



MISCELLANEOUS ENFORCEMENT POLICIES

FC No.: 140

Date: 03-16-03

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I. Arrest Notifications to Outside Agencies

As soon as it is established that an arrested/charged person is employed by a governmental agency listed in Appendix A, the arresting/processing officer will notify an on-duty executive officer. The executive officer will make notification to the other agency. Notification will only be made if the person is charged with an incarcerable criminal or traffic offense. Additional facts surrounding the arrest and charge will be provided to the appropriate agency, if requested.

II. Trespass Notifications (MCP 140)

A. Policy

The purpose of the MCP 140, "Trespass Notification Form," is to maintain a record of people officially banned from specific locations for reference on subsequent trespassing calls. The form will be used for those persons who are the subject of trespassing calls.

B. Procedure

1. The responding officer will provide an MCP 140 to the resident, store manager, owner, or agent who will advise the subject not to return to the property. The form will be completed and the suspect will be asked to sign the form. If the suspect will not sign the form, the officer will write "Refused" and initial and date it. Refusal to sign the form is not probable cause for an arrest.
2. Copies of the form will be left with the complainant and the suspect. The original will be kept at the respective district station. Information from current trespass notifications will be readily

- available to patrol officers through the desk personnel. If a photograph is obtained, the photograph should be maintained at the station.
3. When on the scene of a trespass complaint, the officer should request a check by desk personnel to ascertain if an MCP 140 has been previously signed. If a valid form is on file, the officer may arrest the suspect. The forms will be valid for one year.
4. The MCP 140 should be presented to the prosecuting Assistant State's Attorney.
5. This procedure does not preclude an officer from making an on-scene trespassing arrest as permitted by law.

III. Issuance of Deer Tags

- A. An officer will complete a Maryland Department of Natural Resources (DNR) non-hunting kill tag when:
 1. A deer has been killed as a result of a collision with a motor vehicle.
 2. An injured deer is destroyed by a police officer.
- B. In either case, if the deer is taken by a citizen, the top portion of the tag will be given to the citizen and the bottom portion will be sent to the Community Services Officer, Germantown District, to be forwarded to DNR. If the deer is disposed of by a county or state road crew, the entire tag will be sent to the Community Services Officer, Germantown District, to be returned to DNR.

IV. Proponent Unit: Policy Development Section

V. Cancellation

This directive cancels Function Code 140, effective date 01-30-01.

Charles A. Moose, Ph.D.
Chief of Police

FC 140
APPENDIX A

ARREST NOTIFICATIONS TO OUTSIDE AGENCIES*

Arrested Person's Employer	Contact Person/Agency	Comments/Special Instructions
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White House	U.S. Secret Service Washington Field Office 202-406-8600	Employment pass will not indicate "White House" but will have the following address on the back: Room 825, 1800 G Street, NW, or 950 H Street, NW, Washington D.C.
U.S. Coast Guard	410-636-3993 If no answer, call 410-636-3694 or 410-636-3696	
U.S. Food and Drug Administration	Office of Internal Affairs 301-827-0243 301-827-0275 (after hours)	After business hours, the arresting officer will be connected to the OIA answering service and given the on-call Duty Agent's pager number.
Montgomery County Department of Correction & Rehabilitation	Supervisor of the Central Processing Unit (240) 777-9794/95	Request to speak directly to the supervisor or acting supervisor.
Montgomery County Fire and Rescue Service	Administrator of Internal Programs (301) 831-2244 (pager) MCFRS (240) 777-0744	If the page is not answered, contact MCFRS and request they to have the Administrator of Internal Programs contact the arresting officer.
Montgomery County Board of Education	Director/Asst. Director, Department of School Safety and Security (877) 346-1668 (pager) (877) 346-4706 (pager)	
Other Police Agency	Duty Commander of the Respective Agency	

* As soon as it is established that an arrested/charged person is employed by a governmental agency listed above, the arresting/processing officer will notify an on-duty executive officer. The executive officer will make notification to the other agency. Notification will only be made if the person is charged with an incarcerable criminal or traffic offense. Additional facts surrounding the arrest and charge will be provided to the appropriate agency, if requested.