



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **VICE, DRUG, AND ORGANIZED CRIME**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department is committed to the detection and suppression of vice activities, drug offenses, and organized crime in Cottage City. The goals and objectives of the Department's vice control effort include, but are not limited to:

- A. Encouraging citizen involvement and assistance with vice-related activities in Cottage City;
- B. Endeavoring to obtain as much intelligence information as possible, either through citizen complaints or through self-initiated investigations; and,
- C. Exchanging information with other law enforcement agencies for informational purposes so that they can follow-up on information.

II. GENERAL RESPONSIBILITIES OF PATROL OFFICERS

- A. In detecting and suppressing vice and drug activities, patrol officers are responsible for enforcing laws pertaining to:
 - 1. The use of illegal substances or legal substances used in an illegal manner, to include controlled dangerous substances, uncontrolled substances, and alcohol;
 - 2. Prostitution and related offenses;

3. The manufacture, distribution or possession of obscene or pornographic materials;
 4. Any other illegal activity of concern to Cottage City residents when directed by the Chief of Police.
- B. In suppressing organized crime activities, officers are responsible for enforcing laws pertaining to:
1. The sale of illegal substances or legal substances sold in an illegal manner;
 2. Extortion;
 3. Arson;
 4. Trafficking in stolen goods;
 5. Hate/Violent acts committed by members of extremist groups;
 6. Criminal acts committed by organized cults and deviant movements;
 7. Any other organized criminal activity of concern to Cottage City residents when directed by the Chief of Police.
- C. Officers engaged in the investigation of vice, drugs, and organized crime activities will keep the Sergeant/lieutenant and Chief of Police constantly informed and updated with accurate information.
1. On a daily basis with copies of officer's reports forwarded to the Sergeant/lieutenant and Chief of Police for review.
 2. City officers learning of vice, drugs, and organized crime activities in the City will complete a Cottage City Incident Report and submit it to the Chief. The Chief of Police will maintain these reports in a secure file in his office.

III. PROCEDURES FOR RECEIVING, PROCESSING AND INVESTIGATING COMPLAINTS

- A. The Department will receive, process, and when appropriate, investigate complaints/information relating to vice, drugs, and organized crime activities. When necessary and appropriate, such complaints and information will be disseminated to

other law enforcement agencies, especially those having primary jurisdiction over investigations to which the information may be of value.

B. Receiving and Processing Information/Complaints

1. At the Station Level

If non-sworn personnel receive a "walk-in" complaint or information related to vice, drugs, and/or organized crime activities, they will have the on-duty officer respond to the station. If the complaint/information comes in over the telephone, the dispatcher will get the caller's name and phone number and have the on-duty officer contact the caller or dispatch an officer if the caller wants to be seen. If the caller refuses to leave a name or number, the call-taker will obtain as much information as possible and provide it to the on-duty officer who will, at a minimum, initiate a Cottage City Incident Report.

2. An officer will not conduct an investigation of the activities unless he/she:

- a. Contacts the PGPD Narcotics Investigations Division, and ensures that they are not investigating the target.
- b. Receives authorization from the Sergeant/Lieutenant or Chief of Police in investigate further.
- c. In the event an immediate response is necessary, permission to investigate further may be granted by the Supervisor.

C. Record Maintenance

1. Active complaints/information received by this Department pertaining to vice, drugs, and organized crime activities will be maintained by the Chief of Police in a secure file separated from general Department records.
2. Information will be purged pursuant to the Department's Records Retention Schedule, unless it is determined to be needed for future use by the Chief of Police.
3. When records are purged, they will be destroyed/shredded or otherwise disposed of as directed by the Chief of Police.

D. Investigative Procedures

1. Because of the complex nature and significance of vice, drugs, and organized crime activities and their detrimental impact on the community, the Department recognizes the importance of establishing procedures by which its officers will conduct investigations of such activities.
2. Although the Department does not have an organized crime/vice control component, the Sergeant and/or Chief of Police may authorize officers to engage in covert operations to enforce vice, drug, and organized crime activities.
3. To aid in this Department's investigation, if any, and/or another law enforcement agency's investigation of the information, officers will endeavor to obtain as much intelligence information pertaining to vice and organized crime activities needed to verify the substance of the complaint.
4. Officers must facilitate timely information exchange between other officers and supervisors of this Department and other agencies.
5. Officers will not notify victims or complainants of any aspect of an on- going investigation (other than to inform them of the Department's continued interest in the case), unless authorized by the Chief of Police.
6. Officers conducting investigations will, at a minimum, attempt to determine the following about the target:
 - Criminal history record information
 - Motor vehicle and driver's license information
 - Wanted status
 - Prior involvement with this Department
 - Prior involvement with PGPD
7. Due to the nature of this Department's role in the investigation, the submission of reports will be on a case-by-case basis and as directed by the Sergeant, especially since police reports are regarded as a matter of public record.
8. The Chief of Police will be frequently updated by the officer.
9. If the investigating officer determines that his/her investigation will require the assistance of additional officers, specialized investigators, or equipment beyond the

realm of Cottage City capabilities, he/she will discuss this matter with the Chief of Police.

10. Officers investigating a case jointly with PGPD and/or with other law enforcement agencies will cooperate and coordinate ensuring appropriate information exchange, especially in the areas of public safety and officer survival.

E. Sharing/Disseminating Information

1. Information maintained by the Department will be strictly controlled.
2. Information conveyed to or received from another agency will be documented on a City Incident Report or supplemental if a City Report already exists.
3. The Chief of Police will review all reports relating to vice and organized crime activity and will ensure that copies are forwarded to the PGPD Special Investigations Division, and/or other law enforcement agencies at the federal, state, and local level, as appropriate.