



Department of Public Safety and Correctional Services

Police and Correctional Training Commissions

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ALBERT L. LIEBNO, JR.
DEPUTY DIRECTOR

To: Maryland Chiefs of Police and Sheriffs

From: Albert L. Liebno, Jr., Deputy Director

Date: February 25, 2019

Re: Uniform Citizen Complaint Process

The passage of House Bill 1016 during the 2016 Maryland Legislative Session, in part, amended Public Safety Article § 3 – 207, adding subsection (F)(1-2) which states:

“The Commission **SHALL**:

- (1) ...develop a uniform citizen complaint process to be followed by each law enforcement agency.
- (2) The uniform complaint process shall:
 - (i) be simple;
 - (ii) require that a complainant be informed of the final disposition of the complainant's complaint and any discipline imposed as a result; and
 - (iii) be posted on the websites of the Commission and each law enforcement agency.”

The Maryland Police and Correctional Training Commissions' (PCTC) staff, with support from the Police Training and Standards Commission's work group and members of the Maryland Chiefs of Police Legal Advisors Committee, developed the attached “Uniform Citizen Complaint Process.” The Maryland Police Training and Standards Commission (PTSC) approved the adoption of this Citizen Complaint Process at its January 8, 2019 quarterly meeting.

Additionally, House Bill 1016 added Public Safety Article § 3 – 519, which requires:

- (a) Each law enforcement agency shall adopt the uniform citizen complaint process developed by the Maryland Police Training and Standards Commission under § 3–207 of this title.
- (b) A law enforcement agency shall post the agency's citizen complaint process on the agency's website if the agency maintains a website.

In addition to forwarding this information to each agency/department via this correspondence, it has been posted on PCTC's website (www.mdle.net) under the “Police Training and Standards Commission” tab in the main menu bar. The direct link to that page of PCTC's website is <https://mdle.net/standards.htm> .

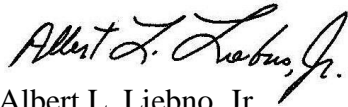
The PTSC's adoption of the Uniform Citizen Complaint Process provides the format for all Maryland law enforcement agencies to use for adapting their

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Uniform Citizen Complaint Process

Citizen Complaint Process to the mandates of the Public Safety Article § 3 – 519. This is a mandatory requirement for all agencies to implement for their agency's processing of citizen complaints.

Should you have any questions or desire further information concerning the Uniform Citizen Complaint Process please contact me at albert.liebno@maryland.gov or 410-875-3602.

Respectfully,

A handwritten signature in cursive script that reads "Albert L. Liebno, Jr.".

Albert L. Liebno, Jr.
Deputy Director
Maryland Police and Correctional Training Commissions