

**MONTGOMERY COUNTY ARCHIVES**

**Guide to the Printed Material of**

**RECORD GROUP 7: PUBLIC SAFETY  
1941-1998, 2001; 2005**

**September 15, 1999  
Updated 2018**

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

The Montgomery County Department of Police began in 1922 as a six-member force of police officers created by the Maryland General Assembly at the request of the County Commissioners. In 1949 Montgomery County's first County Council created the Department of Public Safety which consisted of the newly established Divisions of Fire Protection and Civil Defense, and the Department of Police. The Division of Fire Protection began functioning the following November with the appointment of the County's first Fire Marshal, although the direct delivery of fire suppression and rescue services remained in the control of volunteer fire and rescue departments. In 1972 the Department of Fire and Rescue Services was created to coordinate the County's fire departments. The new department worked with the Fire Board which was composed of the chiefs of sixteen fire departments and two rescue squads, and one elected delegate from each department and squad. The Director of the Department served as Executive Secretary to the Fire Board, providing coordination and assistance in carrying out its responsibility to develop policy and direction for the local Fire and Rescue Department. That same year saw the creation of the Department of Correction and Rehabilitation, one of the few correctional agencies in the country to be independent of the Sheriff or Police Department. The mission of the Department is to "protect and serve the citizens of the County by providing comprehensive correctional services including various correction alternatives ranging from secure incarceration to community treatment and reintegration programs."

In 1980 the County created the Fire and Rescue Commission whose goals and objectives were to provide "effective, efficient, and equitable fire prevention, suppression, rescue, and emergency medical services." Today fire, rescue, and emergency medical services in Montgomery County are provided by the Department of Fire and Rescue Services, the Fire and Rescue Commission, and nineteen independent Fire and Rescue Corporations.

For additional information see *A Worthy Innovation: A History of the Montgomery County Police* (Montgomery County Government Department of Police, 1988), and *A Master Plan for Fire, Rescue, and Emergency Medical Services in Montgomery County, Maryland* (Master Plan Task Force of the Montgomery County Fire and Rescue Commission, 1993).

### **EXTENT**

3.33 cubic feet: 5 record boxes, 1 letter-sized Hollinger box, 1 half-sized letter sized Hollinger box (0.19 cubic feet).

### **SCOPE AND CONTENT NOTE**

This collection of printed material comprises reports, studies, and budget documents dating from 1946-1999, with additional material from 2001 and 2005. Material is arranged in chronological order and alphabetically within each year.

The records are arranged in five series:

Series I: Department of Correction and Rehabilitation

Series II: Department of Fire and Rescue Services

*Subseries 1: General Printed Material*

*Subseries 2: Budget and Finance Material*

Series III: Department of Police

Series IV: Division of Civil Defense

Series V: Office of Emergency Management, Department of Homeland Security

**Series I: Department of Correction and Rehabilitation, 1971-1998**

**(0.33 cubic feet)**

This series includes annual reports and various studies and reports relating to the Montgomery County Detention and Pre-Release centers.

**Series II: Department of Fire and Rescue Services, 1946-1997**

**(1.66 cubic feet)**

This series is arranged as two subseries: General Printed Material, and Budget and Finance Material.

*Subseries 1: General Printed Material, 1952-1997, 2001*

*(1 cubic foot)*

This series includes annual departmental and corporation reports, an oral history transcript, and material relating to disaster preparedness.

*Subseries 2: Budget and Finance Material, 1946, 1970-1983*

*(0.66 cubic feet)*

This subseries contains budget documents for the Department of Fire and Rescue Services, and financial statements from individual fire departments in the County.

**Series III: Department of Police, 1956-1999**

**(1.33 cubic feet)**

This series includes annual reports, crime reports, and budget documents. Of particular note is a history of the Montgomery County Police which was published by the County in 1988. Printed material which refers to the Department of Police and other departments in this record group can also be found in this series.

**Series IV: Division of Civil Defense, 1955, 1971**

**(1 folder, flat file 16)**

This series contains a plan for the organization and operation of the Medical Services Branch of the Medical and Health Division, issues by the Division of Civil Defense in 1955. It also includes disaster information publication issued by the Division of Civil Defense in 1971. The publication outlines how the County has prepared for natural disasters as well as the possibility of a nuclear attack.

Documents within this series located in Flat File 16 are:

- Disaster Information, 1971

**Series V: Office of Emergency Management, Department of Homeland Security, 2005  
(0.19 cubic feet)**

This series contains a draft of a Multi-hazard Mitigation Policy prepared by the Montgomery County division of Homeland Security in 2005.

A CD-rom version of this policy is located in Media Box 1.

**CONDITIONS GOVERNING ACCESS**

This collection is open for research.

**LANGUAGE**

English.

**PROVENANCE**

The collection was culled from various accessions of printed material.

**USING THESE RECORDS**

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

Record Group 07, Printed Material, 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 07: Public Safety.

Record Title: Printed Material. Series number and series name. Box number and folder title, if appropriate.

**PROCESSING PROCEDURES**

General processing procedures consisted of discarding duplicates, unnecessary binders, and routine transmittals. Oversized documents and photographs were removed from the original location in their assigned series and placed in separate containers. Separation sheets were 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(S)**

MCA staff

Sarah Hedlund

**BOX INVENTORY**

**Series I: Department of Correction and Rehabilitation, 1971-1993; 1998**

**Box 1**

Model Social Service Program for the Montgomery County Detention Center, 1971  
Montgomery County Pre-Release Center, 1973  
Guidebook for the Montgomery County Pre-Release Center, 1975  
Confinement Facilities Plan, 1988  
Guidebook for the Montgomery County Pre-Release Center, 1976  
Review and Performance Evaluation of the Montgomery County Work Release/Pre-Release Program August 1972-August 1975, 1977  
Six Years of Progress: 1972 through 1978, 1978  
Annual Report July 1 through June 30, 1979  
Department of Correction and Rehabilitation: A National Model for Community-Based Corrections, 1979  
Fiscal Year 1980 Annual Report, 1980  
Fiscal Year 1981 Annual Report, 1981  
Annual Report 1983, Montgomery County Pre-Release Center, [1983]  
Guidebook for the Montgomery County Pre-Release Center, 1986  
The Mentally Ill and Mentally Retarded Offender, 1986  
FY 87 Annual Report, Pre-Release Center, 1987  
Confinement Facilities Plan, (Correctional Services Group, Inc.), [1988]  
Annual Report FY 89, Montgomery County Pre-Release Center, 1989  
FY 88 Annual Report, Pre-Release Center, 1988  
FY 88 Annual Report, 1989  
FY 89 Annual Report, Montgomery County Pre-Release Center, 1989  
FY 90 Annual Report, 1990  
FY 90 Annual Report, Montgomery County Pre-Release Center, 1990  
Guidebook for the Montgomery County Community Accountability and Treatment Services Program (CATS), 1990  
Montgomery County Department of Correction and Rehabilitation Briefing Document, 1990  
Guidebook for the Montgomery County Pre-Release Center, 1991  
FY 91 Annual Report, Montgomery County Pre-Release Center, 1991  
Annual Report FY 92, Montgomery County Pre-Release Center, 1992  
FY 91 Annual Report, 1992  
Annual Report FY 92, Montgomery County Pre-Release Center, 1992  
FY 93 Annual Report, Pre-Release Center, 1993  
FY 92 Annual Report, [1992]  
Pre-Trial Services Division Annual Report FY 92, 1993  
Department of Correction and Rehabilitation: A National Model for Community-Based Corrections, undated  
Guidebook: Freedom Through Responsibility, Montgomery County Pre-Release Center, Spring 1998

*(Series I: Department of Correction and Rehabilitation, Cont.)  
(Box 1, cont.)*

Administrative Process for Sentencing/Placing Defendants into PRC's Impact Program, undated

**Series II: Department of Fire and Rescue Services, 1946-1987; 2001**

***Subseries 1: General Printed Material, 1952-1987; 2001***

***(Box 1, cont.)***

Fire Prevention Code as Amended Through July 22, 1952, 1952

Survey of Present and Future County Fire Station Needs, 1953

Fire Protection in Montgomery County, (Philip Marcus), 1955

A Report of Fire Station Survey in Montgomery County, Maryland, (A.C. Hutson), 1957

Recommendations for the Improvement of Fire Defense in the Regional District of Montgomery County, 1958

Fire Station districts/boundaries in Montgomery County (2 maps), 1958

Advantages and Disadvantages of Consolidating the Fire Departments in Montgomery County, Maryland, (David Bearden Gratz), 1961

A Study of the Performance of the Fire Protection System of Montgomery County, Maryland, (A. Bennett, J. Wang, L. Wasserman), 1966

History of the Silver Spring Fire Department (Oral History Transcript), 1966

Fire and Rescue Services [History], 1973

Division of Fire Prevention Annual Report, 1969

Silver Spring Fire Department Annual Report, 1969

Division of Fire Prevention Annual Report, 1970

Evaluation of Alternative Fire Tax Plans, Montgomery County, Maryland, 1970

Fire Board Annual Report 1969-1970, 1970

Fire Fighters Association, 1970

Silver Spring Fire Department Annual Report, 1970

Silver Spring Fire Department Annual Report, 1971

Annual Report for 1973, 1973

Public Service Program for Fire Station Distribution, 1973

Annual Report for 1974, 1974

Fire Station Master Plan, Final Draft, 1975

Annual Report for 1975, 1976

Annual Report for 1976, 1976

Annual Report for 1977, 1978

Report of the Fire Service Review Task Force, 1978

Fire Board, Personnel Regulations, 1978

Annual Report for 1978, 1979

**Box 2**

Annual Report for 1979, 1980

Annual Report for 1980, 1981

*(Subseries 1: General Printed Material, 1952-1987; 2001, Cont.)  
(Box 2, cont.)*

Personnel Regulations for Fire and Rescue Service Merit System Employees of the Independent Fire and Rescue Corporations of Montgomery County, 1981  
Annual Report for 1982, 1982  
Disaster Preparedness, [1982]  
Hazardous Material Preparedness Plan, 1982  
Emergency Medical Services Operational Manual, 1983  
Montgomery County Master Fire Defense Plan, Preliminary Draft, 1984  
Annual Report 1983-1984, 1984  
Annual Report FY 1985, 1985  
City of Takoma Park, Maryland, Position Paper, 1985  
Aerial Ladder Truck Study, Montgomery County, Maryland, 1985  
Report of the Down-County Fire Station Task Force, 1985  
Draft Staffing and Apparatus Standards for Montgomery County Fire/Rescue Services, Phase I Report, (Ryland Research, Inc.), 1986  
Staffing Apparatus Standards for Montgomery County Fire/Rescue Services, Phase I Report, (Ryland Research, Inc.), 1986  
Draft Staffing and Apparatus Standards for Montgomery County Fire/Rescue Services, Phase II Report, (Ryland Research, Inc.), 1986  
Staffing Apparatus Standards for Montgomery County Fire/Rescue Services, Phase II Report, (Ryland Research, Inc.), 1986  
Annual Report FY 1986, 1986  
Compilation of Fire Service Studies 1941-1986 (3 folders), [1986]  
FY 1987 Annual Report, 1987  
Annual Report for 1988, 1988  
Fire and Rescue Commission Annual Report, 1988  
Fire and Rescue Commission Personnel Regulations, 1988  
Fire and Rescue Commission Annual Report, 1989  
Draft Master Plan for Fire, Rescue, and Emergency Medical Services in Montgomery County, Maryland, 1991  
Appendix to the Draft Master Fire Defense, Rescue, and Emergency Medical Services Plan, 1991  
Memorandum: Transmittal of the Fire and Rescue Commission's Master Plan for Fire, Rescue, and Emergency Medical Services, 1993  
Master Plan for Fire, Rescue, and Emergency Medical Services in Montgomery County, Maryland, 1993  
Montgomery County Volunteer Fire-Rescue Association 71<sup>st</sup> Annual Convention, 1993  
Redraft of the Master Plan for Fire, Rescue, and Emergency Medical Services in Montgomery County, Maryland, Final Draft, 1994  
Fire, Rescue, and Emergency Medical Services Master Plan, 1994  
Fire and Rescue Commission Annual Report FY 96, 1996

***(Subseries 1: General Printed Material, Cont.)***

***(Box 2, cont.)***

The Effects of Speed Humps and Traffic Circles on Responding Fire-Rescue Apparatus in  
Montgomery County, Maryland, 1997  
Fire Prevention Code, n.d.  
Preparing for Disaster or Emergency, n.d.

**Box 3**

Emergency Operations Plan, 1988  
Emergency Operations Plan, 1989  
Montgomery County Emergency Operations Plan, Approved Sep. 1988, Revised Aug. 1996,  
August 1996 (2 folders)  
Emergency Operations Plan, April 2001 (4 folders)  
Materials Distributed at Red Ribbon Committee Meetings, 1987 (5 folders)

***Subseries 2: Budget and Finance Material, 1946; 1970-1983***

***(Box 3, cont.)***

Fire Department Financial Statements February-April, 1946  
Recommended Operating Budgets of the Fire and Rescue Departments FY 1970-1971, 1970  
Fire Department Financial Statements, 1970-1971, 1971  
Recommended Operating Budgets, FY 1971-1972, 1971  
Fire Department Financial Statements 1971-1972, 1972  
Fire Department Financial Statements 1972-1973, 1973  
Fire Department Budgets (2 folders), 1974

**Box 4**

Fire Department Financial Statements 1974-1975, 1975  
Fire Department Financial Statements 1975-1976, 1976  
Fire Department Financial Statements 1976-1977, 1977  
Fire Department Financial Statements 1977-1978, 1978  
Fire Department Financial Statements 1978-1979, 1979  
Fire Department Financial Statements 1980-1981, 1981  
Fire Department Financial Statements 1981-1982, 1982  
Fire Department Financial Statements 1982-1983, 1983

**Series III: Department of Police, 1955-1999**

***(Box 4, cont.)***

Annual Report, 1955, 1956  
Annual Report, 1956  
Annual Report, 1957  
Annual Report, 1958  
Annual Report, 1959  
Annual Report, 1960,

*(Series III: Department of Police, Cont.)*

*(Box 4, cont.)*

Annual Report 1961, 1962

Annual Report 1962, 1963

Annual Report 1963, 1964

Annual Report 1964, 1965

Annual Report 1965, 1966

Annual Report 1966, 1967

Report of the Police and Fire Training Review Committee on the Montgomery County Police-Fire Academy, [1968]

Annual Report 1967, 1968

Annual Report 1968, 1969

Annual Report 1969, 1970

Annual Report 1970, 1971

**Box 5**

Annual Report 1971, 1972

Annual Report 1972, 1973

Annual Report 1973, 1974

Annual Report 1974, 1975

Annual Report 1975, 1976

Annual Report 1976, 1977

Chronic Offenders: An Analysis of Delinquency in Montgomery County, Maryland, 1978

Montgomery and Prince George's Counties, Maryland: An Automated Fingerprint Identification System, [1978]

Budget Request FY 80 (3 folders), 1978

**Box 6**

Department of Police Response to Allegations Concerning Speeding and Contract Practices, Chief Robert J. D. Grazia, 1978

Personal Patrol Vehicle Program Evaluation, Michael Gudis, January-June 1978

Managing Criminal Investigations Attitudinal Survey: An Analysis of Officer Opinions Toward the Investigative Process, 1978

Annual Report 1978, 1979

Annual Report 1979, 1980

Budget Submission FY 82, 1980

Recommended Budget Supplemental Document FY 81, 1980

Annual Report 1980, 1981

Planning Division Personal Patrol Vehicle Program Monitoring Report, 1981

Seventh Annual Police and Fire-Rescue Service Awards Program, 1981

Annual Report 1981, 1982

Annual Report 1982, [1983]

Quarterly Crime Report, Fourth Quarter 1983, [1984]

*(Series III: Department of Police, Cont.)*

*(Box 6, cont.)*

Annual Report January 1983-December 1984, 1985

Annual Report 1985, 1986

Quarterly Crime Report, Second Quarter 1986, [1986]

Annual Report 1986, 1987

Resource Allocation and Staffing Study of the Montgomery County Police Department, 1987

Annual Report 1987, 1988

A Worthy Innovation: A History of the Montgomery County Police, 1988

Annual Report 1988, 1989

Annual Report 1989, 1990

Radio Communications Study: Executive Summary, 1990

Annual Report 1990, 1991

An Overview of Community Policing, 1992

Community Policing Briefing Book, [ca. 1992]

Annual Report 1991, 1992

Annual Report 1992, 1993

Office of Community Policing

    Demonstration Projects in Community Policing, 1993

    Economic Development Committee Report, 1993

    Government Coordination, Legal and Legislative Committee Report, 1993

    Media, Education, and Information Referral Committee Report, 1993

    Operations Committee Report, 1993

    Organizational Structure Committee Report, 1993

    Recruiting and Training Committee Report, 1993

    Technology Development Committee Report, 1993

    Workload Analysis Committee Report, 1993

Transition to Community Policing: Strategic Implementation Plan, 1993

Crime Prevention and Personal Safety, [1994]

Prom Season Task Force Report, 1994

Wireless Communications Survey, 1994

FY 94 Annual Report, 1994

FY 95 Annual Report, c. 1995

CAD, Computer-Aided Dispatch for the Department of Police and the Department of Fire and Rescue Services, [ca. 1997]

Montgomery County Police Department: Facilities Plan, 1999

Brochures - Community Policing, n.d.

Dial 911 for Police, Fire or Medical Emergencies, n.d.

Office of Stress Management Policies and Procedures Manual, n.d.

**Series IV: Division of Civil Defense, 1955; 1971**

*(Box 6, cont.)*

Civil Defense Plan for the Organization and Operation of the Medical Services Branch of the  
Medical and Health Division, 1955

Disaster Information, 1971 (**Flat File 16**)

**Series V: Office of Emergency Management, Department of Homeland Security, 2005**

**Box 7**

Multi-hazard Mitigation Plan, Draft: 2005 (5 folders)

CD-rom version (*see Media Box 1*)