



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS

September 22, 2026

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *August 25, 2026*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:30 AM 1. RECLASSIFICATION OF A MASTER DEPUTY POSITION TO A SERGEANT POSITION
Major Joel Footen, Washington County Sheriff's Office
- 9:35 AM 2. ROYAL AIRCRAFT COMMERCIAL HANGAR LEASE EXTENSION
Neil Doran, Director, Hagerstown Regional Airport; Andrew Eshleman, Director, Public Works; Rosalinda Pascual, Deputy County Attorney
- 9:40 AM 3. PARKS AND RECREATION CONCUSSION MANAGEMENT POLICY
Chip Rose, Director, Human Resources; Brian Overcash, Safety and Training Administrator
- 9:45 AM 4. ABUSE AND MISCONDUCT PREVENTION POLICY
Chip Rose, Director, Human Resources; Tracy McCammon, Risk Management Coordinator, Human Resources
- 9:50 AM CLOSED SESSION – *(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction. (1) Personnel matters are confidential.*
- *Reappointment to County volunteer advisory boards*
 - *Discussion appointment to open County position*
 - *Discussion of appointment to open County position*
- To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client confidentiality.*
- *Legal advice pertaining to County-involved legal matter)*

10:30 AM RECONVENE IN OPEN SESSION

ADJOURNMENT

Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: contactcommissioners@washco-md.net.

You may also contact each Commissioner individually at:

John F. Barr, President: jbarr@washco-md.net or (240) 313-2205;

Jeffrey A. Cline, Vice President: jcline@washco-md.net or (240) 313-2208;

Neil C. Parrott, Commissioner: nparrott@washco-md.net or (240) 313-2206;

Randal A. Leatherman, Commissioner: rleatherman@washco-md.net or (240) 313-2209;

Randall E. Wagner, Commissioner: rwagner@washco-md.net or (240) 313-2207.

Additionally, you may contact Michelle Gordon, County Administrator at mgordon@washco-md.net or (240) 313-2202.



Agenda Report Form

SUBJECT: Reclassification of a Master Deputy Position to a Sergeant Position

PRESENTATION DATE: September 22, 2026

PRESENTATION BY: Major Joel Footen, Washington County Sheriff's Office

RECOMMENDED MOTION: Motion to approve the reclassification of one Master Deputy position to a Sergeant position within the Washington County Sheriff's Office.

REPORT-IN-BRIEF: During the FY2027 budget process, the Washington County Sheriff's Office reclassified a Sergeant position to a Lieutenant position as part of an adjustment to the agency's organizational structure and chain of command.

At the time of that reclassification, the corresponding need to reclassify a Master Deputy position to a Sergeant position was inadvertently overlooked. This request corrects that oversight and ensures that the appropriate supervisory structure and span of control are maintained.

DISCUSSION: The reclassification of one Master Deputy position to a Sergeant position is necessary to maintain the Sheriff's Office chain of command and an appropriate span of control for supervisors. The previously approved reclassification of a Sergeant position to a Lieutenant position created a supervisory vacancy at the Sergeant level. Reclassifying an existing Master Deputy position to Sergeant will restore that supervisory level and provide appropriate oversight of personnel and day-to-day operations.

This request does not add an additional position to the Sheriff's Office authorized staffing complement. Rather, it reclassifies an existing position to maintain the organizational structure and supervisory coverage intended as part of the FY2027 budget process.

FISCAL IMPACT: The position proposed for reclassification is Position #231.

Current Master Deputy Salary (Grade 5, Step 8): **\$88,150**

Sergeant Salary (Grade 7): **\$94,761**

Annual Salary Difference: **\$6,611**

The annual fiscal impact associated with the reclassification is approximately **\$6,611 in salary**, excluding any associated changes in benefits.

CONCURRENCES: County Administrator Michelle Gordon

ALTERNATIVES: Deny the requested reclassification and maintain Position #231 at the Master Deputy classification.

ATTACHMENTS: None



Agenda Report Form

Open Session Item

SUBJECT: Royal Aircraft Commercial Hangar Lease Extension

PRESENTATION DATE: September 22, 2026

PRESENTATION BY: Neil Doran., Airport Director, Andrew Eshleman, Director of Public Works, Rosalinda Pascual, Deputy County Attorney

RECOMMENDATION: The Airport recommends entering a 12-month temporary lease term extension, allowing sufficient time to continue negotiations for a longer-term extension to be determined.

REPORT-IN-BRIEF: Royal Aircraft is a commercial tenant renting out Hangar 21 and Hangar 22 at the Airport under existing leases dated 07/06/2016. The current leases expire on 09/30/2026.

DISCUSSION: Staff seek approval of an Amendment that provides for a temporary extension of the current term through 09/30/2027 and establishes a temporary, uniformly applied rental rate of \$7.00 per SF per year.

FISCAL IMPACT: Royal Aircraft has signaled willingness to increase the rate paid per SF to \$7.00 and pay that uniformly across both hangars.

Hangar 21's FY26 rent was \$89,000.04 or \$5.00 per SF. Hangar 22's FY26 rent was \$42,425.76 or \$3.37 per SF. Average of \$4.33 per SF per year. Total received \$131,425.80 per annum. This proposal increases the rate paid across 30,400 SF x \$7.00 = \$212,800. An increase of \$81,374.20 for the proposed period of 10/01/2026-09/30/2027.

ALTERNATIVES:

1. Reject the recommendation and allow Royal Aircraft (Mountain Air Cargo) to depart on or before 10/01/2026. Likely a delay in obtaining new tenants and some potential costs to adapt hangars for new uses.

ATTACHMENTS:

AMENDMENT TO HANGAR # 21 LEASE AGREEMENT

This **AMENDMENT TO HAGERSTOWN REGIONAL AIRPORT COMMERCIAL HANGAR # 21 LEASE** ("Amendment") is entered into on _____, 2026, effective October 1, 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND**, a body corporate and politic and a political subdivision of the State of Maryland, 100 West Washington Street, Hagerstown, Maryland 21740 (hereinafter referred to as the "County") and **ROYAL AIRCRAFT SERVICES, LLC**, a Maryland limited liability company, 18335 Airpark Road, Hagerstown, Maryland 21740, (hereinafter referred to as "Tenant").

RECITALS

WHEREAS, The County and Tenant entered into two Commercial Hangar Lease Agreements relating to Building #21 (the "Lease") dated July 6, 2016, with an effective date of October 1, 2016;

WHEREAS the parties attempted to negotiate, but could not finalize the rent under a renewal term in accordance with Paragraph 3 of the Lease;

WHEREAS both parties desire to provide a temporary arrangement in order to allow for additional time to negotiate additional term, rent and other conditions for the Lease, and both parties desire at this time to amend certain provisions of the Lease relating to term and rent.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Amendment, the parties agree as follows:

1. Paragraph 3, *Term of Lease*, is amended to include the following subparagraph:

3a. *Temporary Extension of Term of Lease*

The Lease shall extend for an additional 12-month period to commence on the 1st day of October, 2026, and shall end on the 30th day of September, 2027, unless terminated earlier by either party in accordance with the terms of this Lease. The parties agree to negotiate in good faith mutually agreed upon terms, including the renewal period and the fair market value annual rent. The parties

shall not retain an additional appraiser and will utilize the appraisal report dated February 13, 2026, as needed. If the parties are unable to reach an agreement through an additional amendment executed by April 1, 2027, the Tenant shall notify the Landlord of its intent to vacate the premises on September 30, 2027, or its intent to renew under the current terms and conditions of the Lease. If the Tenant does not provide in writing its Notice of Intent to Renew or Vacate by April 1, 2027, the Tenant shall forego any renewal and vacate the premises at the end of the temporary extension. Except as allowed in this paragraph, all other terms and conditions in Paragraph 3 remain in full force and effect.

2. Paragraph 4, *Rent*, is amended to include the following subparagraph:

4a. *Rent for Additional 12-month Term*

Tenant shall pay the County as rent (beginning October 1, 2026 through September 30, 2027), an annual sum of One Hundred Twenty-Four Thousand, Six Hundred Dollars and No Cents (\$124,600.00) payable in equal monthly installments of Ten Thousand, Three Hundred Eighty-Three Dollars and Thirty-Three Cents (\$10,383.33). All other terms and conditions of Paragraph 4 remain in full force and effect.

3. All other provisions and covenants of the Lease are ratified and confirmed and remain in full force and effect.

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TO FOLLOW

IN WITNESS WHEREOF, each party to this Amendment has caused it to be executed the day and year first above written.

WITNESS:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By: _____(SEAL)

ATTEST:

ROYAL AIRCRAFT SERVICES, LLC

By: _____(SEAL)

Approved as to form and
legal sufficiency:

Rosalinda Pascual
Deputy County Attorney

AMENDMENT TO HANGAR # 22 LEASE AGREEMENT

This **AMENDMENT TO HAGERSTOWN REGIONAL AIRPORT COMMERCIAL HANGAR # 22 LEASE** ("Amendment") is entered into on _____, 2026, effective October 1, 2026, by and between the **BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND**, a body corporate and politic and a political subdivision of the State of Maryland, 100 West Washington Street, Hagerstown, Maryland 21740 (hereinafter referred to as the "County") and **ROYAL AIRCRAFT SERVICES, LLC**, a Maryland limited liability company, 18335 Airpark Road, Hagerstown, Maryland 21740, (hereinafter referred to as "Tenant").

RECITALS

WHEREAS, The County and Tenant entered into two Commercial Hangar Lease Agreements relating to Building #22 (the "Lease") dated July 6, 2016, with an effective date of October 1, 2016;

WHEREAS the parties attempted to negotiate, but could not finalize the rent under a renewal term in accordance with Paragraph 3 of the Lease;

WHEREAS both parties desire to provide a temporary arrangement in order to allow for additional time to negotiate additional term, rent and other conditions for the Lease, and both parties desire at this time to amend certain provisions of the Lease relating to term and rent.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Amendment, the parties agree as follows:

1. Paragraph 3, *Term of Lease*, is amended to include the following subparagraph:

3a. *Temporary Extension of Term of Lease*

The Lease shall extend for an additional 12-month period to commence on the 1st day of October, 2026, and shall end on the 30th day of September, 2027, unless terminated earlier by either party in accordance with the terms of this Lease. The parties agree to negotiate in good faith mutually agreed upon terms, including the renewal period and the fair market value annual rent. The parties

shall not retain an additional appraiser and will utilize the appraisal report dated February 13, 2026, as needed. If the parties are unable to reach an agreement through an additional amendment executed by April 1, 2027, the Tenant shall notify the Landlord of its intent to vacate the premises on September 30, 2027, or its intent to renew under the current terms and conditions of the Lease. If the Tenant does not provide in writing its Notice of Intent to Renew or Vacate by April 1, 2027, the Tenant shall forego any renewal and vacate the premises at the end of the temporary extension. Except as allowed for in this paragraph, all other terms and conditions in Paragraph 3 remain in full force and effect.

2. Paragraph 4, *Rent*, is amended to include the following subparagraph:

4a. *Rent for Additional 12-month Term*

Tenant shall pay the County as rent (beginning October 1, 2026 through September 30, 2027), an annual sum of Eighty-Eight Thousand, Two Hundred Dollars and No Cents (\$88,200.00) payable in equal monthly installments of Seven Thousand, Three Hundred Fifty Dollars and No Cents (\$7,350.00). All other terms and conditions of Paragraph 4 remain in full force and effect.

3. All other provisions and covenants of the Lease are ratified and confirmed and remain in full force and effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE
TO FOLLOW

IN WITNESS WHEREOF, each party to this Amendment has caused it to be executed the day and year first above written.

WITNESS:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

By: _____(SEAL)

ATTEST:

ROYAL AIRCRAFT SERVICES, LLC

By: _____(SEAL)

,

Approved as to form and
legal sufficiency:

Rosalinda Pascual
Deputy County Attorney



Agenda Report Form

Open Session Item

SUBJECT: Parks and Recreation Concussion Management Policy

PRESENTATION DATE: September 22, 2026.

PRESENTATION BY: Chip Rose, HR Director, Human Resources; Brian Overcash, Safety and Training Administrator, Human Resources

RECOMMENDATION: Staff is seeking a motion to approve the adoption a policy for Concussion Management.

REPORT-IN-BRIEF: Following a scheduled risk control visit by Travelers Insurance, it was determined that the County currently has exposed risk in coverage specific to Parks and Recreation Concussion Management. To maintain general liability coverage limits at current levels, it was recommended that the County adopt a formal policy as soon as possible.

DISCUSSION: This policy will create County procedures on appropriate screening, procedural reporting/communication, investigation, and training requirements surrounding Concussion Management. This will provide compliance with Insurance recommendations as well as State and Federal laws.

FISCAL IMPACT: N/A

CONCURRENCES: Gordon, Michelle: County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Parks and Recreation Concussion Management Policy

AUDIO/VISUAL NEEDS: N/A



POLICY TITLE: Parks and Recreation Concussion Management Policy

POLICY NO.:

I. POLICY STATEMENT

The Parks and Recreation Department is committed to providing a safe environment for all participants in athletic and recreational programs. This Concussion Management Policy established procedures for the recognition, removal, evaluation, and return-to-play of participants suspected of sustaining a concussion or other head injury.

II. PURPOSE

The purpose of this policy is to safeguard the health and safety of participants involved in athletic events and activities sponsored, organized, or authorized by the Parks & Recreation Department. Prompt recognition and proper management of concussions are essential to minimizing the risk of further injury and ensuring participant well-being.

III. DEFINITION

A concussion is a traumatic brain injury caused by a bump, blow, or jolt to the head or body that results in the rapid movement of the brain within the skull.

IV. RECOGNITION OF SYMPTOMS

Common signs and symptoms of concussions may include, but are not limited to:

- Headache
- Dizziness or balance problems
- Nausea or vomiting
- Confusion or memory problems
- Blurred vision
- Sensitivity to light or noise
- Fatigue
- Loss of consciousness

Staff, coaches, volunteers, and officials shall report suspected concussions immediately to the Recreation Attendant on duty and an incident report shall be completed. Parents and participants are strongly encouraged to report suspected concussions immediately

Recreation Attendant shall provide the notification and the incident report to on-site Program Director or Coordinator.

V. REMOVAL FROM PARTICIPATION

Any participant suspected of sustaining a concussion during a Parks and Recreation activity shall be:

1. Immediately removed from participation by the on-site Program Director or Coordinator.
2. “When in doubt, sit them out.”
3. Prohibited from returning to play or activity on the same day.
4. Observed for signs of worsening conditions.
5. Referred to a licensed healthcare provider for evaluation.

The on-site Program Director or Coordinator shall provide a copy of the Incident Report and notification of concussion and removal to the Parks and Recreation Director as soon as practical.

VI. EMERGENCY RESPONSE

Emergency medical services (911) shall be contacted immediately if the participant exhibits any of the following:

- Loss of consciousness
- Repeated vomiting
- Seizure activity
- Difficulty breathing
- Slurred speech
- Unequal pupils
- Significant confusion or deterioration
- Neck injury concerns
- Any other life-threatening condition

Parents/guardians shall be notified as soon as practical.

VII. MEDICAL EVALUATION AND CLEARANCE

A participant diagnosed with a concussion shall not return to participation until:

- Symptoms have resolved, and
- Written medical clearance is provided by a licensed healthcare provider authorized to evaluate and manage concussions.

Documentation of medical clearance must be submitted to the Parks and Recreation Director prior to resuming participation.

VIII. RETURN-TO-PLAY PROCEDURE

Participants returning after a concussion should follow a gradual, medically supervised progression of activity. If symptoms reappear during any stage of activity, participation shall stop immediately and medical reassessment shall occur.

IX. DOCUMENTATION AND REPORTING

Staff shall complete an incident report for all suspected concussions.

Reports shall include:

- Date/time of injury
- Description of incident
- Observed symptoms
- Actions taken
- Parent notification
- Medical response information

Records shall be maintained in accordance with applicable Maryland records retention requirements.

X. EDUCATION AND TRAINING

Coaches, staff, volunteers, and program participants are encouraged to complete concussion awareness education annually. Educational materials may be obtained from:

- [CDC HEADS UP Concussion Program](#)
- [National Recreation and Park Association](#)

XI. COMPLIANCE

Failure to comply with this policy may result in removal from participation, disciplinary action, or suspension from Parks and Recreation activities.

Policy Actions

[illegible]



Agenda Report Form

Open Session Item

SUBJECT: Abuse and Misconduct Prevention Policy

PRESENTATION DATE: September 22, 2026.

PRESENTATION BY: Chip Rose, Director, HR; Tracy McCammon, Risk Management Coordinator, HR.

RECOMMENDATION: Staff is seeking a motion to create and adopt a County policy on Abuse and Misconduct Prevention.

REPORT-IN-BRIEF: Following a scheduled risk control visit by Travelers Ins., it was determined that the County currently has exposed risk in coverage specific to “Abuse and Misconduct Prevention Policies.” To maintain general liability coverage limits at current levels, it was recommended that the County adopt a formal policy/program as soon as possible.

DISCUSSION: This policy will create County procedures on appropriate screening, procedural reporting/communication, investigation, disciplinary action, and training requirements surrounding Abuse and Misconduct Prevention. This will provide compliance with Insurance recommendations as well as State and Federal laws.

This policy will work in tandem with existing County Policy PR-13.

FISCAL IMPACT: N/A

CONCURRENCES: Gordon, Michelle: County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Abuse and Misconduct Prevention Policy

AUDIO/VISUAL NEEDS: N/A

POLICY TITLE: ABUSE AND MISCONDUCT PREVENTION

POLICY NO.: PR-40

I. PURPOSE

The Board of County Commissioners prohibits abuse in the workplace and/or in connection with any of its operations and/or other activities. Abuse, including child abuse, sexual abuse and other types of misconduct, are crimes, and the County has zero tolerance for such conduct.

The County has adopted this policy to keep all employees, board members, volunteers, and/or guests safe and free from abuse.

II. GENERAL POLICY

Prevention of potential abuse remains the priority of this policy, and Washington County employees will make every effort to limit unsupervised (one-on-one) interaction with minors, and/or individuals who are legally incompetent, whenever reasonably possible. Employees will avoid isolated private meetings with minors and avoid any personal digital communication.

- A. Procedures for appropriate screening of applicants and employees to avoid, to the extent allowed by applicable law, the hiring, retention and/or other involvement of individuals who may have previously engaged in abuse and/or other similar misconduct.
- B. Procedures for employees, Board members, volunteers, and/or guests who may be victims of physical or sexual abuse occurring in the County's workplace and/or in connection with any of its operations and/or other activities to report such acts.
- C. Procedures for investigating allegations of physical or sexual abuse that may violate the provisions of this policy.
- D. Disciplinary policies and procedures for addressing employees who engage in conduct that violate the provisions of this policy.
- E. Procedures for communicating the requirements of this policy to County employees, Board members, volunteers, and/or guests including, but not limited to, the training of employees on this policy's requirements.

*This policy is not intended to replace existing County policy [PR-13] regarding Harassment or Sexual Harassment in the workplace. This policy works in tandem as defined below.

III. **DEFINITION(S)**

A. Abuse

- i. “Abuse” is defined as the sustaining of physical or mental injury by a minor or a vulnerable adult.
- ii. “Abuse” also includes the sexual abuse of a minor or vulnerable adult, whether physical or mental injuries are sustained or not.
- iii. Any conduct meeting the definition of “abuse” under the Annotated Code of Maryland, Criminal Law Article’s Title 3, Section constitutes “abuse” under this policy.

B. Minor – any individual under the age of 18.

C. Vulnerable Adult – an adult who lacks the physical or mental capacity to provide for the adult’s daily needs

D. Sexual Abuse– includes but is not limited to the following:

- i. Any sexual activity, involvement, or attempted sexual contact with a person who is a child (under the age of 18 years) where consent is not or cannot be given.
- ii. Any sexual activity, involvement, or attempted sexual contact with a person who is legally incompetent or, due to intellectual or other functional limitations, is otherwise unable to give consent.
- iii. Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- iv. Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders, and/or pulling against another’s body or clothes.
- v. Materials such as pornographic or sexually explicit images, posters, calendars, or objects.

III. **PROCEDURE**

A. Screening of Applicants and Employees:

The Washington County Board of County Commissioners is committed to maintaining a diligent screening program applicable to prospective and existing employees and others who may have interaction with the public (including, but not limited to children (under the age of 18 years) and/or other individuals who, due to intellectual or other functional limitations, are unable to give knowing consent).

The purpose of this screening is to minimize the opportunity for the hiring/retention of employees who may be likely to engage in abuse prohibited by this policy. Provided, however, that such screening shall be consistent with and shall not violate applicable law governing the hiring and/or retention of employees.

Consistent with the above, the County may utilize a variety of methods of screening and selection including, but not limited to, employment applications (which require the individual to provide, among other information, the applicant's employment chronology, professional references and signature), personal interviews, criminal background checks (to the extent allowed by applicable law), personal and professional references and/or other measures. Such screening may be repeated with respect to existing employees during the course of an investigation of a report of abuse submitted pursuant to the provisions of this policy (to the extent allowed by applicable law).

Where such screening indicates that the applicant or employee may be inappropriate for hiring, continued employment and/or other service to the County, actions may be taken including, but not limited to, declining to hire or retain the individual for employment, discipline or termination of employment (to the extent allowed by applicable law and/or collective bargaining agreement), etc.

Obligation to self-report -

Consistent with other applicable County policies, employees who have been charged criminally for certain infractions including, but not limited to, those involving alleged abuse, are required to report that information to the Director of Human Resources or his/her designee consistent with the terms of those policies.

Failure to do so will result in recommended disciplinary action consistent elsewhere within this policy, up to and including termination of employment.

B. Reporting Procedures:

Any individual who reasonably believes that they have been subjected to abuse (or the parent and/or legal guardian of a child (under the age of 18 years) or other victim who, due to intellectual or other functional limitations, is unable to give knowing consent who reasonably believes that such child or other victim has been subjected to abuse) should immediately report the suspected abuse or to a member of County management. Such a report should be

submitted primarily to the County Attorney as the designated safeguarding coordinator and may be reached at countyattorneyoffice@washco-md.net or by phone at (240) 313-2230. Reports may be filed with the Director of Human Resources, or to any manager or supervisor to whom the alleged victim (and/or his/her parent or legal guardian) is comfortable submitting such a report. Further, anyone within the County who witnesses or otherwise has knowledge of conduct prohibited by this policy should: (1) to the extent safely and reasonably possible, immediately interrupt the behavior; and (2) report the behavior to the designated safeguarding coordinator or any or any other individuals identified above.

Additionally, the Washington County Board of County Commissioners is committed to following the state and federal legal requirements for reporting allegations or incidents of abuse to appropriate law enforcement and child or adult protective services organizations. The Safeguarding Coordinator will immediately notify the Department of Social Services and/or Law Enforcement any report of suspected child abuse or abuse of vulnerable adults in accordance with State Law. The County will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies.

C. Investigation Procedures:

Upon receiving such a complaint, the County will take reasonable measures to ensure that those named in the complaint, or who are determined to be closely associated with those involved in the complaint, will not be part of the investigative team. The County will also seek to safeguard the confidentiality of the alleged victim to the extent reasonably practicable. The County shall otherwise conduct a complete and thorough investigation as soon as possible following the receipt of such a complaint. Such investigation may include, but shall not be limited to, interviews of the alleged victim, alleged perpetrator and/or other witnesses; review of video recordings, where available; and other steps that are necessary to assure that a complete investigation has been completed to the extent reasonably practicable.

D. Disciplinary consequences:

If, following an investigation, the provisions of this policy have been found to have been violated by a County employee, appropriate disciplinary action, up to and including termination/dismissal, may be taken to the extent allowed by applicable law, policy and, where applicable, the provisions of a collective bargaining agreement.

Anti-retaliation and False Allegations -

The Washington County Board of County Commissioners prohibit retaliation against any employee, Board member, volunteer or guest who lodges a good faith complaint of abuse or who participates in any related investigation.

Similarly, the County prohibits making false allegations of abuse as well as deliberately providing false information during an investigation.

Anyone who retaliates, makes false allegations, or deliberately provides false information prohibited by this policy is subject to disciplinary action, up to and including termination of employment.

E. Training and Communication of Policy:

County employees shall be advised at the time of hire of the requirements of this policy (including, but not limited to, the conduct prohibited by this policy, the disciplinary consequences for violating the policy, etc.) and this policy shall be included in employee handbooks.

Additionally, this policy shall be posted on the County's website and shall otherwise be available for distribution to all employees, board members, volunteers, and/or guests and to other members of the public.

County employees shall also be trained in prevention techniques and rules that apply during regular daily operations; of ways to identify and report suspected abuse; etc.

Training shall occur during new employee orientation and on a periodic ongoing basis through scheduled and required in-service training. County employees, presenters, and recipients shall sign an acknowledgement that training has been provided.

Policy Actions

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