



MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF POLICE

FOLLOW-UP INVESTIGATIVE RESPONSIBILITY

DIRECTIVE NO:**FC 0611****EFFECTIVE DATE:****May 6, 2025****CANCELS:**

FC 0611, dated March 15, 2021

ACCREDITATION STANDARDS:CALEA Standards: *6th Edition*, 1.2.1, 1.2.4, 1.2.5, 26.2.1, 26.3.2, 41.2.4, 41.2.5, 41.2.6, 41.2.7, 42.2.1, 43.1.1, 43.1.5, 44.1.1, 46.1.10, 81.2.5, 82.2.1, 82.2.2, and 83.1.1**PROPONENT UNIT:**Investigative Service Bureau, Patrol
Services Bureau, **Community
Engagement Division**, and the Internal
Affairs Division**AUTHORITY:****Marc R. Yamada, Chief of Police**

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).

I. POLICY

The department's policy is to provide guidelines for investigators' responses, efficiently use staff, ensure investigation continuity for specific crimes, and provide investigative support for patrol officers.

II. NOTIFICATION GUIDELINES

- A. The arresting officer or supervisor will immediately notify the appropriate investigative section in all situations involving the arrest of an individual for:
1. Homicide
 2. Robbery
 3. Rape (first or second-degree) or third-degree sex offense
 4. Kidnapping
 5. First-degree assault that **involves intimate partners**
 6. Hate crimes/bias incidents involving an underlying crime delineated in this directive

7. **Sex/Human Trafficking**
 8. Gang-related crimes
 9. **Motor Vehicle Theft**
 10. Any attempt of the above
- B. During the responsible investigative unit's scheduled work hours, the primary officer will call the investigative unit's office to contact an available **investigator**. If no **investigator** is in the office or available by phone, the Public Safety Communications Center (PSCC) will assist in contacting an **investigator**.
- C. After-hours **investigator** notifications will be made to the appropriate investigative unit by the PSCC supervisor. All notifications will be made in compliance with the established notification procedures.
- D. 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. The officer must ensure that the appropriate investigative section is notified for timely consultation with the arresting officer.

III. **PATROL SERVICES BUREAU (PSB) RESPONSIBILITIES AND NOTIFICATIONS**

A. **Patrol Officers**

1. Responsibility for follow-up investigations lies with the initial responding officer, except for those offenses specifically delineated in this directive or accepted by any investigative unit. Officers will complete all incident reports before the end of the tour of duty unless a supervisor authorizes an exception.
2. Officers will be responsible for conducting and completing the investigation of crimes not assigned to an investigative unit, except when the following conditions exist:
 - a. The offense appears to be a part of a pattern of such offenses.
 - b. Follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.
 - c. A misdemeanor offense that is sufficiently serious to warrant the assistance of specialized **investigators**.
 - d. Any case in which a departmental employee is the subject of the investigation.
3. Officers will **respond to and preliminarily investigate all hate crimes and bias incidents. The Criminal Investigations Division (CID) conducts the follow-up investigation of all hate crimes except those delineated to other Investigative Services Bureau (ISB) divisions under this directive.** If a hate/bias incident occurs in conjunction with a crime delineated in this directive, it will be the investigative responsibility of the division/section/unit listed in this directive. [i.e., **1st-degree sex**

assault hate crime (Special Victims Investigation Division-SVID), kidnapping hate crime (Major Crimes Division-MCD/Robbery)].

- a. All hate/bias incidents, criminal and non-criminal, require a written incident report, and **all hate crimes require** a follow-up investigation.
- b. No incident should be characterized as a prank if it manifests evidence of prejudice towards a protective class defined by Maryland law. The victim's belief/perception that the crime is a hate-motivated incident is sufficient evidence to classify an event as hate-motivated.
- c. When documenting any incident in which bias is present (i.e., a swastika spray painted in a public facility; **a noose being displayed**, racial slurs used during a reported aggressive driving incident; antisemitic flyers are distributed throughout a neighborhood; a foreign national flag is burned, etc.), officers should select a bias data value from the list provided in E-Justice when completing the incident report. The incident report, **photos of the event**, and any supplemental reports should be forwarded to pol.hatecrimes@montgomerycountymd.gov by the end of the officer's shift. **Photos need to be uploaded to the department's digital evidence platform.**

Note: This distribution group address includes the MCPD Chief, the Public Information Office (PIO), and the Community Engagement Division (CED).

- d. Shift supervisors will be immediately notified of all verified incidents and will immediately notify the district/duty commander. The district/duty commander will ensure that the Patrol Services Bureau (PSB) Chief, Director/Community Engagement Division (CED), and the Public Information ~~Division~~ Office (PIO) receive timely notification of any hate/bias incident.

4. Response to Threats of School Violence or School Threat Assessments

Officers will be responsible for responding to and conducting the preliminary investigation of any school threats during school closures (inclement weather, school holidays) and non-school hours (outside 0700-1500, Monday-Friday) or when a Community Engagement Officer (CEO) is unavailable. The CED Behavioral Analysis and Administrative Unit (BAAU) will be notified and responsible for follow-up coordination.

5. All notifications will be made in compliance with the procedures established in this directive.

B. Patrol Investigative Unit (PIU)

The Patrol Investigative Units (PIU) are resources that are assigned investigations at the discretion of the district commander. PIU **investigators** primarily investigate misdemeanor offenses that may be a part of trends, patterns, and series occurring within their district of assignment.

C. Patrol Supervisors

Patrol supervisors are responsible for the following:

1. Ensuring that a thorough preliminary investigation is conducted before any notification or referral.
2. Assigning follow-up investigations to patrol officers using the department's Records Management System (RMS).
3. Ensuring the appropriate investigative unit is notified in accordance with this directive.
4. Notifying the PSCC whenever specific investigative assistance is required outside business hours.
5. Ensure officers complete all incident reports before the end of their tour of duty and that the report is approved and assigned to the appropriate patrol or investigative unit unless a patrol supervisor authorizes an exception. If an exception is authorized, and the incident report is not complete by the end of the officer's tour of duty, the supervisor will notify the follow-up investigative unit of the delay.

IV. RESPONSE BY INVESTIGATIVE SECTIONS/UNITS

A. The decision to have **investigators** respond is based on several criteria:

1. The complexity of the case
2. The seriousness of the incident (i.e., injuries sustained by the victim)
3. The solvability **of the case**
4. The availability of staff
5. Work priorities

B. Follow-Up Investigations

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to facilitate successful case closure. The identification of additional victims/witnesses, recovery of stolen property, and the identification and arrest of the perpetrator characterize successful case closure. **Investigators** from the Criminal Investigations Division (CID), Major Crimes Division (MCD), Special Investigations Division (SID), Special Victims Investigation Division (SVID), **Community Engagement Division (CED)**, and Internal Affairs Division (IAD) shall be responsible for conducting follow-up investigations pursuant to the guidance in the directive.

V. FIELD SERVICES BUREAU (FSB) RESPONSIBILITIES AND NOTIFICATIONS

A. **Community Engagement Division (CED) Responsibilities and Notifications**

1. **Community Engagement Section (CES) Responsibilities**

Community Engagement Officers (CEOs) will respond to and conduct the preliminary investigation of any school threats during regular school hours (0700-1500, Monday through Friday). PSB District Patrol Officers will be responsible for responding to and conducting the preliminary investigation of any school threats during school closures (inclement weather, school holidays) and non-school hours

(outside 0700-1500, Monday through Friday) or when a Community Engagement Officer (CEO) is unavailable. The Behavioral Assessment & Administrative Unit (BAAU) will coordinate follow-up if necessary.

Note: In the event the threat of school violence or school threat assessment is complex (e.g., Extreme Risk Protection Order (ERPO), search warrant, cell phone ping, surveillance, etc.), the CEO or District Patrol Officer shall contact CED/BAAU, who will conduct the investigation. CED/BAAU will collaborate with the appropriate ISB division on a case-by-case basis.

2. Crisis Response Support Section (CRSS) Responsibilities

Note: While the majority of sworn officers on the MCPD have received at least forty (40) hours of Crisis Intervention Team (CIT) training, this section of the Function Code refers specifically to the centralized Crisis Intervention Team (CIT), which falls under the Crisis Response Support Section (CRSS) within the Community Engagement Division (CED).

a. Crisis Intervention Team (CIT) Responsibilities

CIT has been established to address the complexities of mental health consumers and calls-for-service (CFS) within Montgomery County. CIT officers are an advanced resource with the skills to handle more complex calls-for-service. CIT is the primary assigned investigative unit for any Extreme Risk Protection Order (ERPO), except those handled by SVID.

b. CIT Notification and Follow-Up Responsibilities

An on-duty or after-hours on-call CIT officer will be notified and will respond, if necessary, as a resource to assist with the following:

- i. Non-fatal felonious assaults requiring medical attention, committed by mental health consumers when the victim has sustained a serious or a life-threatening injury (where surgery and hospital admittance are likely), but death is not deemed imminent.
- ii. Modified and full Emergency Response Team (ERT) callouts involving mental health consumers.
- iii. Any complex call for service regarding mental health/ autism, intellectual or developmental disability (IDD), where a supervisor believes a CIT officer could provide information that would help achieve a positive outcome.

3. Behavioral Assessment and Administrative Unit (BAAU)

a. Behavioral Assessment and Administrative Unit Responsibilities

BAAU has been established to coordinate and formulate threat reduction, mitigation, site management, and security strategies for situations that may not rise to the level of criminal charges but may still pose an extremely high risk of violence.

- i. BAAU will conduct and, if necessary, respond to threat assessments and threat assessment investigations.
- ii. BAAU is responsible for disseminating all information related to hate/bias incidents in the county.

b. BAAU Notification and Follow-Up Responsibilities

BAAU will be notified and will be the primary assigned investigative unit in the follow-up investigation of the following types of incidents:

- i. Threat assessment investigations when the incident becomes complex and requires enhanced investigative tools (e.g., ERPO, search warrant, ping, surveillance, etc.).
- ii. Threats of mass school violence to Montgomery County Public Schools (MCPS), private schools and colleges.
- iii. Threats against Police Officers, County Employees, and County Officials.
- iv. Workplace / Religious Institution Violence/ Mass Violence Threats.
- v. Threat assessments for bias/hate incidents, where the suspect's actions Pose a danger to the public. CID will conduct the hate crime criminal Investigation.
- vi. Non-Domestic Stalking Cases with significant concerns for the victim's safety.
- vii. Persons with serious mental illness who pose a significant danger to the community or law enforcement.
- viii. Bomb threats in coordination with Fire Rescue's FEI component.
- ix. Miscellaneous cases in which a threat assessment is requested but falls outside the normal parameters of the Crisis Response Support Section (CRSS)/BAAU will be considered case-by-case and require the supervisor's approval before team involvement. The primary investigative responsibility will remain with the requesting unit.

B. Traffic Operations Division (TOD)

1. Collision Reconstruction Unit (CRU) Responsibilities and Notifications

a. CRU Responsibilities

CRU is responsible for the investigation of all fatal traffic collisions and critical injury motor vehicle collisions involving police officers, dignitaries, or public officials.

Note: In cases where a police-involved incident results in the death of a civilian or injuries that are likely to result in the death of a civilian, Maryland's Independent Investigations Division (IID) will be notified and assume responsibility of the investigation (refer to IB 22-01).

b. CRU Notifications and Response

CRU will be immediately notified and will respond to the following:

- i. Traffic collisions where death is confirmed.

- ii. All critical injury motor vehicle collisions that involve any police officer, dignitary, or public official, whether or not a county-owned motor vehicle is involved.
- c. CRU will be immediately notified and may respond to:
 - i. When a victim expires within thirty (30) days of a motor vehicle collision that was previously reported as non-fatal (refer to Function Code (FC) 1021 – Motor Vehicle Collisions).
 - ii. Motor vehicle collisions where the Montgomery County Fire and Rescue Services (MCFRS) incident commander indicates death is imminent or expected (refer to FC 1021 - Motor Vehicle Collisions).
 - iii. Upon confirmation of a life-threatening collision where alcohol or drugs are suspected (refer to FC 0515 -Traffic Offenses Involving Alcohol/Drugs).
 - iv. A sufficiently serious collision warrants a CRU investigator's assistance (refer to FC 1021 - Motor Vehicle Collisions).
 - v. Upon the request of another investigative unit where the forensic mapping capabilities of the CRU would enhance the investigation.
- d. Only the CRU supervisor will make or coordinate requests for Decentralized CRU (D-CRU) investigators; D-CRU officers will not be directly requested without the CRU supervisor's prior approval.

VI. CRIMINAL INVESTIGATIONS DIVISION (CID) - RESPONSIBILITIES, NOTIFICATIONS AND RESPONSES

A. CID - District Investigative Sections Responsibilities

The CID District Investigative Sections are responsible for investigating the following crimes:

1. Residential and commercial burglaries, **including those** burglaries involving county-owned properties (including attempts), **and the theft of firearms, except when** the crime is suspected of having been committed by a current or former intimate or romantic partner. **Note: FIU will have investigative responsibility for commercial burglaries from firearm dealers/gun stores, including attempts.**
2. **Non-fatal felonious** assaults where the victim has sustained a **serious** injury **requiring medical attention or during which a firearm was pointed. Includes but not limited to stabbings, malicious wounding, and blunt force trauma.**
3. All non-commercial robberies, **and delivery service driver robberies (e.g., Amazon, United Parcel Service (UPS), Federal Express (FedEx), etc.) when the driver is robbed of a package being delivered to a resident,** including food delivery robberies and attempts.
4. Missing Persons/Critical Missing Persons when no foul play is suspected. If the district investigator determines foul play, the detective will immediately consult with the Major Crimes Division (MCD) and facilitate the transition to Major Crimes.

- a. If the missing person, 18 years of age or older, has not been located or returned within 72 hours of the CID detective's investigative follow-up, the case will be transferred/assigned to the Major Crimes Division (refer to FC 0617 - Missing Persons Adult/Children).
 - b. The MCP **Form** 630 (Missing Persons Supplement) must be completed before the Missing Persons/Cold Case Unit accepts the case.
5. Felony theft (value at least \$10,000).
 6. **All** hate crimes involving any crimes except those delineated to other ISB divisions.
 7. Intentional firearm shootings or evidence of a firearm shooting (e.g., shell casings, bullet holes, etc.).
 8. All other criminal offenses that require follow-up investigations and are not within the area of investigative responsibility of patrol or other specialized units.

B. CID - District Investigative Sections Notifications and Response

CID District Investigative Sections will be immediately notified and will respond to the following:

1. **Non-fatal felonious** assaults where the victim has sustained **a serious or** life-threatening injury **requiring medical attention. (Includes but is not limited to stabbings, malicious wounding, and blunt force trauma.)**
2. Arrests for robberies and attempts.
3. Arrests for burglaries and attempts (**except 4th degree burglary**)
4. Critical missing adults (refer to FC 0617 - Missing Persons Adult/Children) if requested by the Managed Search Operations Team (MSOT).
5. Any case where detective supervisors and scene supervisors agree that a response would enhance the investigation.

Note: A completed incident report is sufficient notification for all other incidents, which is the follow-up responsibility of CID.

C. CID - Financial Crimes Section Responsibilities

At the discretion of the Financial Crimes Supervisor, the CID Financial Crimes Section is 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

VII. INVESTIGATIVE SERVICES BUREAU (ISB) - INTERNAL AFFAIRS DIVISION (IAD)

A. Internal Affairs Division Responsibilities

IAD is responsible for investigating allegations of violations of departmental rules by any Department of Police employee. IAD will handle the administrative investigation and procedures related to the administrative investigation of the following:

1. Criminal allegations against any Department of Police employee. The Chief of Police or a designee will assign follow-up investigations of criminal allegations against Department of Police employees to an investigative unit sergeant or a sworn executive staff member.
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 other complaint/situation designated by the Chief of Police or a designee.

B. Internal Affairs Division Notifications and Response

IAD investigators will be immediately notified and may respond to the following events:

1. All firearm discharges involving authorized on-duty and off-duty weapons (except range practice and humane destruction of non-domestic animals).
2. Any range practice or destruction of an animal incident resulting in injury.
3. Any incident resulting in death or serious injury requiring the immediate hospitalization of a person in police custody.
4. Any incident where a department employee is a party to a domestic dispute or domestic violence incident.
5. Any incident involving a department employee as a suspect in a criminal complaint.
6. Any incident where a department employee is arrested, issued a criminal citation, or a civil citation involving possessing a controlled, dangerous substance.
7. Any other event or situation that may be deemed necessary by an executive officer after

consultation with the Director of IAD or a designee.

VIII. INVESTIGATIVE SERVICES BUREAU (ISB) - MAJOR CRIMES DIVISION (MCD): RESPONSIBILITIES, NOTIFICATIONS, AND RESPONSES

A. MCD - Homicide Section

1. MCD - Homicide Section Responsibilities

MCD - Homicide Section investigates all deaths, critical assaults when death is highly likely or imminent, solicitation/conspiring to murder, life-threatening injuries as a result of police action, and police shootings, etc.

Note: The Independent Investigations Division (IID) investigates all police-involved incidents that result in the death of an individual or injuries that are likely to result in the death of an individual occurring in the State of Maryland. MCD will be immediately notified and will notify the IID.

2. MCD - Homicide Section Notifications and Response

MCD - Homicide Section will be immediately notified and will respond to the following:

- a. All deaths, except for traffic-related deaths and those where natural causes are apparent.

Note: Notification will be made, and **investigators may respond to incidents where death is determined to be from natural causes.**

- b. Critical assaults, **accidental or self-inflicted injuries** when death is highly likely or imminent.
- c. Any missing person investigation where foul play is learned during the investigation. The incident will be jointly investigated by the Missing Persons / Cold Case Section and the Homicide Section.
- d. All intentional firearm discharges (to include discharges at domestic animals) by employees, regardless of whether any injury results, except for authorized range practice or the destruction of dangerous or injured animals.
- e. Any accidental firearm discharges **by an MCPD officer** that result in any injury to **another or self**.
- f. Solicitation/conspire to murder.
- g. All incidents where any Montgomery County Department of Police, Fire **and** Rescue Services (MCFRS), **or Department of Corrections** (MCDOC) employee sustains a life-threatening bodily injury as the result of a criminal incident.

- h. All incidents involving serious injuries (non-life threatening) to a police officer as a result of a criminal incident. For this guidance, the duty/district commander will confer with the Director of the Major Crimes Division.
- i. All incidents where an individual sustains life-threatening injury resulting from police action, on-duty and off-duty. **MCD will also contact the Maryland Independent Investigations Division (IID).**

3. **MCD – Forensic Investigator (FI) Notifications**

- a. In every instance in which there is a death of a person outside of a medical facility, a forensic investigator (FI) will be contacted for authority to direct the disposition of the body. Medical facilities will notify the forensic investigator of the deaths of persons in their care.
- b. **Always consult a Homicide Section investigator/supervisor before contacting the on-call FI.**
- c. To contact a forensic investigator, officers will call the Public Safety Communications Center (PSCC), which will then contact the on-call FI.
- d. 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 officer should ensure that the forensic investigator and Homicide Section have been notified. If in doubt as to the proper course of action, officers should contact an investigator from the Homicide Section.

B. **MCD - Robbery Section**

1. **MCD - Robbery Section Responsibilities**

MCD - Robbery Section is responsible for investigating all commercial proceeds robberies (except food delivery robberies and attempts), carjackings, home invasion robberies, adult kidnappings, all kidnappings with ransom, and felony thefts by a group of offenders who enter a retail establishment to steal goods and items that appear to be part of a criminal trend.

2. **MCD - Robbery Section Notifications and Response**

- a. MCD - Robbery investigators shall be immediately notified. They will respond to arrests, crimes, or attempts to commit the following unless, after conferring with an on-scene supervisor, it is determined that an on-scene response will not enhance the investigation.
 - i. Bank robberies.
 - ii. Home invasion robberies.
 - iii. Home invasion first-degree assaults
 - iv. All commercial and commercial proceeds robberies that result in serious personal injury.

- v. Carjacking robberies.
- vi. All kidnappings (**unless intimate partner**) where the victim is 18 years or older.
- vi. All kidnappings, regardless of age, involving ransom.
- viii. All robberies or felony thefts by a group of offenders who enter a retail establishment to steal goods and items **that appear part of a criminal trend** (i.e., blitz attack/flash mob/ takeover/intimidation).

Note: The Robbery Section will assume investigative responsibility if and when a trend of robberies or felony retail thefts by a group of offenders involves a criminal enterprise that exceeds CID/PIU resources or when it warrants the assistance of the Robbery Section.

- b. MCD Robbery investigators shall be immediately notified and may respond to arrests, crimes, or attempts to commit the following:
 - i. Commercial and commercial-proceed-robberies cases, **to include deliveries to a business (commercial product delivery).**

Note: For residential robberies and residential service delivery robberies, refer to Section VI.A.3.

- ii. Shoplifting cases when accompanied by an assault resulting in serious injury **or during which a weapon was displayed or used.**

C. MCD - Fugitive Unit

The Fugitive Unit will handle extradition procedures and investigative activity regarding the fugitive governor's and rendition warrants.

D. MCD - Missing Persons/Cold Case Section

Missing Person / Cold Case Investigators shall be responsible for:

- 1. Any open adult missing person investigation after CID has completed a full investigation for at least 72 hours.
- 2. Any homicide that has been previously investigated but remains open.
- 3. Any serial rape investigation that has been previously investigated but remains open.
- 4. Any suspected human remains burial site or skeletal scatter.
- 5. The Missing Persons/Cold Case Section and the Homicide Section will jointly investigate any missing person investigation where foul play is learned during the investigation.

E. MCD - Auto Crimes Enforcement Section (ACES)

1. MCD - Auto Crimes Enforcement Section Responsibilities

ACES Investigators will be responsible for the follow-up investigation of the following crimes:

- a. **Motor Vehicle Theft (including attempts);**
- b. **Exportation and trafficking of stolen vehicles;**
- c. **Illegal chop shops;**
- d. **Fraudulent automobile dealer incidents;**
- e. **Vehicle insurance fraud;**
- f. **Selling of stolen vehicles to scrap yards;**
- g. **Forged vehicle documents;**
- h. **Replated automobile VINs;**

Note: While the theft of individual motor vehicle parts (ex., airbags, catalytic converters, etc.) will remain at the district level, ACES will assume investigative responsibility if and when a trend is identified that involves a criminal enterprise that exceeds PIU resources.

- 2. **MCD - Auto Crimes Enforcement Section Notifications and Response**
ACES Investigators will be immediately notified and may respond to arrests for motor vehicle theft or attempted motor vehicle theft.

IX. INVESTIGATIVE SERVICES BUREAU (ISB) - SPECIAL INVESTIGATIONS DIVISION (SID): RESPONSIBILITIES, NOTIFICATIONS, AND RESPONSES

A. SID Criminal Street Gang Unit (CSGU)

1. SID - CSGU Responsibilities

The SID Criminal Street Gang Unit is responsible for **investigating** organized street crime (or "gang crime"), identifying organized street crime members, and identifying trends.

2. SID - CSGU Notifications and Response

- a. Whenever a known/suspected organized street crime member is arrested or is the victim in an active criminal investigation, the officer shall immediately notify an on-duty/on-call CSGU detective via the **PSCC**. Notifications should occur before clearing the scene or transporting the arrested individual to the CPU.
- b. If an officer contacts known/suspected organized street crime member(s) where no arrest occurs, the officer will request an on-duty CSGU detective via **PSCC**. If no on-duty CSGU detective is available, a notification will be sent via email to the CSGU detective assigned to the district of occurrence. The following are some examples of these scenarios: traffic stops, field interviews, runaways, and missing persons where there is suspected gang association, assaults, etc.
- c. Supervisors will **ensure** all incidents involving confirmed/suspected organized street crime members or organized street crime-related criminal activity (including graffiti)

are documented. When an incident report is written, "Gang-Related" should be placed at the beginning of the narrative. The approving supervisor will ensure that "GANG" is selected as a 2nd group notification to route a notification to the CSGU. **The approving supervisor will also notify the CSGU gang supervisor via email.**

- d. The CSGU shall be immediately notified and may respond to any incident of possible extortion and blackmail involving known or suspected organized street crime members.

B. SID - Vice and Intelligence Unit (V&I)

1. SID - V&I Responsibilities

V&I **investigators** will be responsible for the follow-up investigation of the following crimes:

- a. Illegal gambling and gaming devices.
- b. Human trafficking, prostitution, and related offenses.
- c. Sale, manufacture, or distribution of pornographic material.
- d. Corruption of public officials.
- e. Sensitive investigations as assigned by the Director, SID.

2. SID - V&I Notifications and Response

During scheduled hours, V&I will be immediately notified and may respond to crimes or arrests involving any terrorist-related incident, credible information regarding terror activity, or any arrest that may impact or have credible information affecting homeland security.

C. SID - Drug Enforcement Section (DES)

1. SID - DES Responsibilities

The Drug Investigative Unit is responsible for:

- a. **Parcel interdiction, which includes the interception of suspicious packages containing large amounts of illicit drugs and then conducting controlled deliveries.**
- b. **Conducts interdiction activities at local hotels/motels, bus stations, Maryland Area Regional Commuter (MARC) Train Stations, and storage facilities;**
- c. **Targeting street-level to mid-level CDS traffickers. Emphasis is on undercover drug purchases, controlled buys, buy-bust operations, the execution of narcotic-related search warrants, surveillance, and on-view arrests of Controlled Dangerous Substance (CDS) violators, and;**
- d. **Coordinates CDS complaints at the district level.**

2. **The Major Offender/ Conspiracy Unit is responsible for disrupting major drug trafficking organizations and targets sources of supply and assets of major narcotics traffickers. The unit also assists outside agencies with narcotic investigations within the county.**

3. **SID - DES Notifications and Response**

- a. **The Drug Enforcement Section will be immediately notified and shall respond to incidents involving:**
 - i. **Quantity of CDS and derivatives indicative of high-level distribution.**
 - ii. **Cannabis over 50 pounds or edibles, waxes, etc., consistent with high-level distribution.**
 - iii. **Statements of suspects indicating knowledge of the distribution of controlled dangerous substance activities of others.**
 - iv. **Large amounts of US currency under circumstances indicative of the distribution of controlled, dangerous substances or unexplained circumstances.**
 - v. **Indoor or outdoor growth of more than ten (10) cannabis plants and evidence of a sophisticated growing operation.** A copy of all incident reports from cannabis plant seizures will be forwarded to the Drug Interdiction Unit at SID.
 - vi. **The PSCC supervisor will make after-hours notifications.**

- D. **SID - Firearms Investigative Unit (FIU)**

1. **SID - FIU Responsibilities**

SID Firearms Investigative Unit (FIU) is responsible for commercial burglaries from firearm dealers/gun stores, including attempts. The FIU conducts Federal Firearms License (FFL) investigations involving prohibited persons and threat assessment investigations involving images of firearms in which there is no specific threat (social media posting). FIU will be responsible for the release of firearms. Refer to FC 0640-Investigations of Firearms Violations.

2. **SID - FIU Notifications and Response**

- a. **FIU investigators will be immediately notified of all arrests for firearm offenses when the arrestee is a prohibited person (refer to FC 0640 - Investigations of Firearms Violations). A copy of the incident report will be forwarded for all other arrests by the end of the officer's tour of duty. FIU may respond depending on the case's circumstances and if an investigator's response would enhance the case.**
- b. **FIU will assist, if tasked or needed to assist in the investigation of all firearms-related investigations. In cases of commercial burglaries and attempts involving firearms, CID will take the lead, except for those burglaries and attempts specifically targeting firearm dealers/gun stores (FIU will be primary).**

E. **SID - Pharmaceutical Unit (PU)**

1. **SID - PU Responsibilities**

PU **investigators** will be responsible for the follow-up investigation of the following:

- a. Prescription Fraud and Forgery **incidents** in Montgomery County, Maryland.
- b. Doctor Shopping (involves the use of deception and manipulation to encourage a doctor to prescribe drugs for illicit use or sale) in Montgomery County, Maryland.
- c. Questionable prescribing practices of physicians and health care facilities in Montgomery County, Maryland.
- d. Questionable distribution practices of pharmaceutical dispensaries in Montgomery County, Maryland.

2. **SID - PU Notifications and Response**

- a. PU **investigators** shall be notified and may respond to reports of or arrests for prescription forgery/fraud, doctor shopping, or theft of prescription pads.
- b. PU **investigators** will be immediately notified and may respond to:
 - i. Arrests of subject(s) at a pharmacy attempting to obtain a prescription by fraud.
 - ii. Arrests of subject(s) in possession of forged prescriptions.

F. **SID - Overdose Investigative Unit (OIU)**

1. **SID - Overdose Investigative Unit Responsibilities**

The Overdose Investigative Unit is responsible for the investigation of all suspected fatal opioid overdoses and non-fatal overdoses deemed high priority. OIU will conduct independent investigations on fentanyl dealers identified during overdose investigations but where the facts do not allow prosecution.

2. **SID - Overdose Investigative Unit Notifications and Response**

The Overdose Investigative Unit will be notified of and shall respond to all suspected opioid overdoses, both fatal and non-fatal.

X. **INVESTIGATIVE SERVICES BUREAU (ISB) - SPECIAL VICTIM'S INVESTIGATIONS DIVISION (SVID): RESPONSIBILITIES, NOTIFICATIONS, AND RESPONSES**

A. **SVID - Child Abuse/Sexual Assault (CA/SA) Unit**

1. **SVID - Child Abuse/Sexual Assault Unit Responsibilities**

SVID Child Abuse/Sexual Assault Unit investigates the following:

- a. 1st Degree Child Abuse, 2nd Degree Child abuse (when part of a pattern, refer to Section X.A.2.a), and the sexual abuse of children.
- b. All first and second-degree rapes or third-degree sex offenses, including attempts and sexual abuse where the victim is under 18 years of age and the suspect is known.
- c. Investigates fourth-degree sex offenses when the suspect is known, where the incident is part of a pattern of such offenses, or follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.

2. SVID - Child Abuse/Sexual Assault Unit Notifications and Response

SVID Child Abuse/Sexual investigators will be immediately notified and may respond to the following:

- a. All first and second-degree rapes or third-degree sex offenses, **including attempts**, and sexual abuse where the victim is under 18 years of age and the suspect is known.
- b. All incidents involving first-degree child abuse (i.e., incidents involving severe physical injury requiring hospitalization).
- c. **Second-degree child abuse (i.e., incidents involving a physical injury that does not require hospital treatment) where there is a pattern of abuse and or/further investigative follow-up is warranted as determined by the notified Child Abuse/Sex Assault Unit investigator.**
- d. **Sexual abuse of a minor where:**
 - i. **The suspect is known.**
 - ii. **Time, circumstances, and the minor's age may require a forensic interview by Child Protective Services.**
 - iii. **Second-degree child abuse is co-occurring.**

B. SVID - Missing Children/Runaway Unit

1. SVID - Missing Children/Runaway Unit Responsibilities

SVID - Missing Children/Runaway Unit will be responsible for the investigation of missing children, runaways, kidnappings, and parental abductions.

2. SVID - Missing Children/Runaway Unit Notifications and Response

- a. **Investigators will be immediately notified and will respond to kidnappings, including attempts of victims under 18 years of age, except in cases involving ransom and homicide. (refer to MD. Criminal Law Code §3-502)**
- b. **Investigators will be immediately notified and may respond to parental abductions of a juvenile.**

- c. Investigators will be immediately notified and may respond to missing at-risk children (Refer to FC 0617 - Missing Persons Adults/Children for the definition of “at risk” and other requirements).
- d. Investigators will be immediately notified and may respond to incidents when a subject takes a substantial step to lure or entice a juvenile verbally or physically.
- e. The Missing Children/Runaway Unit Supervisor will coordinate and activate the Maryland Amber Alert Plan and confirm that all the criteria have been met before contacting the Maryland State Police (MSP).
- f. For specific procedures, required criteria, and additional information, refer to the Maryland Amber Plan Memorandum of Understanding (MOU) and FC 0617 Missing Persons Adults/Children, Section XI: Maryland Amber Plan and Silver Alert Program.

C. SVID - Child Exploitation Unit (CEU)

1. SVID-Child Exploitation Unit Responsibilities

SVID-Child Exploitation Unit investigates the following:

- a. Internet crimes against children (including Child Sexual Abuse Material (CSAM) and Child Exploitation Material (CSEM);
- b. Child pornography; and
- c. Sextortion cases where the victim is under 18 years of age.

2. SVID - Child Exploitation Unit Notifications and Response

The CEU will be notified of and may respond to the following:

- a. All cases involving Child Sex Abuse Material (CSAM), Child Sexual Exploitation Material (CSEM), or child pornography.
- b. Sextortion cases where the victim is under 18 years of age.

D. SVID - Sex Offender Registry Unit (SORU)

1. SVID - Sex Offender Registry Unit

SORU will be responsible for managing the County’s sex offender registry and investigating violations of the sex offender registry laws.

2. SVID - Sex Offender Registry Unit (SORU) Responsibilities

- a. The Sex Offender Registry Unit (SORU) investigators will handle all registrations of sex offenders who work, attend school, or live in Montgomery County, Maryland.

- b. SORU investigators follow up and will obtain warrants for sex offender registry violations when necessary.
- c. Should an officer identify that a suspicious person, suspect, or arrestee is on the sex offender registry, the officer should forward all documentation to SORU at SOR@montgomerycountymd.gov

E. SVID - Sex Assault Unit (SAU)

1. SVID - Sex Assault Unit Responsibilities

SVID Sexual Assault Unit investigates the following:

- a. All rapes and third-degree sex offenses (including attempts) where the victim is 18 years or older;
- b. Fourth-degree sex offenses or indecent exposures when the victim(s) are under 18 years old, AND the suspect is unknown. These incidents must be part of a pattern of such offenses or when follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.
- c. All rapes and third-degree sex offenses (including attempts) where the victim is under 18 years old when the suspect is unknown;
- d. Fourth-degree sex offenses or indecent exposures when the victim(s) are 18 years or older. These incidents must be part of a pattern of such offenses or when follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.

2. SVID - Sex Assault Unit Notifications and Response

SVID-SAU will be immediately notified of and may respond to:

- a. All first and second-degree rapes, or third-degree sex offenses, including attempts, where the victim is 18 years of age or older.
- b. All rapes and third-degree sex offenses (including attempts) where the victim is under 18 years old when the suspect is unknown;

Note: In cases where there is no arrest, the investigator will determine if the incident meets the Physical Evidence Recovery Kit (PERK) guidelines (refer to FC 0616 – Investigation of Rapes and Sex Offenses).

F. SVID - Domestic Violence/Elder Abuse Unit (DV/EAU)

- 1. For this directive, intimate partner violence is defined as those incidents between:
 - a. A current or former spouse

- b. An individual who has a child in common with the abuser, whether or not they reside together.
- c. An individual who is dating or has dated the abuser.

Note: This does not include non-intimate cohabitants

2. SVID - Domestic Violence/Elder Abuse Unit Responsibilities

SVID - Domestic Violence/Elder Abuse Unit investigates:

- a. Cases of intimate partner violence when the victim sustains a serious injury (including all cases of strangulation), where the pair have multiple prior incidents, and/or burglaries where the perpetrator is a current or former intimate partner;
- b. Kidnappings perpetrated by an intimate partner;
- c. Incidents requiring Extreme Risk Protection Orders (ERPO) as the result of intimate partner violence;
- d. All cases of elder, vulnerable, or institutional abuse resulting in an arrest or serious injury (including strangulation).

3. SVID - Domestic Violence/Elder Abuse Unit Notifications and Response

The DV/EAU will be immediately notified and may respond to:

- a. All intimate partner violence incidents where the victim has sustained serious injury, including all cases of strangulation, whether hospitalization occurs or not.
- b. All reports for domestic or intimate partner violence where a police officer, regardless of the agency of affiliation, is the suspect or the victim.
- c. All intimate partner violence incidents involving simple assault where the victim/suspect has multiple prior incidents.
- d. Intimate partner stalking victims.
- e. Any burglary with clear evidence that the perpetrator is a current or former intimate partner.
- f. An incident requiring an Extreme Risk Protective Order (ERPO) as the result of intimate partner violence.
- g. All incidents of elder, vulnerable, or institutional abuse (refer to FC 0672) that result in an arrest or serious injury (including strangulation), whether hospitalization occurs or not.

XI. RELEASE AUTHORIZATION FORM (MCP Form 208)

- A. In a criminal investigation, the MCP **Form 208**, "Release Authorization Form," may be used when the facts of the case are not in dispute, the victim requests that the police take no further action, 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 **Form 208** to be signed.

Note: In instances where cases are closed by exception due to an uncooperative victim, investigators will document this in the supplement report.

- B. The MCP **Form 208** will not be used if an investigation determines the original complaint was false or baseless. If an original incident report has already been written, a supplement report will be submitted using the same clearance, closing the case as "Unfounded."
- C. The MCP **Form 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
- D. The investigating officer's supervisor must review each MCP Form 208 to ensure the appropriateness of the release authorization. **The original MCP Form 208 should remain in the case file, and a copy should be attached to the report.**