



REFERRAL OF INCIDENTS TO ALLIED LAW ENFORCEMENT

Directive 2 - 105

Date of Issue: July 2013 Amends/Cancel: G.O. 09-25

I. PURPOSE

The purpose of this Directive is to delineate responsibility of certain incidents occurring within the Department of General Services Maryland Capitol Police (DGS-MCP) jurisdiction.

II. POLICY

Generally, DGS-MCP will respond to and investigate all incidents occurring within DGS-MCP jurisdiction.

Certain acts that occur within our jurisdiction may be referred to allied law enforcement for investigation after an initial report has been taken. DGS-MCP will provide any assistance needed to bring these investigations to a successful conclusion.

III. PART 1 OFFENCES

1. DGS-MCP WILL RESPOND TO ALL INITIAL CALLS FOR Part 1 Offences within our jurisdiction. (Murder, Rape, Robbery, Larceny, Aggravated Assault, Breaking and Entering, and Motor Vehicle Theft)
2. In some instances Part 1 Offences that DGS-MCP responds to *may* ultimately be investigated by the primary law enforcement agency for that area.
3. When a member of DGS-MCP responds to a Part 1 Offense proper notification will be made within the command structure.
4. All Part 1 Offenses will be captured in the Computer Aided Dispatch (CAD) system.
5. Responding officer will handle all calls for the Part 1 Offenses promptly. Shift Commander will also report to the scene and provide any guidance that's needed.
6. Once clear from the initial call officers will ***immediately*** begin completing all appropriate paperwork.

7. Officers will not end their tour of duty until:
 - a. All paperwork has been completed.
 - b. All paperwork has been reviewed by a supervisor.
 - c. All paperwork has been approved by a supervisor.
 - d. The approval process should begin prior to the end of a shift to avoid unnecessary overtime.
 - e. If overtime is required to complete any element of a call for a Part 1 Offense (initial response, investigation, report writing) it must be approved by a supervisor.
8. It is imperative all Part 1 Offences are documented in the CAD system as quickly as possible. However this should not be accomplished at the risk of producing an inferior product.

IV. Referral of Incidents to MSP

1. Incidents or crimes reported to the DGS-MCP which involves the Governor, Lieutenant Governor, their respective offices and staff on the second floor of the State House or 6 Saint Paul Street, Baltimore, MD will be immediately reported to the MSP Executive Protection Division. MSP personnel will generally investigate the incident.
2. Incidents or crimes reported to the DGS-MCP which involves the Governor's Staff or offices in other locations will be immediately reported to the MSP Executive Protection Division and DGS-MCP will generally investigate these incidents. Primary contact Person will be the Executive Protection Unit Duty Officer.
3. Incidents or crimes which involve Maryland's Senators or Delegates will be immediately reported to the Security Services Unit, Maryland State Police. DGS-MCP will generally investigate these incidents. Primary contact person will be Security Services Duty Officer.
4. Life threatening or emergency incidents will still require the immediate dispatch of a DGS-MCP to the crime scene to ensure the safety of all personnel and the security of the scene is maintained.