescinded or revised.

B. 3-6 Towed Vehicles

Impounded Vehicles - Open

- a) Contains copies of open vehicle reports dealing with impounded motor vehicles, plus all attachments dealing with the disposition of impounded vehicles.
- b) Retain until closed.

20

Impounded Vehicles – Archive Files

- a) Contains copies of closed Abandoned Motor Vehicle Reports dealing with impounded motor vehicles, plus all attachments dealing with the disposition of impounded motor vehicles.
- b) Retain for three (3) years and then destroy.

MVA

- a) Contains records and receipts of returned MVA registration.
- b) Retain for seven (7) years and then destroy.

Vehicle Forfeiture

- a) Contains reports of motor vehicles forfeited to the SCSO.
- b) Retain for seven (7) years and then destroy.

C. **3-7 Criminal Investigations**

Investigator Case Load Ledger

- a) Contains Investigator case load ledger.
- b) Retain three (3) years and then destroy.

CVSA

- a) Contains Records of Computer Voice Stress Analysis Equipment.
- b) Retain for five (5) years then destroy.

Sex Offenders Registry

- a) Contains list of current registered sex offenders.
- b) Retain files for twenty (20) years and then destroy.

Electronic Surveillance Equipment

- a) Contains copies of correspondence relating to the registration of all electronic surveillance equipment.
- b) Retain for one (1) year after equipment is no longer serviceable, and then destroy.

RAPID (Regional Automated Property Information Database)

- a) Contains application for Non-Member Agency Access
- b) Retain until canceled, superseded or revised.

D. 3-8 Accident Reports

- a) Contains Motor Vehicle Accident Reports.
- b) Retain for ten (10) years and then destroy.

E. 3-9 Citation Book Ledger

- a) Contains ledger of Motor Vehicle citations
- b) Retain for three (3) years and then destroy.

F. 3-10 Traffic Citation Transmittals Form

- a) Contains record of those citation copies which are forwarded to District Court on a daily basis.
- b) Retain for three (3) years and then destroy.

G. 3-11 Speed Detection

LIDAR

- a) Contains calibration records of LIDAR Units.
- b) Retain for three (3) years and then destroy.

RADAR

- a) Contains calibration records of RADAR Units.
- b) Retain for three (3) years and then destroy.

H. 3-12 Preliminary Breath Test

- a) Contains a log of all monthly and preliminary breath tests offered.
- b) Retain for three (3) years and then destroy.

22

I. 3-13 Monthly UCR Reports

- a) Contains monthly UCR reports.
- b) Retain 7 years and then destroy.

J. 3-14 Consent to Search and Seize

a) This file contains copies of the Somerset County Sheriff's Office Consent to Search and Seize. These reports contain only the information that a citizen granted permission to the Somerset County Sheriff's Office to conduct a warrantless search.

b) Record copy retained for two (2) years.

K. **3-15 Property Records**

Property Records – Open

a) Contains property records filed consecutively by Property Record Number, with related documents such as Crime Laboratory Division Evidence Receipt, and/or Court Receipt or Request for Laboratory CDS examination.

b) Retain until closed.

Property Records – Closed

a) Contains all completely closed property records and attachments.

b) Retain for ten (10) years and then destroy.

Property Records – Control Log

a) Contains a listing of Property Record Numbers in sequence, along with other pertinent information concerning property records issued to Sheriff's Office personnel recorded on the Property Record Control Log.

b) Retain for fifteen (15) years and then destroy.

Quarterly Property Record Inventory

a) Contains most current quarterly Property Record Inventory.

b) Previous quarterly inventory will be retained for two years and destroyed.

Property Records – Diversion

a) Contains reports of property that has been diverted for use by the Somerset County Sheriff's Office.

b) Retain for 10 years and then destroy.

Property Records – Money

- a) Contains records of monies seized by the Somerset County Sheriff's Office.
- b) Retain indefinitely.

Property Records – Firearms destroyed

- a) Contains records of firearms destroyed by the Somerset County Sheriff's Office.
- b) Retain indefinitely.

Property Destruction Reports

- a) Contains reports of property that has been destroyed by the Somerset County Sheriff's Office.
- b) Retain indefinitely.

Property Room Entry Ledger

- a) Contains Property Room Entry ledgers.
- b) Retain for three (3) years and then destroy.

L. 3-16 Vehicle Pursuit Review

- a) Contains copies of Somerset County Sheriff's Office Vehicle Pursuit Review.
- b) Retain 3 years and then destroy.

M. 3-17 Mobile Video Recording

- a) Contains logs related to the use of in-car Video Cameras.
- b) Retain for forty two (42) months all Video Review Reports and then destroy unless legal or administrative action is pending.

24

N. 3-18 Certified Mail Receipts

In-Car Cameras

- a) Contains receipts of certified U.S mail
- b) Retain for one (1) year and then destroy.

O. 3-19 SCSO Motor Vehicles

Vehicle History and Repair

- a) Contains vehicle service and repair invoices.
- b) Retain until vehicle is no longer on Somerset County Sheriff's Office Inventory.

Vehicle Fuel Reports

- a) Contains monthly fuel usage.
- b) Retain for one (1) year and then destroy.

Fuel Usage Reports for SCSO

- a) Contains vehicle fuel usage for Somerset County Sheriff's Office.
- b) Retain for two (2) years and then destroy.

P. 3-21 Incident Reports

- a) Contains SCSO Incident Reports.
- b) Retain for ten (10) years and then destroy.

Q. 3-22 Protective/Peace Orders

- a) Contains Peace and Protective Orders served by the Somerset County Sheriff's Office.
- b) Retain two (2) years and then destroy.

R. 3-23 Arrest Warrants

- a) Contains active arrest warrants issued by the Circuit and District Court.
- b) Retain until served or recalled by the Court.

25

S. 3-24 Civil Process

- a) Contains all civil process documents at SCSO
- b) Retain for ten (10) years and then destroy.

T. 3-25 Missing Person

- a) Contains all open Missing Person investigations.

b) Retain for ten (10) years and then destroy.

U. **3-26 Electronic Interception**

a) Contains all electronic interception forms.

b) Retain for five (5) years and then destroy.

c) Secured in the office of the Chief Deputy.

Section 4

File Systems and Arrangements

1. File Systems

A. **Administrative 1-0**

- General Orders – Active
- General Orders – Inactive
- Legal

Administrative 1-1

- Special Orders – Active
- Special Orders – Inactive
- Memorandums – Active
- Memorandums – Inactive
- Bulletins – Active
- Bulletins – Inactive
- Form 42 Receipts
- Personnel Orders – Active
- Personnel Orders – Inactive

CJIS – NCIC 1-2

- CJIS Audits
- Mutual Aid – NCIC
- DPSCS inventory
- NCIC Validation Procedures
- NCIC Terminals

27

Building Maintenance 1-3

- Fire Safety
- Maintenance Records
- SCSO Building Survey
- Lost Damaged Equipment and Improvements

Correspondence 1-4

- Correspondence – Incoming
- Correspondence – outgoing

Bloodborne Pathogens 1-5

- Bloodborne Pathogen Records

Racial Profile Reports 1-6

- Annual Racial Profile Reports

Miscellaneous 1-7

- Color Guard
- ECI Complaints
- Uniform Supplies – F & F Uniforms
- Alcohol Tobacco and Firearms
- Permits
- Schedules
- MAGLOCLEN
- Court Duty Logs
- Applications for Firearms License
- Guidelines for Prisoners at Hospitals
- Chesapeake Region Law Enforcement Accreditation Alliance
- International Association of Chiefs of Police

Meetings 1-8

- Maryland Sheriff's Association Meetings
- Meetings – Local
- Staff Meetings

Centralized Inspections 1-09

- Centralized Inspection

Use of Force Reports 1-10

- TASER Use of force Reports

28

Mutual Aid Agreements & Memorandum of Understandings 1-11

- Mutual Aid Agreements
- Memorandum of Understandings

Office of the Sheriff
Somerset County, Maryland

Fiscal File System

B. Fiscal Files

Fiscal 2-0

- Invoices forwarded for payment
- Budget
- Capital Equipment Inventory
- Firearms Inventory
- Tactical Equipment Inventory
- Contracts
- TASER Inventory
- Preliminary Breath Test Inventory
- Simunitions Inventory
- Criminal Investigations Section Inventory
- Automotive Equipment Inventory
- GRANT Applications
- Overtime Projects
- Mobile Data Units
- Air Cards
- Personnel Roster
- Surplus Equipment
- CAPWIN
- Ammunition Inventory
- E-Tix Inventory
- SCSO Computer Inventory
- SCSO Vehicle Inventory
- Sheriff's Bond
- SCSO Bi-Weekly Pay Sheets
- RAPISCAN
- Live Scan
- SCSO Tax Exempt Number
- In-Car Camera Inventory
- State Aid For Police Protection
- Equitable Sharing Agreement
- Military Surplus
- CIC – SCSO Personnel
- EZ Pass Inventory

Operations File System

C. Operations Files

Operations File 3-0

H.E.A.T Semi-Annual Reports 3-1

- Semi-Annual Reports

H.E.A.T Personnel 3-2

- Roster of Personnel assigned to H.E.A.T Team

H.E.A.T Training 3-3

- Monthly Training Reports

H.E.A.T Yearly Reports 3-4

- Yearly Reports

Training Records 3-5

- Interview and Interrogation
- Statement Analysis
- Domestic Violence
- Stop Stick

Towed Vehicles 3-6

- Impounded Motor Vehicles
- MVA Registration
- Vehicle Forfeiture

Criminal Investigation 3-7

- Investigator Case Load ledger
- CVSA
- Sex Offenders Registry
- Electronic Surveillance
- RAPID

31

Accident Reports 3-8

- MAARS reports
- Detailed Crash Investigation Reports

Citation Book Ledger 3-9

- Citation Book Ledger

Traffic Citation Transmittal 3-10

- Citation Transmittal Reports

Warnings 3-11

- Warnings Issued by SCSO personnel

Speed Detection 3-12

- RADAR
- LIDAR

Preliminary Breath Test Log 3-13

- PBT Log

Monthly UCR Reports 3-14

- UCR Reports
- Vacant

Consent to Search and Seize 3-15

- Consent to Search and Seize

Property Records 3-16

- Property Records - Open
- Property Records – Closed
- Property Records Control Log
- Quarterly Property Record Inventory
- Property Records – Diversion
- Property Records – Money
- Property Records – Firearms destruction
- Property Record – Destruction Reports
- Property Room Entry Ledger

32

Vehicle Pursuit Review 3-17

- SCSO Vehicle Pursuit Reviews

Mobile Video Review Reports 3-18

- Mobile Video Log

Certified Mail Receipts

- Receipts

In-Car cameras 3-19

- Mobile Video Review Reports

SCSO Motor Vehicle Reports 3-20

- Vehicle History and Repair
- Vehicle Fuel Reports
- Fuel Usage Reports for SCSO

Incident Reports 3-21

- SCSO Incident Reports

Protective/Peace Orders 3-22

- Protective/Peace Orders

Arrest Warrants 3-23

- Active and Closed Arrest Warrants

Civil Process 3-24

- Civil Process Documents

Missing Person 3-25

- Active and Closed Missing Person Investigations

Electronic Interception 3-26

- Electronic Interception Reports

Somerset County, Maryland

2. Chapter Revisions

- A. General Order 01-10-20 "Forms" has been revised.
- B. General Order 01-14-21 supersedes General Order 01-10-20.

Sheriff

Robert N. Jones
Somerset County