



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



DIVISION DIRECTIVE

TITLE REPORTING UNDER MUTUAL AID AGREEMENT			PROCEDURE NUMBER PG464.1
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 06/01/17	REVIEW DATE 05/01/21
REPLACES PG464.1 "Reporting under Mutual Aid Agreement", issued 10/01/04			
RELATED DIRECTIVES PG464.0	REFERENCES CALEA 1	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

This Directive establishes policy and procedural guidelines pertaining to arrests and incidents occurring off park property under the Mutual Aid Agreement.

II. POLICY

It is the policy of this division to cooperate fully with the Prince George's County Police Department under the Mutual Aid Agreement, therefore, the following procedures will be followed.

III. PROCEDURE

A. Arrests/Incidents Off of Park Property

1. Officers will use Maryland-National Capital Park Police reports.
2. Officers will obtain and use Prince George's County Police case numbers and Prince George's County Police identification numbers (obtained from Prince George's County Police Central Records). The Maryland-National Capital Park Police CCN will be referenced in the narrative of the report.
3. Officers will turn in the completed reports to the Maryland-National Capital Park Police Records Management Section.

- a. Park Police Records will copy the original.
- b. Park Police Records will forward the copy to Prince George's County Police Central Records.
- c. Park Police Records will type in Prince George's County O.R.I. on all fingerprint cards.
- d. Upon final disposition, the original will be forwarded to Prince George's County Police Central Records and a copy will remain here.

B. Arrests/Incidents Off of Park Property While Working Part-time in a Law Enforcement Capacity

1. Officers will use Prince George's County Police reports.
2. Officers will obtain and use Prince George's County Police case numbers and Prince George's County Police identification numbers.
3. Officers will process individuals at the nearest Prince George's County police station.
4. Officers will submit completed reports to the Prince George's County Police Central Records.
5. Officers will request the assistance of the Prince George's County Police for transport to the nearest County police station.

C. All traffic citations:

1. Traffic citations will be completed following Maryland-National Capital Park Police procedure.
2. For all traffic citations written off park property the officer is required to write: OPP/Reporting District number in the upper left margin.
3. For all violations that occur within the Park or adjacent to the park the officer is required to write: park number and reporting district in the upper left margin.
4. Officers will turn in completed citations to the Maryland-National Capital Park Police Records Management Section.

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