Disability Retirement Pension Review Board for the Detention Officers' and Deputy Sheriffs' Retirement Plan

Rules and Regulations

1. The Disability Retirement Pension Review Board for the Detention Officers' and Deputy Sheriffs' Retirement Plan ("Board") is created by Anne Arundel County Code Sec. 5-1-107, *et seq*. Section 5-1-107(h) requires the Board to adopt Rules and Regulations governing its review and hearing of cases.

2. When notified by the Office of Personnel of a request by a Detention Officers' and Deputy Sheriffs' Retirement Plan ("Participant") for a review and evaluation of the initial denial of a disability retirement pension claim by the Personnel Officer, the Chair of the Board shall use best efforts to schedule a meeting of the Board within forty-five (45) days of the receipt of the notification.

3. The Office of Personnel shall provide the Board with all relevant documents reviewed by the Personnel Officer in rendering the decision denying the request for a disability retirement of the Participant within ten (10) days of the notification set forth in paragraph two.

4. The Chair shall provide the relevant documents to each member of the Board in advance of the meeting to review and evaluate the decision of the Personnel Officer. Each member of the Board shall maintain the relevant documents and the information contained therein in confidence and shall not disseminate in any way either the documents or any of the information contained therein. The Chair shall maintain the documents for record-keeping purposes at the conclusion of a meeting. It is recommended that the Board members shred any hard copies of the documents and delete any electronic versions of the documents within thirty (30) days of the Board rendering a decision.

5. The Board shall base its decision upon the information provided in the documents forwarded to it by the Office of Personnel. The Board shall not permit witness testimony at its meetings.

6. Anne Arundel County Code Section 5-1-107(e) provides that the presence of three (3) members of the Board constitutes a quorum at a meeting of the Board.

7. Each member of the Board has one vote. The Board shall recommend that the Personnel Officer reconsider the decision to deny the request of a Participant for a disability pension if a majority of the members of the Board present at the meeting vote for reconsideration. There shall be no voting by proxy. A Board member must attend the meeting and have reviewed the relevant documentation to be entitled to vote.

8. The decision of the Board shall be transmitted to the Office of Personnel within thirty (30) days of the meeting in which the request is considered. The decision shall set forth the basis for the Board's decision. A Board member who votes in the minority may draft a

minority statement that will be provided to the Office of Personnel at the same time as the majority statement is provided. In the event of a tie vote, a statement for recommending upholding the decision and a statement recommending reversing the decision may be provided to the Office of Personnel.

9. All meetings shall be conducted in accordance with the Maryland Open Meetings Act, §§ 3-101 through 3- 501 of the General Provisions Article of the Maryland Code. The Chair shall be responsible for coordinating all postings to the Board webpage in accordance with the Open Meetings Act.

10. In the event of a vacancy on the Board, the Chair shall notify the Boards and Commissions Officer. The Boards and Commissions Officer shall request that the County Executive appoint a new member to the Board in accordance with Anne Arundel County Code.