



## CRIMINAL INVESTIGATION UNIT

### Directive: 2 – 111

Date of Revision: March 2015 Amends/Cancel: Chapter VIII Sec 4

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#### I. PURPOSE

The purpose of this Directive is to establish duties, responsibilities, and case management guidelines to those detailed to the Department of General Services Maryland Capitol Police Criminal Investigation Unit (CIU).

#### II. POLICY

It is not the purpose of CIU to assume responsibility for all investigations or follow-ups. Detachments still have a responsibility to conduct simple follow ups or investigations. Members of CIU will be used discriminately to *assist* patrol or assume complicated lengthy investigations.

#### III. PROCEDURES

##### 1. Role of the Criminal Investigator

- a. The criminal investigator differs from the uniform patrol officer only in the respect that the investigator is not responsible for daily patrol duties. Therefore, all their efforts are directed to investigation. Because of this concentrated effort, their skills in the intricate art of investigation should be highly refined. The criminal investigators, in addition to using their skills in those investigations assigned to them, are considered a valuable aid to the uniformed personnel, supplying guidance and input based on their investigative expertise.
- b. It is not the purpose of the criminal investigator to assume the responsibility for all investigations. The criminal investigator will be used discriminately, either to assist the patrol officer or to assume a complicated lengthy investigation that, by its very nature, would be unduly hampered by routine patrol functions.
- c. Once the investigator assumes the investigation, he becomes responsible for coordinating all facets of the case. The uniform personnel involved still have a responsibility to the investigation; however, all efforts should be coordinated with the investigator. The investigator must draw on all resources to develop the investigation to a successful conclusion.

2. Functions of the CIU Investigators:

a. Conduct Criminal Investigations:

1. Provide assistance to patrol officers in complex investigations in the form of:
  - a. specialized surveillance equipment and techniques
  - b. electronic surveillance equipment
  - c. intelligence information
  - d. assistance with more complex investigations, i.e., white collar crimes, robberies, drug crimes, auto theft, computer crimes, etc.
  - e. multi-jurisdictional investigations
  - f. evidence collection
  - g. crime laboratory liaison

b. Criminal Intelligence:

1. Collect, analyze, and coordinate the acquisition and dissemination of criminal intelligence information.
2. Develop and coordinate resources related to criminal enterprises to include: auto theft, gang violence, terrorism, violent crimes.

c. Administrative Investigations:

1. Ensure thorough and objective investigations of allegations and complaints of misconduct against DGS-MCP employees assigned to the Unit.
  - a. Additional functions and responsibilities will include the following:
    1. Conducting investigations pertaining to criminal acts and violations of civil rights, including allegations of brutality, allegedly committed by employees of the agency.
    4. Conducting follow-up monitoring of internal investigations to assure the integrity of each investigation.
    5. Reviewing each completed internal investigation for thoroughness.
    6. Presenting necessary briefings for personnel carrying out internal investigation functions within various commands.

d. Legislative Security

1. Provides limited protective assistance for the Senate and the House of Delegates.
2. Provides Security for the General Assembly while in session.

### 3. Case Management / Caseload Ledger

1. A Caseload Ledger will be maintained for each police employee whose primary assignment is that of investigation including supervisory personnel.
2. The CIU supervisor will be responsible for ensuring the ledger is maintained and completed as follows:
  - a. The ledger will contain a chronological record of all criminal, administrative, and other miscellaneous responsibilities assigned to the investigator.
  - b. Initial or follow-up assignment to any of the following criminal or administrative investigations will be recorded in the ledger:
    1. Criminal Offense
    2. Administrative Investigation
    3. Pre Employment Background Investigations
    4. Warrants and/or Other Summons
    5. Other Related Criminal Investigative Activities
    6. Other miscellaneous follow up investigations as required
3. The ledger provides a concise tool for identifying and tracking investigative activity associated with an individual's assigned cases. The ledger is a management tool providing an avenue for supervision to become involved with case management.