



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE INVESTIGATIVE OPERATIONS			PROCEDURE NUMBER PG601.0
SECTION Investigative Procedures	DISTRIBUTION A	EFFECTIVE DATE 05/01/17	REVIEW DATE 05/01/21
REPLACES PG601.0 "Investigative Operations", issued 08/01/02			
RELATED DIRECTIVES PG604.0, 604.1	REFERENCES CALEA 42	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This directive establishes the procedures to be followed in conducting both preliminary and follow-up investigations by all officers of this Division.

II. POLICY

It is the policy of this Division that a uniformed, Field Operations officer shall conduct the preliminary investigation concerning all crimes reported. Follow-up investigations will be conducted either by the uniformed officer or by a criminal investigator. Prior to a uniformed officer conducting any follow-up investigation, (other than bad check investigations), after the tour of duty in which the initial complaint was handled, that officer shall obtain permission from their supervisor and the Investigative Operations Supervisor.

III. CRIMINAL INVESTIGATIONS - GENERAL PROCEDURES

A. Investigative Operations will establish the procedures to be followed by all officers while conducting criminal investigations. These procedures will include:

1. How information is developed, and what sources are available to officers, including interviews with victims and witnesses, and interrogations.
2. How information developed is to be utilized and disseminated.
3. Guidelines for the collection, preservation, and use of physical evidence.

**INVESTIGATIVE OPERATIONS
PG601.0**

4. Use of background information gathered on individuals or entities during an investigation.
 5. How background information gathered is to be controlled, retained, or purged.
 6. Use of surveillance and tactical operations.
 7. Use of devices to aid in the detection of deception.
- B. Investigative Operations will develop and utilize investigative checklists to ensure that critical areas of major crime investigations are not overlooked.

IV. PRELIMINARY INVESTIGATIONS

- A. The steps below shall be followed by all officers when conducting preliminary investigations.
1. Observe all conditions, events, and remarks;
 2. Locate and identify all witnesses;
 3. Maintain and protect the crime scene and arrange for the collection of evidence;
 4. Interview the complainant and witnesses; and
 5. Issue a VWAP brochure to victims/witnesses.

V. FOLLOW-UP INVESTIGATIONS

- A. All officers when conducting follow up investigations shall follow the steps below.
1. Review and analyze all previous reports prepared in the preliminary phase, records and lab results.
 2. Conduct any necessary additional interviews and interrogations;
 3. Seek additional information from available sources (other officers, other police agencies, informants, etc.)
 4. Plan, organize and conduct searches and collect physical evidence.
 5. Identify and apprehend suspects.
 6. Determine the involvement of any suspects in other crimes.
 7. Check the suspects' criminal histories.
 8. Prepare the case for court presentation.
 9. Make additional contact with principals involved in a case requiring follow-up investigations or which has been closed.
 10. Document activities on Supplement Reports or investigative notes.

VI. CASE MANAGEMENT

- A. All cases investigated by officers of this Division will be managed by Investigative Operations in accordance with the case management system established in the Investigative Operations Standard Operating Procedure.

INVESTIGATIVE OPERATIONS
PG601.0

This system will include:

1. A case status control system;
2. Administrative designators for each case;
3. Types of records to be maintained;
4. Accessibility to files;
5. Procedures for purging files; and
6. Investigative time lines.

VII. INVESTIGATIVE TASKFORCES

- A. Officers of this Division maybe assigned to participate in investigative task forces formed in a mutual effort with the approval of the Park Police Division Chief or designee. In addition, most task forces have limited investigative operations involvement.
- B. The Park Police Division Chief or designee will establish procedures governing the officer(s) participation for each task force assignment.

These guidelines will:

- a. Identify the purpose of the taskforce;
- b. Define authority, responsibilities, and written agreements;
- c. Establish accountability;
- d. Identify resources available; and
- e. Evaluate results and their continued necessity.

End of Document