

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Records of the**

**Police Department Field Services Bureau  
1977-1979**

**Record Group 7: Public Safety**

**May 15, 2000  
Updated 2018**

Montgomery County Archives  
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### **ADMINISTRATIVE HISTORY**

Until the 1920s, Montgomery County government provided little in the way of police services. Deputy Sheriffs, paid according to fee schedules, were responsible for enforcing the law. In April 1922, the Montgomery County Police Department came into being when the Maryland General Assembly, at the request of the Montgomery County Commissioners, enacted Chapter 259 which directed the Commissioners to appoint six constables-at-large. Chapter 35, enacted by the Maryland Legislature in 1931, increased the Police Department to twenty-seven officers. This law also created the Maryland Park Police and a Department of Criminal Identification. In 1948, the Charter government reorganized the Police Department as a Division of Public Safety under the supervision of the County Manager.

The Field Services Bureau is the largest division within the Police Department. It consists of the Administration Section, five Police Stations, and the Operational Support Division. The Bureau also has an Unassigned Patrol Officer Section to which the Police Officer Candidates report to prior to their assignment to permanent positions within the Department. The Field Services Bureau provides "management oversight to the Bureau's Divisions and advises the Chief of Police in matters relating to field operations."

The five police stations are responsible for separate districts: Rockville, Bethesda, Silver Spring, Wheaton-Glenmont, and Germantown. Each district in turn is divided into sectors and further partitioned into beats to which officers are deployed according to demographic requirements. When citizens call 911 in emergencies, district patrol officers are the first to respond. (*Montgomery County Government FY 86 Organization Guide, Office of Management and Budget, 84*)

For further information, please see Donald E. Brooks and Charles A. Federline's *A Worthy Innovation: A History of the Montgomery County Police July 4, 1922-July 4, 1987*.

### **EXTENT**

1.3 cubic feet: 1 records box, 1 letter-size Hollinger box, 1 half-size Hollinger box.

### **SCOPE AND CONTENT**

The records of the Montgomery County Police Department consist of subject files dating primarily from 1978. They contain policies, operating procedures, monthly reports, and correspondence to and from the general public and subordinate offices within the Department. Files also include officer commendations and accident report surveys. The records detail community-relations efforts of the police force, daily experiences of police officers, and the types and frequency of crimes in Montgomery County. Names featured prominently are Chief of Police Robert di Grazia and the Field Services Bureau Chief Major Thomas Thear.

The records are arranged into three series:

Series I: Subject Files

Series II: General Correspondence

Series III: **Restricted**

## **SERIES DESCRIPTIONS**

### **Series I: Subject Files, 1977-1979**

**(1.3 cubic feet)**

This series contains the records of the Department of Police Field Service Bureau and dates primarily from 1978. Record types include monthly reports and correspondence. Subjects include community relations programs, various body armor specifications, and budgetary considerations.

The material is arranged alphabetically by subject.

### **Series II: General Correspondence, 1978**

**(1 folder)**

This folder contains general correspondence concerning the Department of Police throughout 1978. Topics discussed include departmental softball games, right-of-way trespassers, and revocations of hucksters' licenses.

### **Series III: Restricted, 1978**

**(1 folder)**

The restricted file contains such personnel records as reprimands, performance evaluations, and resumes. There are also several police reports relating incidents which resulted in litigation against police officers. These records have been retained for their uniqueness and departmental insight, but are restricted to the general public.

## **CONDITIONS GOVERNING ACCESS**

This collection is open for research. Some material is restricted due to content or privacy reasons; folders with restricted content are marked as such in the finding aid and will not be served to researchers. If you have questions about restricted material, please contact the archivist.

## **LANGUAGE**

English.

## **PROVENANCE**

The bulk of the material is from Accession #1988-11, originally 3 cubic feet.

## **USING THESE RECORDS**

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 7, **Records of the Police Department Field Services Bureau**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 7: Public Safety. Records Title: Records of the Police Department Field Services Bureau. Series number and series name. Subseries number and subseries name, if applicable. Box number and folder title,

if appropriate.

### **PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. If records contained oversized documents and photographs, they were removed from the original location in their assigned series and placed in separate containers. Separation sheets would then be inserted in the original location within the folder to indicate the new location of any records placed elsewhere.

Preservation copying of newspaper clippings was performed whenever feasible. Records in folders were arranged, unless otherwise indicated, in forward chronological order, with undated records appearing at the end of the folder.

### **PROCESSING STAFF/FINDING AID AUTHOR**

MCA staff.

## **BOX INVENTORY**

### **Series I: Subject Files, 1977-1979**

#### **Box 1**

Accident Report Survey, 1978  
Automated Systems Modifications & Development, 1978  
Beat Plan and Evaluation, 1978  
Body Armor, 1978  
Budget Work Sessions, 1978  
Community Relations, 1978  
Correspondence: Complimentary Letters, 1977-1978  
Correspondence: Complimentary Letters (3 folders), 1978  
Discipline Cases (tabular reports), 1978  
Fraternal Order of Police, 1977-1978  
Legislation, 1978  
Memoranda of Understanding, 1978  
Police Department Division/Offices  
    Bethesda District, 1978  
    Central Supply, 1978  
    Communications Division, 1978  
    Criminal Intelligence, 1978  
    Field Recommendations Committee, 1977  
    Field Services Staff Meetings, 1978  
    Investigative Service Bureau, 1978  
    Managing Criminal Investigation (MCI), 1977-1978  
    Media Services Section, 1978  
    Operational Support, 1977-1978  
    Rockville District, 1977-1978  
    Rockville District Monthly Reports, 1977-1978  
    Selective Traffic Enforcement Monthly Reports, 1978  
    School Safety Section, 1977-1978  
    Silver Spring District, 1978  
    Silver Spring District Monthly Reports, 1977-1978  
    Wheaton District Monthly Reports, 1977-1978

#### **Box 2**

Police Department Monthly Reports, 1977, 1978  
Policy/Procedure  
    Class (Duty) Specifications, 1978-1979  
    Departmental Directives, 1978  
    Integrated Criminal Apprehension Program, 1978  
    Personnel Deployment Plans, 1978-1979  
    Personnel Deployment Plans: "An Analysis of Police Deployment Alternatives," 1979

*(Police Department Field Services Bureau; Series I: Subject Files, Cont.)*

*(Box 2, cont.)*

*(Policy/Procedure, cont.)*

Rockville Burglary Grant, 1977-1978

Other Subjects, 1977-1978

**Box 3**

State's Attorney, 1978

**Series II: General Correspondence, 1978**

*(Box 3, Cont.)*

Other Subjects, 1978

**Series III: Restricted, 1978**

*(Box 3 Cont.)*

Personnel: Evaluations, Grievances, Reprimands, 1978 **(RESTRICTED)**