



FOLLOW-UP INVESTIGATION RESPONSIBILITY

FC No.: 611

Date: 03-17-06

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with state law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Policy
- II. Patrol Responsibility
- III. Notification Responsibility
- IV. Follow-up Investigation
- V. Investigative Units: Mandatory Response to the Scene
- VI. Investigative Units: Notification Necessary
- VII. Investigative Units: Follow-up Responsibility
- VIII. FBI Notification
- IX. Medical Examiner Notification
- X. Requesting Photos from MVA
- XI. Release Authorization Form (MCP 208)
- XII. Proponent Unit
- XIII. Cancellation
- Appendix A: FBI Notification Responsibility
- Appendix B: Letter Requesting an MVA Photo
- Appendix C: MCP 208, "Release Authorization Form"

I. Policy

It is the policy of the department to provide guidelines for response by investigators, make efficient use of staff, ensure continuity of investigation for specific crimes, and provide **investigative** support for patrol officers. (CALEA 42.1.4)

II. Patrol Responsibility (CALEA 42.1.4)

- A. **All legitimate allegations of crime require a written report. Not all reports require a follow-up investigation. Supervisors should ensure that patrol officers conduct appropriate follow-up investigations in order to facilitate the continuing development of investigative skills. Minor cases should be referred to the investigative sections based upon the criteria listed in section III.A.3. Serious, complex, or time-intensive investigations should be referred**

to the appropriate investigative unit (refer to sections V, VI, and VII).

B. Responsibility for the Investigation

Upon the arrival of the investigator, the patrol officer **should be prepared to provide a briefing and all field notes. Patrol officers may not relinquish investigative responsibility for any crime or crime scene until relieved by the responding investigator.**

C. Non-Criminal Calls/Misdemeanor Crimes

FSB will be responsible for conducting and completing the investigation of all non-criminal calls for police service and for misdemeanor crimes except when the following conditions exist:

1. The offense appears to be a part of a pattern of such offenses.
2. Follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.
3. A misdemeanor offense that is of a sufficiently serious nature to warrant the assistance of specialized investigators.

D. Patrol Supervisor Responsibilities

1. Ensure that **a thorough** preliminary investigation has been **conducted prior to any notification or referral.**
2. Notify **the duty commander or ECC whenever investigative assistance is required. If the assistance required is to be provided by the district investigative section, notify the district PSA.**
3. Relinquish control of the scene to the **appropriate investigative unit. Ensure that any needed support and/or security is provided.**
4. Submit the original event report when an employee has an accidental firearm discharge.

E. Hate Crimes/Motivated Incidents

1. All incidents, criminal and non-criminal, require a written report and a follow-up investigation.

2. No incident should be characterized as a prank if it manifests evidence of prejudice based on race, religion, ethnicity, sexual orientation, or disability. The victim's belief/perception that the crime is a hate motivated incident is sufficient evidence **to classify an event as hate-motivated.**
3. On the event report, officers will check one of the blocks marked, "Racial/Ethnic/Religious/Sexual Orientation/Disability."
4. Shift commanders will be immediately notified of all verified incidents and will immediately notify the **district/duty** commander. The **district/duty** commander will **ensure that the Assistant Chief FSB, Director, Community Outreach Division, and the Media Services Division receive timely notification of any hate crime.**
5. In all cases, a copy of related event and supplement reports will be faxed to Media Services, (240) 773-5037, Community Outreach, (301) 840-2463, and the Chief's Office, (240) 773-5007, as soon as possible.

F. Gang Incidents

1. Supervisors will ensure that all incidents involving confirmed/suspected gang members or gang-related criminal activity (including tagging) are documented. When a report is written, "Gang-Related" should be placed at the beginning of the narrative. A copy of the report will be forwarded to the district gang coordinator.
2. **Whenever an arrest of a suspected gang member is made, the arresting officer will notify the Gang Unit Sergeant (SID). If the Gang Unit Sergeant is unavailable, the appropriate district gang coordinator will be notified. This notification should occur prior to transporting the arrested individual to the CPU.**

G. Apprehension Notification Guidelines

1. The arresting officer **or supervisor** will **immediately** notify the appropriate investigative section in all situations involving the apprehension of an individual for:
 - a. Homicide.
 - b. Robbery.
 - c. **Rape, first, second, or third degree sex offenses.**
 - d. **Kidnapping.**
 - e. **First degree assault that is domestic in nature.**

f. **Hate crimes.**

g. **Firearms violations.**

h. **Any attempt of the above.**

2. **The investigating patrol officer will contact an available investigator via landline, if possible. ECC will be requested to assist in contacting an investigator when no investigator is in the office or no phone is available.**
3. **After-hours notification of investigators will be made to the appropriate investigative unit by the ECC supervisor, except for after-hour notifications of district investigators which will be made by the district PSA, in compliance with the established notification procedures, after approval from the duty commander.**

H. Criminal Intelligence Information

Any officer who makes an arrest and believes that criminal intelligence can be gained by **interrogating** the defendant should transport the defendant to the district station **and the officer must ensure that the appropriate investigative section is notified for timely consultation with the arresting officer. After-hours notifications will be made by the ECC supervisor with the approval of the duty commander.**

III. Notification Responsibility (CALEA 41.2.5)

A. Mandatory Responses by Investigative Units

In those crimes/incidents described in this directive that require a mandatory response, the following procedures will be followed:

1. **During scheduled work hours of the responsible investigative unit, the investigating patrol officer will contact an available investigator via landline, if possible. ECC will assist in contacting an investigator when no investigator is in the office or no phone is available.**
2. **After-hour notifications of investigators will be made to the appropriate investigative unit by the ECC supervisor, except for after-hour notifications of district investigators which will be made by the district PSA. All notifications will be made in compliance with the established notification procedures. All after-hours notifications will require approval from the duty commander. Between the hours of 0600 and 1000 on Saturday and Sunday,**

the oncoming duty commander will approve requested call-backs.

3. The decision to have *investigators* respond is based on several criteria:
 - a. The complexity of the case
 - b. The seriousness of the incident
 - c. The solvability
 - d. The availability of staff
 - e. Work priorities

B. Discretionary Response Notification Procedures

In those cases described in this directive that have a discretionary response, the *investigating officer should adhere to the following guidance:*

1. *During scheduled work hours of the responsible investigative unit, the investigating patrol officer will contact an available investigator via landline, if possible. ECC or the PSA will be requested to assist in contacting an investigator when no investigator is in the office or no phone is available.*
2. *After the scheduled work hours of the appropriate investigative unit, the following procedures will be followed for those specified incidents that require a notification only:*
 - a. *The patrol supervisor will ensure that a photocopy of the event report, or faxed copy, is delivered to the appropriate investigative section by 0700 hours on section work days.*
 - b. *Telephone notifications made outside the unit's scheduled hours will no longer be made to the unit supervisor except as noted in this directive.*
3. *For incidents that occur outside of scheduled unit hours and require immediate notification, the request will be completed via the ECC Supervisor or, for the district investigators, by the PSA.*

- C. The officer who writes the initial report will forward a copy of the report *prior to the end of the tour of duty*, via interoffice mail, to the responsible investigative unit. The unit the report was forwarded to will be noted in the narrative of the report. (CALEA 12.1.4, 82.2.5)

IV. **Follow-up Investigation** (CALEA 42.2.3)

- A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to *facilitate a successful case closure. A successful case closure is characterized by the identification of additional*

victims/witnesses, recovery of stolen property, and/or the identification and arrest of the perpetrator.

- B. Basic activities of the follow-up investigation include *the following (although the below list is not exhaustive):*
1. Review information/evidence previously obtained and arrange for the analysis of evidence.
 2. *Ensure that the victim(s) and/or complainant(s) is/are recontacted to ascertain any new or additional information.*
 3. Interview victims and witnesses.
 4. Keep a record of all information/evidence obtained during the investigation.
 5. Seek additional information from other sources (uniform officers, informants, determine if the suspect has a criminal history, etc.).
 6. *Compile and execute search warrants, search warrant inventories, and search warrant returns.*
 7. Identify and *arrest* the offender.
 8. *Conduct interrogations in a manner that is lawful and consistent with department policy.*
 9. *Maintain a comprehensive case file.*
Prepare the case for court and assist in the prosecution.

V. **Investigative Units: Mandatory Response to the Scene** (CALEA 42.1.4)

Detectives from ISB shall be responsible for conducting follow-up investigations pursuant to the following guidance:

- A. Major Crimes Division (MCD): Homicide/Sex Investigators
Once notified in a manner that is consistent with the guidance offered in section III.A of this directive, Homicide/Sex investigators will respond to the following:
1. All deaths, except for traffic-related deaths *and those where natural causes are apparent.*
 2. All *arrests for* rape in the first, second, or third degree where the victim is 18 years of age or older.
Note: In those cases where there is a patrol response and no arrest, then a telephone

notification and consultation must occur. The investigator will, after consultation with the duty commander and/or patrol officer/supervisor, determine if the incident meets PERK (Physical Evidence Recovery Kit) guidelines, as indicated in MCD SOP. If PERK guidelines are satisfied, the investigator will respond.

3. Assaults when death is **highly likely or imminent.**
4. Missing persons whenever foul play is suspected.
5. All intentional firearms discharges by employees, regardless of whether any injury **results.**
6. All accidental firearms discharges that result in any injury to **anyone, including the involved officer.**
7. Solicitation/conspire to murder.
8. **All incidents where any police department employee sustains life-threatening bodily injury as the result of a criminal incident.**
9. **All incidents involving serious injuries (non-life threatening) to a police officer as a result of a criminal incident. (For purposes of this guidance, the duty/ district commander will confer with the Director, MCD.)**
10. **All incidents where an individual sustains life-threatening injury as a result of police action.**

B. Major Crimes Division: Robbery Section

Robbery Section investigators shall be immediately notified of (refer to section III.A) and shall respond to crimes or arrests for:

1. Bank robberies.
2. Residential robberies.
3. **All commercial, commercial proceeds, and carjacking robberies that result in serious personal injury.**
4. All kidnappings, regardless of age, involving ransom.

C. District Investigators

The timely response of district investigators to crime scenes is a critical component of effective follow-up investigations. While on-duty, district investigators should actively respond to the scene of major incidents and to the scene of pattern crimes as directed by the investigative supervisor. District investigators shall be immediately notified of (refer to section III.A) and shall respond to:

1. Bombings involving extensive damage or injury.
2. Arrests for any racial, ethnic, religious, sexual orientation, or disability related crimes (refer to section II.E).
3. All kidnappings where the victim is 18 years of age or older, except in cases involving ransom and/or homicide. District investigators will confer with Major Crimes reference kidnappings.
4. **Critical injury assaults where the victim has sustained life threatening injury (where surgery and/or admittance to a hospital is likely), but death is not deemed imminent.**
5. **Food delivery robberies (notification is mandatory, response is discretionary).**
6. **Arrests for hate crimes.**
7. **Arrests for strong-arm and non-commercial robberies.**

D. Family Crimes Division: Child Abuse/Sex Assault Section

Child Abuse/Sex Assault investigators shall be immediately notified of (refer to section III.A) and will respond to:

1. **All arrests for rape in the first and second degree, first, second, or third degree sex offenses where the victim is younger than 18 years of age, or sexual abuse of a minor and the suspect is known.**
Note: In those cases where there is a patrol response and no arrest, a telephone notification and consultation with the FCD investigator must occur. The investigator will, after consultation with the duty commander and/or patrol officer/supervisor, determine if the incident meets PERK guidelines. If PERK guidelines are satisfied, the investigator will respond.
2. **All incidents involving first degree child abuse (i.e., incidents involving severe physical injury requiring hospitalization).**

E. Family Crimes Division: Family Outreach Section, Domestic Violence Unit

Domestic Violence investigators shall be immediately notified of (refer to section III.A) and will respond to:

1. **All domestic violence incidents where the victim has sustained serious injury and/or hospital admittance is likely.**
2. **All reports for domestic violence where a police officer, regardless of the agency of affiliation, is the suspect.**

3. *All incidents of elder/institutional abuse that result in either an arrest or the transport of the victim to a hospital.*

F. *Family Crimes Division: Family Outreach Section, Missing Children Unit*
Missing Children investigators shall be immediately notified of (refer to section III.A) and will respond to kidnappings of victims under 18 years of age, except in cases involving ransom and/or homicide.

G. *Family Crimes Division: Pedophile Section*
Pedophile investigators shall be immediately notified of (refer to section III.A) and will respond to all arrests for rape in the first and second degree or first, second, or third degree sex offenses where:

1. *The victim is younger than 18 years of age, and*
2. *The suspect is unknown or is a person that has temporary custody of children (i.e., churches, school teachers, camp counselors).*

Note: In those cases where there is a patrol response and no arrest, a telephone notification and consultation with the FCD investigator must occur. The investigator will, after consultation with the duty commander and/or patrol officer/supervisor, determine if the incident meets PERK guidelines. If PERK guidelines are satisfied, the investigator will respond.

H. *Firearms Investigative Unit (FIU)*
FIU shall be immediately notified of and shall respond to crimes or arrests for commercial burglaries involving firearms, including burglaries of Federal Firearms Licensed dealers/stores (refer to FC 640, "Investigations of Firearms Violations").

I. *Offenses Not Listed in this Section*
In varying circumstances, investigative personnel may be authorized to respond to events other than those listed in section V. This assignment will be made in consultation with the district/duty commander and the appropriate investigative supervisor.

J. *Internal Affairs Division (IAD)*
IAD shall be immediately notified of (refer to section III.A) and will respond to the following events. IAD will be responsible for handling the administrative investigation involving any department member.

1. *All intentional and/or accidental firearm discharges involving departmental weapons and authorized off-duty weapons, regardless of injury (except range practice or the destruction of an animal).*
2. *Any incident resulting in death or serious injury requiring the immediate hospitalization of a person in police custody. Serious physical injury is bodily injury that creates a substantial risk of death, causes a serious, permanent disfigurement, or results in long term loss or impairment of any bodily member or organ.*
3. *Any other event or situation as may be deemed necessary by an executive officer after consultation with the Director, IAD, or designee.*

VI. *Investigative Units: Notification Necessary (CALEA 42.1.4)*

The following investigative units shall be notified of the listed crimes and are responsible for conducting the follow-up investigations. It is essential that reports be forwarded as soon as possible. Inter-office mail should be avoided for this purpose. Reports should be forwarded electronically or via fax, before the end of the tour of duty.

- A. *Major Crimes Division: Homicide/Sex Section*
Homicide/Sex investigators shall be immediately notified of and, depending on the circumstances of the case, may respond for:
1. *Deaths determined to be from natural causes.*
 2. *All rapes, first, second, and third degree sex offenses, and attempts where the victim is 18 years of age or older and no arrest is made.*
- B. *Major Crimes Division: Robbery Section*
Robbery investigators shall be immediately notified of and may respond for:
1. *Commercial and commercial proceeds robberies, with the exception of those cases that involve the delivery of food (refer to section V.C.5).*
 2. *Carjacking robberies.*
 3. *Attempts to commit all of the above.*
 4. *Arrests for all of the above.*
- C. *District Investigators*
During scheduled work hours, Monday to Friday, from 0700-0200 hours, district

investigators shall be immediately notified of and may respond, depending upon the circumstances, for:

1. All armed robberies and attempts not handled by the Robbery Section.
2. Assaults where medical attention is required by hospital personnel.
3. Burglaries/arsons to county-owned facilities.
4. **Pattern residential or commercial burglaries** or burglaries with a total value stolen over \$20,000.
5. **Any burglary or theft involving a safe.**
6. Racial, ethnic, religious, sexual orientation, or disability related crimes (refer to section II.E).
7. Arrests for burglary.
8. Critical missing adults (refer to FC 617, "Missing Persons Adult/Children").
9. Strong-arm robberies, just occurred.

For the above listed events, during scheduled work hours of 0700-0200, Monday through Friday, the response by district investigators is determined by the specific circumstances. Response should always occur in those situations where the investigation will be immediately enhanced by the presence of an investigator. If any of the above listed incidents occurs after scheduled work hours, supervisors should ensure that a copy of the report is forwarded to the on-coming investigative shift prior to the end of the tour of duty.

D. Family Crimes Division: Child Abuse/Sex Assault Section

Child Abuse/Sex Assault investigators shall be notified of and may respond for:

1. All rapes, first, second, and third degree sex offenses and attempts where:
 - a. The victim is under 18 years of age.
 - b. **There was a delay in reporting the incident.**
 - c. **The suspect is known.**
2. **Fourth degree sex offenses and attempts of victims under 18 years of age when:**
 - a. **The offense appears to be part of a pattern.**
 - b. **Follow-up investigation is required in widely separated locations outside the geographic boundaries of the district of occurrence.**
 - c. **The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.**

- d. **The suspect is known.**
3. **Sexual abuse of a minor where:**
 - a. **The suspect is known and out of the household.**
 - b. **Time, circumstances, and the minor's age may require a forensic interview by Child Protective Services.**
 - c. **There was a delay in reporting the incident.**
4. **Second degree child abuse (i.e., incidents involving physical injury that does not require hospital treatment).**

E. Family Crimes Division: Pedophile Section
Pedophile investigators shall be notified of and may respond for:

1. All rapes, first, second, and third degree sex offenses and attempts where:
 - a. The victim is under 18 years of age.
 - b. **There was a delay in reporting the incident.**
 - c. **The suspect is unknown or a person that has temporary custody of children (i.e., churches, school teachers, camp counselors).**
2. **Fourth degree sex offenses and attempts where:**
 - a. The victim is under 18 years of age.
 - b. **The offense appears to be part of a pattern.**
 - c. **Follow-up investigation is required in widely separated locations outside the geographic boundaries of the district of occurrence.**
 - d. **The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.**
 - e. **The suspect is unknown.**
3. **All child pornography cases.**
4. **Internet stalking of children.**

F. Family Crimes Division: Family Outreach Section (Missing Children Unit)
Missing Children investigators shall be notified of and may respond for:

1. Parental abductions of a juvenile.
2. Missing child **with suspicious circumstances** (refer to FC 617).

G. Special Investigations Division: Drug Enforcement Section (DES)
Monday, 0700-1700 hours, and Tuesday to Friday, 0700-2400 hours, the DES will be immediately notified of and may respond to crimes or arrests involving the following

crimes. After-hours notifications will be made by the ECC supervisor with the approval of an SID Executive Officer.

1. Possession of controlled dangerous substances in amounts indicative of distribution, such as:
 - a. Cocaine HCL: one ounce or more.
 - b. Crack Cocaine: one ounce or more.
 - c. Marijuana: **1** pound or more.
 - d. PCP: **1/2 ounce or more of liquid; any amount that appears to be packaged for distribution.**
 - e. LSD: 10 dosage units or more.
 - f. Methamphetamine: 10 dosage units or more.
 - g. Ecstasy: **25** tablets or more.
 - h. Heroin: 1/2 ounce or more.
2. The arrest of any subject at a pharmacy attempting to obtain prescriptions by fraud. **Patrol will continue to initiate reports for crimes of prescription forgery and/or fraud and make on-scene arrests and process accordingly.**
3. Statements of suspects indicating knowledge of distribution of controlled dangerous substance activities of others.
4. Possession of large amounts of U.S. currency in circumstances indicative of distribution of controlled dangerous substances.
5. Any indoor or outdoor grow of marijuana. **A copy of all event reports from marijuana plant seizures will be forwarded to the Eradication Officer at SID.**

H. Special Investigations Division: Vice and Intelligence Section (VIS)
Monday to Friday, 0800-1700 hours, the VIS will be immediately notified of and may respond to crimes or arrests involving any terrorist related arrest/incident or credible information regarding terrorist activity. After-hours notifications will be made by the ECC supervisor with the approval of an SID Executive Officer.

I. Centralized Auto Theft Section (CATS)

1. **Monday to Friday, 0700-1800 hours, a CATS investigator will be notified of the arrest of any person for auto theft. The investigator may respond after consultation with the arresting officer.**
2. **When an officer impounds a vehicle as a CDS seizure or a vehicle with a questionable VIN (one that appears to have**

been altered or re-plated), the officer will notify CATS. Monday to Friday, 0700-1800 hours, a CATS investigator will respond to inspect the vehicle. After working hours, notification will be made by faxing a copy of the MCP 60, to include the storage location of the vehicle, to CATS.

- J. Computer Crime Unit (CCU)
 1. **Monday to Friday, 0800 to 1600 hours, a CCU investigator will be contacted prior to seizing a computer during an investigation.**
 2. **When an officer has prior knowledge of a computer seizure via search warrant, the officer should contact a CCU investigator during working hours and prior to executing the warrant.**
 3. **If a computer is seized after work hours, the officer should forward a copy of the report to the CCU.**

K. Firearms Investigative Unit
FIU investigators will be immediately notified of all arrests for firearms offenses (refer to FC 640) and may respond depending on the circumstances of the case and if the case would be enhanced by the response of an investigator.

VII. **Investigative Units: Follow-up Responsibility (CALEA 42.1.4)**

The following investigative units shall be responsible for follow-up investigations of the listed criminal offenses.

- A. District Investigative Sections
The district investigative sections will be responsible for the follow-up investigation of:
1. Robberies/attempts not handled by Robbery Section.
 2. Assaults involving serious injury.
 3. Blackmail and/or extortion.
 4. Repeated threatening/obscene/annoying phone calls.
 5. Missing persons when no foul play is suspected. If the district investigator determines that there was foul play, the case will be forwarded to Homicide/Sex Investigators.
 6. Burglary.
 7. Felony theft (value at least **\$5,000**).
 8. Fourth degree sex offenses and attempts of victims 18 years of age or older when:
 - a. The offense appears to be part of a pattern.

- b. Follow-up investigation is required in widely separated locations outside the geographic boundaries of the district of occurrence.
 - c. The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.
9. Explosive devices, fire, arson, and post explosion investigations (refer to FC 613, "Fire/Rescue Operations and Investigations").
- 10. Indecent exposures.**
11. All other criminal offenses that require follow-up investigations and are not within the area of investigative responsibility of other specialized units.
- B. Family Crimes Division
FCD investigators will be responsible for the follow-up investigation of:
- 1. **Rape in the first and second degree and first, second, or third degree sex offenses where the victim is under 18 years of age.**
 - 2. **Sexual abuse of a minor.**
 - 3. **Physical abuse of a minor with a severe injury that requires hospitalization.**
 - 4. Fourth degree sex offenses and attempts of victims under 18 years of age when:
 - a. The offense appears to be part of a pattern.
 - b. Follow-up investigation is required in widely separated locations outside the geographic boundaries of the district of occurrence.
 - c. The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.
 - 5. **Incidents involving pedophiles.**
 - 6. **Domestic violence involving police officers.**
 - 7. **Elder/institutional abuse (refer to FC 672).**
 - 8. **Missing children, runaways, and parental abductions.**
- C. Centralized Auto Theft Section
The CATS will be responsible for the follow-up investigation of vehicle thefts, to include all 0700, 2736, 2947, and 0619 (construction, farm, and heavy equipment) reports. (Refer to FC 618, "Auto Theft.")
- D. Computer Crime Unit
- 1. CCU is primarily responsible for:
 - a. The investigation of crimes where a computer was used as a tool.
 - b. Conducting forensic examinations of seized computers.

- 2. CCU will be responsible for **investigations involving:**
 - a. On-line **theft** schemes.
 - b. Threatening/annoying e-mails.
- 3. CCU may be contacted directly regarding any criminal activity involving computer technology.

E. Fraud Section

The Fraud Section will be responsible for the follow-up investigation of:

- 1. Forgery/uttering.
- 2. **Confidence games.**
- 3. Embezzlement.
- 4. Counterfeiting of checks/credit cards.
- 5. **Financial exploitation of the elderly.**
- 6. **Identity theft.**

For advice on any investigation, contact the Fraud Section directly during work hours, Monday to Friday, 0800-1600 hours.

Note: Do not send evidence via interoffice mail to the Fraud Section.

F. Fugitive Unit

The Fugitive Unit will be responsible for the follow-up investigation of fugitive warrants.

G. Vice and Intelligence Section

VIS investigators will be responsible for the follow-up investigation of:

- 1. **Illegal gambling and gaming devices.**
- 2. **Prostitution and related offenses.**
- 3. **Sale, manufacture, or distribution of pornographic material.**

H. Firearms Investigative Unit

FIU will be responsible for the follow-up investigation of:

- 1. **All weapons offenses (1500 event code) involving firearms.**
- 2. **Burglaries of all federally licensed firearms dealers.**

I. Internal Affairs Division

IAD will be responsible for the primary administrative investigation into:

- 1. All criminal allegations against any member of the department. **(Criminal allegations will first be investigated by the appropriate ISB unit.)**
- 2. **Use of force complaints.**
- 3. **Allegations of racial, sexual, or ethnic discrimination or harassment.**
- 4. **The operation of a motor vehicle while under the influence of alcohol or drugs.**

5. *The operation of a county vehicle involved in a fatal motor vehicle collision.*
6. *The alleged violation of any departmental directive, or county, state, or federal law.*
7. *Any complaint/situation designated by the Chief of Police, or designee.*

J. Criminal Allegations Against Employees

A sergeant in the appropriate investigative unit will have the responsibility for conducting follow-up investigations of criminal allegations against Department of Police employees.

VIII. **FBI Notification** (CALEA 2.1.4)

A. The events listed in Appendix A require the investigator, patrol officer, or ECC personnel to notify the FBI at the Calverton office, (301) 572-5400, 0815 to 1700 hours, Monday through Friday. For after-hours and weekend notification, call the Baltimore office at (410) 265-8080 and ask for the Calverton duty agent. Notification should be made as soon as practical after the responsible party confirms the occurrence.

B. Recording FBI Notification

ECC personnel will record the notification per their procedures and investigating officers will record the notification in the police report, to include the date, time, and contact person.

C. Valuable Works of Art

Valuable works of art (stolen or recovered) are catalogued by the FBI in their computer supported National Stolen Arts File (NSAF). The computer is designed to store descriptive data and, in many instances, photographs of stolen fine art items. Items catalogued should have a value of \$2,000 or more. To report such items or identify recovered property, an investigator must:

1. Complete FBI form FD-531 (available from any FBI field office).
2. Attach a copy of the MCP case report and a photograph if available.
3. Forward the forms to: FBI Headquarters, Attention: National Stolen Arts File, Documents Section, Laboratory Division.

When the FBI makes a match on any request, the information will be provided to the respective agency as an investigative lead.

IX. **Medical Examiner Notification**

In every instance in which there is a death of a person outside of a medical facility, an assistant medical examiner will be contacted for authority to direct disposition of the body. Medical facilities will notify the assistant medical examiner for deaths of persons in their care. When officers are advised of deaths at medical facilities that are the result of injuries for which the deceased was being treated or deaths of infants, the officers should ensure that the assistant medical examiner has been notified. Officers must also notify the Homicide/Sex Section. If in doubt as to the proper course of action, officers should contact an investigator from the Homicide/Sex Section.

X. **Requesting Photos from MVA**

To request a copy of a photograph of a Maryland driver taken after 1994, the officer must send a request to MVA (see Appendix B). The officer will receive a black and white photograph with demographics of the driver.

XI. **Release Authorization Form (MCP 208)**

A. *In a criminal investigation, the MCP 208, "Release Authorization Form," may be used when the facts of the case are not in dispute, the victim requests that no further action be taken by the police, and the request is being made freely and voluntarily. If there is any indication that the complainant's reluctance to proceed with the investigation is due to fear of, or coercion/duress by, the suspect, the officer/investigator will continue the investigation and will not allow an MCP 208 to be signed.*

B. *The MCP 208 will not be used if an investigation determines that the original complaint was false or baseless. If an original report has already been written, a supplement report will be submitted using the same clearance, closing the case as "Unfounded."*

C. *The MCP 208 will not be used in the following cases:*

1. *Rape*
2. *Sexual Assault*
3. *Domestic Violence*
4. *Child Abuse*
5. *Child Neglect*
6. *Hate Crimes*

FC No.: 611

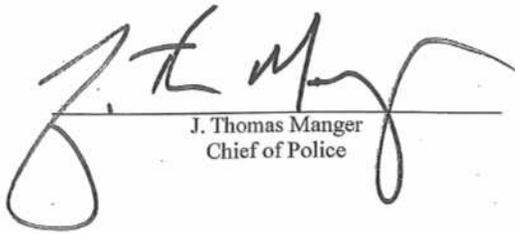
Date: 03-17-06

D. The investigating officer's supervisor must review each MCP 208 to ensure the appropriateness of the release authorization. The original MCP 208 should remain in the case file, or in the absence of a case file, it should be attached to the original copy of the report.

XII. Proponent Unit: ISB and FSB Administrations

XIII. Cancellation

This directive cancels Function Code 611, effective date 03-03-00, and Headquarters Memoranda 04-07 and 04-12.



J. Thomas Manger
Chief of Police

FBI NOTIFICATION RESPONSIBILITY

Incident	Notification Responsibility
Bomb threats, bomb plants, or bombings	Communications
Robbery or burglary of a federally insured financial institution	Communications
Crime against a diplomat or a member of his family	Investigating Officer **
Extortion by mail, phone, or involving interstate travel	Investigating Officer
Crime occurring on a federal reservation	Communications
Theft of federal property	Investigating Officer
Kidnapping	Investigating Officer
Any crime or intelligence matter affecting the internal security of the United States	Investigating Officer
Civil rights violations	Investigating Officer
When an in-custody NCIC inquiry indicates the subject is wanted by the FBI	Communications
Theft of valuable works of art	Investigating Officer
Burglaries over \$100,000 when the property is easily traceable because of its quantity or value	Investigating Officer

** Refers to both patrol officers and investigators, depending on who has the primary responsibility for investigating the event.

January 10, 2006

Supervisor, Application Files
Department of Motor Vehicles
6601 Richie Highway
Glen Burnie, MD 21062

To whom it may concern:

I am requesting three fax copies of a Maryland driver's photograph to use in an ongoing criminal investigation. My fax number is (301) XXX-XXXX. Thank you in advance for your cooperation.

Name: Jane Marie Doe
Soundex Number: D-123-456-789-012
Date of Birth: 01-01-60

If you have any questions or need to reach me by phone, call (301) XXX-XXXX.

Sincerely,

Officer J.J. Smith
Montgomery County Police
UNIT
ADDRESS

JJS