



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: FOLLOW UP INVESTIGATION

NEW REVISED RESCINDS

APPROVED: *GM*
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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 on-scene support for patrol officers.

II. PROCEDURES

- A. Patrol officers will conduct a preliminary investigation at the scene of a crime or incident and will also conduct the appropriate follow-up investigation of all non-criminal calls-for-service and for misdemeanor crimes.
- B. Prince George's County Police Department (PGPD) Investigators, except as outlined in this general order, will be responsible for conducting the follow-up investigations of felony offenses and the more serious misdemeanors. PGPD investigators are on-duty 24 hours a day.
- C. Once a patrol officer has notified the appropriate investigator; the patrol officer will adhere to the direction(s) of the investigator and will relinquish control of the scene to the investigator upon the investigator's arrival.

III. NOTIFICATION RESPONSIBILITY

- A. In those cases described in this general order which require response by a PGPD investigator, the patrol officer will notify the respective PGPD investigative unit.

- B. Except as otherwise noted in this general order, in those cases that have discretionary response, the following procedures will be followed:
 - 1. The patrol supervisor will respond to the scene, determine the facts of the case, and contact the respective PGPD investigative unit via communications, to determine if an investigator will respond.
 - 2. The decision to have an investigator 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.
 - 3. The PGPD duty commander will resolve questions regarding he call out of an investigator during non-business hours.
- C. The officer who writes the initial report will note in the narrative the investigative unit that was forwarded a copy of the report.

IV. FOLLOW-UP INVESTIGATION

- A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to gather additional information/evidence that may affect the arrest of an offender and/or recover stolen property.
- B. Basic activities of the follow-up investigation include:
 - 1. Review information/evidence previously obtained and arrange for the analysis of evidence.
 - 2. Keep record of all information obtained during the investigation.
 - 3. Interview victims and witnesses.
 - 4. Seek additional information from other sources (patrol officers, informants, etc.).
 - 5. Plan, organize, and conduct searches; collect physical evidence and recover stolen property.
 - 6. Identify and apprehend the offender.
 - 7. Interrogate suspects to determine involvement in current investigation and other crimes.
 - 8. Determine if the suspect has a criminal history.
 - 9. Prepare the case for court and assist in the prosecution.

10. Make a second contact with principals involved in a case requiring follow-up investigation or which has been closed.

V. PATROL RESPONSIBILITY

A. 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 in and of itself. PGPD investigators will follow-up any incident that shows evidence of prejudice.
3. On the Event Report, officers will check one of the blocks marked, "Hate/Bias."
4. Supervisors will be immediately notified of all verified incidents and will immediately notify the Chief of Police and the PGPD duty commander. It is the PGPD duty commander's responsibility to notify the PGPD Chief of Police.
5. PGPD Investigators will be immediately notified of all racial, ethnic, religious, sexual orientation, or disability related incidents.
6. The PGPD Public Information Office will be immediately notified if the incident involves a death, injury, arson, or if any news media are on the scene. After hours notification will be made by communications using the call-out lists.
7. In all cases, a copy of related event and supplement reports will be faxed to P.1.0. as soon as possible.

B. Gang Incidents

1. Patrol supervisors will ensure that all incidents involving suspected/confirmed 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 PGPD district gang coordinator.
2. When an arrest is made, the officer will notify the PGPD gang coordinator prior to the suspect being taken to Processing. If the gang coordinator is not available, the PGPD Vice and Intelligence Section will be notified.

- C. Cottage City Police Officers 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 Cottage City/Contract Areas (when working Contract Areas), in which the offense occurred.
 3. A misdemeanor offense that is of a sufficiently serious nature to warrant the assistance of specialized investigators.
- D. The arresting officer will notify the appropriate PGPD Investigative Section in all situations involving the apprehension of an individual for homicide, burglary, robbery, sex offenses, or other trend type crimes.
- E. Any officer who makes an arrest and believes that criminal intelligence information can be gained by interviewing the defendant should consider transporting the defendant to the District Station prior to Processing. If the officer feels that the use of a specialized PGPD investigator would be beneficial, normal callout procedures should be followed.
- F. The responsibilities of the patrol supervisor are:
1. To ensure that an adequate and complete preliminary investigation has been made.
 2. To assist officers under their control regarding questions as to whether a follow-up investigation should be made by Cottage City Officers or by PGPD investigators.
 3. To determine whether continuing investigation by Cottage City Officers should be held until the investigating officer's next tour of duty or continued by personnel assigned to the oncoming shift. In either case, the assigned/relief officer, prior to securing for the day, must submit a preliminary or supplemental report if further information is developed.
 4. To notify the appropriate PGPD investigative unit when there is a mandatory response to the scene required by the PGPD investigator.
 5. To relinquish control of the scene to the PGPD investigator at the scene.
 6. To submit the original event report when an employee has an accidental firearm discharge.
 7. To have the employee submit a memorandum via the chain of command when the employee is not the subject of the accidental firearm discharge but is present at the time of the firearm discharge.

VI. PGPD INVESTIGATIVE UNITS: MANDATORY RESPONSE TO THE SCENE

PGPD investigators shall be responsible for conducting the follow-up investigations of felony offenses and the more serious misdemeanors. Investigations of certain offenses are of a sufficiently complicated nature or contain a sufficient degree of immediacy to warrant the assignment of investigators to immediately begin a follow-up investigation.

A. Homicide Investigators

Homicide Investigators shall be immediately notified of and will respond to the following incidents and arrests relating to these incidents:

1. All deaths except traffic related deaths. Investigators have a discretionary response for natural deaths.
2. Assaults when death is imminent in the opinion of the PGPD district investigator.
3. Missing persons when foul play is suspected.
4. All intentional firearm discharges by an employee regardless of whether an injury occurs or not (except for authorized range practice or destruction of animals).
5. All accidental firearm discharges by an employee that results in an injury to a second party, not the involved employee.
6. Solicitation/conspire to murder.

B. Robbery Section

Robbery Section investigators shall be immediately notified of and shall respond to crimes or arrests for:

1. Bank robberies.
2. Residential robberies.
3. All robberies that are the investigative responsibility of the Robbery Section involving serious injury.
4. All kidnapping regardless of age, involving ransom.

C. District Investigators

District Investigators shall be immediately notified of and shall respond to crimes or arrests for:

1. Bombings involving extensive damage or injury.
2. Arrests for any racial, ethnic, religious, sexual orientation, or disability related crimes.
3. All kidnapping where the victim is 18 years of age or older, except in cases involving ransom and/or homicide. District investigators will confer with PGPD Major Crimes reference kidnapping.
4. Arrests for weapons offenses involving firearms.

D. Sex Crimes

Sex Crimes Investigators shall be immediately notified of and will respond to:

1. All rapes, first, second, and third degree sex offenses and attempts where:
 - a. A crime scene exists.
- E. In offenses other than those listed above, PGPD Investigative personnel are not required to report to the crime scene unless requested by the patrol supervisor after conferring with the PGPD investigative supervisor.
- F. Upon the arrival of the PGPD specialized investigator, the patrol officer shall relinquish responsibility of the investigation unless otherwise instructed by and investigative supervisor or the primary investigator due to extenuating circumstances (i.e., the unavailability of an appropriate investigator).

VII. PGPD INVESTIGATIVE UNITS: IMMEDIATE NOTIFICATION NECESSARY

The following PGPD Investigative units shall be immediately notified of the listed crimes and are responsible for conducting the follow-up investigations.

A. Homicide Investigators

Homicide Investigators shall be immediately notified of and, depending on the circumstances of the case, may respond for all unattended natural deaths and all deaths of a suspicious nature and will respond to all homicides or suspected homicides.

B. District Investigators

District Investigators shall be immediately notified of and, depending on the circumstances of the case, may respond 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/arson to county-owned facilities.
4. Burglaries with a total value stolen over \$20,000.
5. Safe jobs.
6. Racial, ethnic, religious, sexual orientation or disability related crimes.
7. Arrests for strong-arm robbery.
8. Arrests for burglary.

9. Critical missing adults.
10. Strong-arm robberies, just occurred.
11. On-scene arrests for institutional abuse.

C. Robbery Section

Robbery Section Investigators shall be immediately notified of and, depending on the circumstances of the case, may respond for:

1. Commercial or commercial precedes robberies.
2. Carjacking robberies.
3. Attempts to commit all of the above.
4. Arrests for all of the above.

D. Narcotics Enforcement Section

The Narcotics Enforcement Section will be immediately notified of and may respond to crimes or arrests involving:

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: ½ pound or more.
 - d. PCP: one ounce or more.
 - e. LSD: 10 dosage units or more.
 - f. Methamphetamine: 10 dosage units or more.
 - g. Ecstasy: 10 tablets or more.
 - h. Heroin: ½ ounce or more.
2. The arrest of any subject at a pharmacy attempting to obtain prescriptions by fraud.
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 growing of marijuana in excess of five or more plants.

E. Vice and Intelligence Section

The Vice and Intelligence Section, Special Investigations Division, will be immediately notified of and may respond to crimes or arrests involving:

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

VIII. PGPD INVESTIGATIVE UNITS: FOLLOW-UP RESPONSIBILITY

According to PGPD policy, the following PGPD investigative units shall be responsible for follow-up investigations of the listed criminal offenses.

A. District Investigative Section

The District Investigative Section 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 \$1,000.).
8. Institutional abuse.
9. 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.
10. Explosive devices, fire, arson, and post explosion investigations.
11. All weapons offenses involving firearms.
12. All other criminal offenses which require follow-up investigations and are not within the area of investigative responsibility of other specialized units.

B. Computer Crime Unit

The Computer Crime Unit will be responsible for:

1. Computer forensics.
2. Computers used as a tool in a crime.

3. On-line fraud schemes
4. Threatening/annoying e-mails.

Computer Crime investigators will be contacted prior to seizing computer equipment as part of an investigation.

C. Fraud Section

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

1. Forgery/uttering.
2. Fraud/fraud scams.
3. Embezzlement.
4. Counterfeiting of checks/credit cards.
5. Theft schemes.

Fraud Section investigators may be notified and may respond to assist officers conducting investigations or serving search warrants involving the above investigations to enhance retrieval and preservation of evidence. Note: Do not send evidence via interoffice mail to the Fraud Section.

D. Fugitive Unit

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

IX. FBI NOTIFICATIONS

- A. The events listed in Appendix A require the investigator, patrol officer, or communications personnel to notify the FBI at the Calverton office, 301- 572-5400, 0815 to 170 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. Communications 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 (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 \$2000 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 PGPD case report and a photograph if available.
3. Forward the forms to: FBI Headquarters, Attention: National Stolen Arts File, Documents Section, and Laboratory Division. When the FBI makes a match on any request, the information will be provided to the respective agency as an investigative lead.

X. 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 remove, or direct disposition of, the body. Medical facilities will notify the assistant medical examiner for deaths of person 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 Section. If in doubt, as to the proper course of action, officers should contact an investigator from the Homicide Section.

XI. INVESTIGATIVE TOOLS

A. Computer Crime Unit

The Computer Crime Unit (CCU), Fraud Section, is primarily responsible for investigating crimes where a computer was used as a tool and for conducting forensic examinations of seized computers. When an officer considers it necessary to consult CCU immediately, communications will contact an investigator.

B. 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 on the approved MVA form which is available and in stock). The officer will receive a black and white photograph with demographics of the driver.

FBI NOTIFICATION RESPONSIBILITY

INCIDENT

NOTIFICATION
RESPONSIBILITY

Bomb threats, bomb plants, or bombings	Police Communications
Robbery or burglary of a federally insured financial institution	Police 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	Police 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	Police 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.