

Maryland State Police

TO: ALL EMPLOYEES AND RETIREES DATE 10/13/09
FROM: Denise Masimore, OMC and the Yearbook Committee

<input checked="" type="checkbox"/> For your information	<input type="checkbox"/> Take charge of please!
<input type="checkbox"/> As requested	<input type="checkbox"/> For additional information
<input type="checkbox"/> Approve and return	<input type="checkbox"/> For comment/recommendation
<input type="checkbox"/> Note and return	<input type="checkbox"/> Give me facts so I can answer
<input type="checkbox"/> See me	<input type="checkbox"/> Prepare reply for my signature

RE: PORTRAIT SESSIONS

ATTACHED IS THE SCHEDULE OF PORTRAIT SESSIONS FOR THE 2011 YEARBOOK. IF YOU ARE CURRENTLY EMPLOYED AS FULL-TIME, PART-TIME, CONTRACTUAL OR VOLUNTEER YOUR PHOTO WILL BE INCLUDED IN THE YEARBOOK. RETIREES WILL ALSO BE INCLUDED.

HAVING YOUR PORTRAIT TAKEN IS VOLUNTARY. THE COMMITTEE WANTS TO INCLUDE AS MANY INDIVIDUALS AS POSSIBLE. PLEASE PUT FORTH YOUR BEST EFFORT TO BE INCLUDED.

PORTRAITS WILL BE DIGITAL AND IN FULL COLOR.

Beginning on Monday, November 2, 2009, Mr. Gary Watkins, of Gary Watkins Photography, will be taking individual portraits. This process will take approximately 4 to 6 weeks.

The dress code for yearbook photos is as follows:

Sworn Personnel - Class "A" without Stetson

Civilian Personnel - men, coat and tie; women - appropriate business attire

Volunteers and Retirees - men, coat and tie; women - appropriate business attire

Mr. Watkins will also be offering individuals the chance to have a portrait taken at their own expense. You can have this portrait taken in any way you like. If you are a flight paramedic or pilot with Aviation, Mr. Watkins will take your portrait in your flight suit and helmet, just a flight suit or however you wish to have this done. If you are a K-9 handler, YES, your dog can be included in a portrait. However, these types of portraits will be available at your own expense. Also, these will not be used in the yearbook. The official portrait will be the one in your Class "A."

Also, if you would like to have a portrait of you in uniform with your spouse or family, Mr. Watkins can accommodate this also. However, he only

has room for 6 persons in a single portrait.

If you have any questions, please contact Denise Masimore, 410-653-4239 or dmasimore@mdsp.org.

/dkm

Attachment

**PORTRAIT SCHEDULE
2011 YEARBOOK**

LOCATION	BARRACK, DIVISION, SECTION, UNIT, ETC.	2009 DAY AND DATE	TIME
WATERLOO BARRACKS 7777 Washington Boulevard Jessup, MD 20794 410-799-2101	WATERLOO BARRACKS (35)	MONDAY, NOVEMBER 2	2 - 10 P.M.
	MOTOR VEHICLE DIVISION (14)	TUESDAY, NOVEMBER 3	9 - 5 P.M.
	PACE TEAM (5)	WEDNESDAY, NOVEMBER 4	9 - 5 P.M.
	LOG. COMMAND & QUARTERMASTER DIVISION (24)		9 - 5 P.M.
	SPECIAL OPS COMMAND & DIVISION (35)	report on any of the 3 days listed	9 - 5 P.M.
	ELECTRONIC SERVICES SECTION (12)		9 - 5 P.M.
	CRIMINAL INVESTIGATION DIVISION (34)		
	DRUG ENFORCEMENT DIVISION (13)		
	TOTAL 172		
GLEN BURNIE BARRACKS 6800 Aviation Boulevard Glen Burnie, MD 21061 410-686-3101	GLEN BURNIE BARRACKS (48)	THURSDAY, NOVEMBER 5	2 - 10 P.M.
	CVED HQS. (15)	FRIDAY, NOVEMBER 6	9 - 5 P.M.
	ASED HQS. (15)		9 - 5 P.M.
	EXECUTIVE PROTECTION SECTION (31)	report on either day	
	LEG. SECURITY SECTION (4)		
	TOTAL 113		
PRINCE FREDERICK BARRACKS 210 Main Street Prince Frederick, MD 20678 301-855-1472	PRINCE FREDERICK BARRACKS (44)	MONDAY, NOVEMBER 9	2 - 10 P.M.
LEONARDTOWN BARRACKS 23200 Leonard Hall Drive Leonardtown, MD 20650 301-475-8955	LEONARDTOWN BARRACKS (44)	TUESDAY, NOVEMBER 10	2 - 10 P.M.
	AVIATION - SOUTHERN MD SECTION (9)		
LA PLATA BARRACKS 9500 Mitchell Road La Plata, MD 20646 301-392-1200	LA PLATA BARRACKS (38)	WEDNESDAY, NOVEMBER 11	2 - 10 P.M.
	SOUTHERN TROOP (1)	(Holiday - Veterans Day)	
FORESTVILLE BARRACKS 3500 Forestville Road Forestville, MD 20747	FORESTVILLE BARRACKS (46)	THURSDAY, NOVEMBER 12	2 - 10 P.M.
	AVIATION SECTION - WASHINGTON SECTION (7)		
	WASHINGTON METRO TROOP (1)		

301-568-8101

COLLEGE PARK BARRACKS COLLEGE PARK BARRACKS (40) FRIDAY, NOVEMBER 13 2 - 10 P.M.
10100 Rhode Island Avenue
College Park, MD 20740
301-345-3101

ROCKVILLE BARRACKS ROCKVILLE BARRACKS (38) MONDAY, NOVEMBER 16 2 - 10 P.M.
7915 Montrose Road
Rockville, MD 20854
301-424-2101

MCHENRY BARRACKS MCHENRY BARRACKS (40) WEDNESDAY, NOVEMBER 18 2 - 10 P.M.
67 Friendsville Road
McHenry, MD 21541
301-387-1101

CUMBERLAND BARRACKS CUMBERLAND BARRACKS (52) THURSDAY, NOVEMBER 19 2 - 10 P.M.
1124 National Highway
Cumberland, MD 21502
301-729-2101
AVIATION SECTION - CUMBERLAND (10)

HAGERSTOWN BARRACKS HAGERSTOWN BARRACKS (50) FRIDAY, NOVEMBER 20 2 - 10 P.M.
18345 Colonel Henry K. Douglas Drive
Hagerstown, MD 21740
301-739-2101
FORENSIC SCIENCES DIVISION - HAGERSTOWN LAB (5)
WESTERN COMMAND & TROOP (2)

FREDERICK BARRACKS FREDERICK BARRACKS (57) MONDAY, NOVEMBER 23 2 - 10 P.M.
110 Airport Drive East
Frederick, MD 21701
301-600-4151
AVIATION SECTION - FREDERICK (14)

WESTMINSTER BARRACKS WESTMINSTER BARRACKS (97) TUESDAY, NOVEMBER 24 2 - 10 P.M.
1100 Baltimore Boulevard
Westminster, MD 21157
410-386-3000
WEDNESDAY, NOVEMBER 25 2 - 10 P.M.
report on either day

THURSDAY AND FRIDAY ARE THANKSGIVING HOLIDAYS - ENJOY!!

HEADQUARTERS ADMINISTRATIVE HEARING SECTION (2) MONDAY, NOVEMBER 30 9 - 5 P.M.
1201 Reisterstown Road BUDGET AND FINANCE DIVISION (12) TUESDAY, DECEMBER 1 9 - 5 P.M.
Pikesville, MD 21208 CENTRAL RECORDS DIVISION (26) WEDNESDAY, DECEMBER 2 9 - 5 P.M.
410-653-4239 CHEMICAL TEST FOR ALCOHOL UNIT (9)
CRIMINAL INTELLIGENCE SECTION - (MCAC) (41) report on any of the 3 days listed
CRIMINAL INVESTIGATION BUREAU (3)
DEPARTMENT PROSECUTOR SECTION (2)
EASTERN COMMAND (1)
EDUCATION AND TRAINING (21)
ELECTRONIC SYSTEMS DIVISION (29)
EMPLOYMENT SERVICES SECTION (12)
FACILITIES MANAGEMENT DIVISION (6)
FAIR PRACTICES SECTION (3)
FIELD OPERATIONS BUREAU (10)

FORENSIC SCIENCES DIVISION (75)
 GOVERNMENT AFFAIRS SECTION (1)
 GRANTS MANAGEMENT SECTION (4)
 HUMAN RESOURCES DIVISION (5)
 INFORMATION TECHNOLOGY DIVISION (26)
 INSPECTIONS & COMPLIANCE DIVISION (9)
 INTERNAL AFFAIRS SECTION (11)
 LEGAL COUNSEL SECTION (6)
 LICENSING DIVISION (48)
 OFFICE OF MEDIA COMMUNICATIONS (4)
 OFFICE OF STRATEGIC PLANNING (5)
 OFFICE OF THE FIRE MARSHAL (10)
 PERSONNEL ADMINISTRATION SECTION (12)
 PERSONNEL COMMAND (1)
 PLANNING AND RESEARCH DIVISION (4)
 PROMOTIONAL TESTING DIVISION (3)
 RECORDS COMMAND (1)
 SUPERINTENDENT'S OFFICE (10)
 SUPPORT SERVICES BUREAU (2)

TOTAL 414

GOLDEN RING BARRACKS 8908 Kelso Drive Baltimore, MD 21221 410-686-3101	GOLDEN RING BARRACKS (49) BALTIMORE METRO TROOP (1) AVIATION COMMAND - MARTIN'S (78)	THURSDAY, DECEMBER 3	2-10 P.M.
BEL AIR BARRACKS 1401 Belair Road Bel Air, MD 21014 410-879-2101	BEL AIR BARRACKS (48) NORTHERN TROOP (1)	FRIDAY, DECEMBER 4	2 - 10 P.M.
NORTH EAST BARRACKS 2433 Pulaski Highway North East, MD 21901 410-996-7800	NORTH EAST BARRACKS (52)	MONDAY, DECEMBER 7	2 - 10 P.M.
JFK MEMORIAL HWY. BARRACKS 15 Turnpike Drive Perryville, MD 21903 410-537-1150	JFK MEMORIAL HIGHWAY BARRACKS (55)	TUESDAY, DECEMBER 8	2 - 10 P.M.
CENTREVILLE BARRACKS 311 Safety Drive Centreville, MD 21617 410-758-1101	CENTREVILLE BARRACKS (52)	WEDNESDAY, DECEMBER 9	2 - 10 P.M.
EASTON BARRACKS 7053 Ocean Gateway Easton, MD 21601 410-822-3101	EASTON BARRACKS (61) AVIATION SECT. - EASTON (FORMERLY CENTREVILLE) (10)	THURSDAY, DECEMBER 10	2 - 10 P.M.

SALISBURY BARRACKS SALISBURY BARRACKS (47) FRIDAY, DECEMBER 11 2 - 10 P.M.
2765 N. Salisbury Boulevard AVIATION SECTION - SALISBURY (10)
Salisbury, MD 21801 EASTERN TROOP (1)
410-749-3101

BERLIN BARRACKS BERLIN BARRACKS (45) MONDAY, DECEMBER 14 2 - 10 P.M.
9758 Ocean Gateway FORENSIC SCIENCES DIVISION - BERLIN LAB (5)
Berlin, MD 21811
410-641-3101

PRINCESS ANNE BARRACKS PRINCESS ANNE BARRACKS (35) TUESDAY, DECEMBER 15 2 - 10 P.M.
30581 Perry Road
Princess Anne, MD 21853
443-260-3700

NOTE: EMPLOYEES WHO WORK AT SATELLITE OFFICES, ETC., MAY REPORT TO A SCHEDULED PORTRAIT SESSION CLOSEST TO THEIR ASSIGNMENT OR HOME

FOR EXAMPLE: IF YOU ARE ASSIGNED TO ASED IN WESTERN MARYLAND, PLEASE REPORT TO A PORTRAIT SESSION CLOSEST TO YOUR ASSIGNMENT OR HOME

IF YOU ARE ASSIGNED TO A SCALE HOUSE, REPORT TO THE NEAREST LOCATION TO YOUR ASSIGNMENT OR HOME

MOTOR VEHICLE DIVISION PERSONNEL ASSIGNED TO GARAGES SHOULD HAVE THEIR PHOTO TAKEN AT THE BARRACKS

ELECTRONIC SERVICES SECTION PERSONNEL SHOULD REPORT TO A PORTRAIT SESSION NEAREST THEIR ASSIGNMENT OR HOME

EMPLOYEES WITH THE FIRE MARSHAL'S OFFICE WHO ARE ASSIGNED REGIONALLY SHOULD REPORT TO THE MSP INSTALLATION CLOSEST TO THEIR ASSIGNMENT OR HOME

THOSE WORKING IN THE FIELD ON TASK FORCES, ETC., SHOULD REPORT TO THE PORTRAIT SESSION NEAREST THEIR ASSIGNMENT OR HOME

RETIREES CAN REPORT TO ANY PORTRAIT SESSION WHICH IS CLOSE TO THEIR HOME, WORK, ETC.

THE MOST IMPORTANT FACTOR IS THAT YOU GET YOUR PORTRAIT TAKEN FOR INCLUSION IN THE YEARBOOK

IF YOU CANNOT MAKE THE DAY AND TIME SCHEDULED FOR YOUR EMPLOYMENT LOCATION, YOU MAY GO TO ANY OF THE PORTRAIT SESSION LOCATIONS TO HAVE YOUR PHOTO TAKEN