



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



**DIVISION DIRECTIVE**

TITLE		PROCEDURE NUMBER	
<b>ORGANIZED CRIME AND VICE INVESTIGATIONS</b>		<b>PG609.0</b>	
SECTION	DISTRIBUTION	ISSUE DATE	REVIEW DATE
<b>Investigative Operations</b>	<b>A</b>	<b>08/26/08</b>	<b>01/01/11</b>
REPLACES			
<b>PG609.0 "Organized Crime and Vice Investigations, issued 08/01/04</b>			
RELATED DIRECTIVES	REFERENCES	AUTHORITY	
PG600.0, 608.0	CALEA 43	Larry M. Brownlee, Sr., Division Chief	

**I. POLICY**

It is the policy of the Division to use all available legitimate means to investigate and apprehend individuals or groups of individuals engaged in organized crime and vice activities.

**II. PURPOSE**

The purpose of this Division Directive is to outline the responsibilities of the members of the Division in the area of organized crime and vice activities.

**III. DEFINITIONS**

**A. Organized crime**

Activities which involve violating criminal laws in the pursuit of illegal profits and power by a group or groups of individuals who operate in a hierarchal order based on authority or skills, fear, force, or corruption in an effort to supply illegal goods and services or supply goods or services illegally.

**B. Vice and Drugs**

Criminal activities relating to immoral conduct, narcotics, gambling, and other criminal law violations that are above the scope of the initial responding officer.

#### **IV. GENERAL PROCEDURES**

- A. The Division is committed to the suppression of organized crime and vice/narcotics. It will be the policy of this Division to enforce vice and narcotics laws consistent with federal, state, and local statutes.
- B. Through a combination of enforcement and public education, the Division will seek to prevent and deter the use of, possession of, and trafficking in, all controlled substances.
- C. Although the Division does not have full-time vice or organized crime personnel, it is the responsibility of every member to be aware of such activities. The Investigative Operations Manager or designee will be responsible for coordinating and overseeing vice control, organized crime and the enforcement of both.
- D. Investigations or inquiries will be handled consistent with established criminal investigative policies. Cases or involvement requiring resources beyond the capabilities of the Division will be referred to and jointly investigated with the Prince George's County Police Vice and Intelligence Section of the Special Investigative Division, or other appropriate agencies having jurisdiction.
- E. The Investigative Operations Manager or designee will have the primary responsibility for the direction of the Divisions activities relating to organized crime and vice control. On at least a monthly basis, through the monthly report, the Investigative Operations Manager or designee will provide the Chief, Park Police Division, with a summary of complaints, investigations, and arrests, if any, involving organized crime and vice.

#### **V. ORGANIZED CRIME AND VICE CONTROL RESPONSIBILITIES**

Organized crime, vice activities and areas of police intelligence interest may include any of the following:

- A. Corruption, extortion, bribery.
- B. Illegal sale and distribution of liquor, tobacco, firearms, or controlled substances.
- C. Prostitution or pornography.
- D. Gambling.
- E. Credit card fraud.
- F. Forgery.
- G. Theft/fencing rings.
- H. Loan sharking or labor racketeering.

- I. Terrorism, subversive activities, civil disorders.

## **VI. COMPLAINTS REGARDING ORGANIZED CRIME AND VICE ACTIVITIES**

- A. It is this Division's policy that all information concerning possible violations of vice/narcotics and organized crime laws, no matter how insignificant they seem, will be examined and brought to a logical conclusion. Investigations into vice/narcotics and organized crime offenses can involve a tremendous expenditure of time, money, and effort. By evaluating the accuracy and credibility of initial information, determining the relative importance of the problem, and establishing a solid database, the criteria will determine what information or which offenses are to be investigated.
- B. Police officers may receive information on, or complaints regarding organized crime, vice crime or matters of police intelligence demanding investigation. Police officers receiving such information, or taking a citizen complaint reference such activity, will prepare a police information report which should include the following minimum information:
  - 1. Type of illegal/suspected activity.
  - 2. Location.
  - 3. Names and addresses of suspects involved.
  - 4. Information concerning the activities that may be a threat to the community.
  - 5. Complainant's name, address, and telephone number, unless anonymity is requested.
- C. Initially, the reporting officer will conduct no preliminary or follow-up investigation, but will complete an incidental requesting a follow up by the Investigative Operations Intelligence Officer in reference to the reported information, and forward it to the Investigative Operations Manager or designee. This does not include "street level" gambling or "use of narcotics" calls when in progress. Officers will handle these calls as usual.
- D. The Investigative Operations Manager or designee will contact the Prince George's County Police Vice and Intelligence Section to determine whether the reported information relates to an ongoing investigation by their agency and, if so, provide the new information.
- E. Based on the following criteria, the Investigative Operations Manager or designee will determine if this Division will conduct an investigation:

1. Is the information valid?
  2. What is the criminal nature of the problem?
  3. How important is the problem?
  4. What lead information exists?
  5. What investigative techniques might be used?
  6. Does this Division have sufficient resources?
  7. What possible operational problems exist?
- F. A separate record of all complaints made by citizens that are substantiated will be maintained by the Investigative Operations Manager or designee. These records will be stored and maintained separately from other Divisional records and information. Officer's notes are not to be construed as part of official Division records.
1. Access to the files will be restricted to the Investigative Operations Intelligence Officer assigned to the Tactical Unit, and others as designated by the Chief, Park Police Division, and will be maintained and monitored by the Investigative Operations Intelligence Officer in accordance with the Investigative Services/Tactical Section Standard Operating Procedure.
  2. Intelligence files will be maintained in a locked file cabinet.
    - a. An inquiry log will be maintained to chart and log information requested and disseminated.
    - b. If the intelligence request impacts upon classified information, it will be forwarded to the Chief, Park Police Division, for final approval or revision before release.

## **VII. INFORMANTS**

- A. It is the policy of this Division to encourage the proper development and use of informants by all officers. The proper legal use of an informant can greatly help the efforts of the police officer in obtaining vital information that may be used in the furtherance of an investigation.
- B. For the security of the police officer and the informant, a system that provides confidentiality to the informant, identifies transactions, and provides for lawful accountability, is essential and must be maintained.
- C. Each officer who develops an informant will contact the Investigative Operations Intelligence Officer or designee to begin a file on the informant.

1. Upon receiving a request from an officer, the Investigative Operations Supervisor will document the informant as outlined in the Investigative Services/Tactical Section Standard Operating Procedure. These files are maintained by the Investigative Operations Intelligence Officer assigned to the Tactical Unit, and will be audited quarterly by the Investigative Operations Manager or designee
2. All informants utilized by this Division will be managed by the Investigative Operations Intelligence Officer assigned to the Tactical Unit in accordance with the Investigative Services/Tactical Section Standard Operating Procedure as approved.

D. Investigative Funds

1. The Division allocates special funds to Criminal Intelligence for expenses incurred pursuant to:
  - a. Informant operations.
  - b. Drug buys.
  - c. Liquor law violation investigation
  - d. Gambling law violation investigation.
  - e. Vice investigations.
  - f. The use of "flash money."
  - g. The use of "props."
  - h. Other investigations for which formal Division purchases and expense procedures cannot be followed.
2. Disbursement of special funds is subject to fiscal controls including proper receipts and records. The Investigative Operations Manager or designee will be responsible and accountable for the disbursement of all special funds and will ensure that all funds are expended and accounted for in accordance with the Investigative Services/Tactical Section Standard Operating Procedure as approved.

These funds will be audited by the Investigative Operations Manager or designee, and are subject to audit at any time by the M-NCPPC Audit Office.

## VIII. SHARING OF INFORMATION

- A. The Investigative Operations Intelligence Officer assigned to the Tactical Unit will maintain a file for all intelligence and relevant correspondence supplied by and to other agencies pertaining to organized crime and vice activities in accordance with the Investigative Services/Tactical Section Standard Operating Procedure under the "Intelligence" procedure section.
- B. The file will be used as a resource when evaluating the Divisions efforts in the suppression of organized crime and vice activities within the Division's

jurisdiction.

- C. The Investigative Operations Intelligence Officer may share or exchange information concerning organized crime and vice activity cases in accordance with the Investigative Services/Tactical Section Standard Operating Procedure under the “Intelligence” section and all applicable federal and state guidelines. Intelligence information and operational activities may be shared on an informal basis, such as roll call, or disseminated on a restricted basis in formal Intelligence Reports. Operations involving members of various components will be organized and coordinated by the Investigative Operations Manager or designee.

## **IX. EQUIPMENT**

- A. Specialized Equipment.

Officers involved in the intelligence function for this Division will have access to any specialized equipment required. This will either be through equipment belonging to this Division, or through inter-agency equipment and resource use pacts.

- B. Use of intelligence personnel and equipment will be restricted to collection of raw data, strategic intelligence, tactical intelligence, support for undercover officers and operations, and the maintenance of undercover operations or assistance in providing specialized surveillance equipment.

## **X. COVERT OPERATIONS**

- A. The Division capacity to conduct covert operations for the control of vice and/or organized crime, or to conduct intelligence operations may be limited due to staffing or other constraints. However, through cooperative relationships with federal, state, and other local law enforcement agencies or through utilization of local citizens, such covert operations as decoy, undercover, and surveillance activity can usually be effectively planned and accomplished.

- B. The Investigative Operations Manager or designee is responsible for coordinating these activities.

## **XI. SURVEILLANCE OPERATIONS**

- A. Conducting surveillance operations and gathering of technical data is essential for organized crime, vice and narcotics enforcement activities. Officers assigned to surveillance and undercover operations will follow the procedures established in all applicable Divisional Directives and the Investigative Services/Tactical Section Standard Operating Procedure.
- B. In addition, the following general guidelines will be utilized before, during, and after a surveillance operation:

1. Determine, if possible, the magnitude of the operation prior to actual commencement and review with the Investigative Operations Manager or designee for authorization.
  2. Analyze the crime, elements, and suspects involved.
  3. Identify all persons encountered; victims or suspects, their habits, associates, vehicles, methods of operations, and all other pertinent information for relevance in the investigation.
  4. Inform officers selected to work a detail of all known elements, locations and vehicles encountered in the targeted area.
  5. Officers will be equipped with a means of routine communications, advised of emergency communications procedures, and furnished with various forms of transportation to accomplish a covert mission.
  6. An expense fund administered by the Investigative Operations Manager or designee will be available if necessary
  7. Procedural steps will be established concerning observation, arrest and surveillance. Back-up security should be provided for officers. Most importantly, a contingency plan should be established, should one of the above steps fail.
  8. Plans for relief and weather considerations will be established.
  9. Legal ramifications will be considered concerning code, statutes or policy.
  10. All operations will be closely supervised.
  11. Notification of the on-duty shift supervisor and Operation Duty Officer (ODO).
  12. Maintain a surveillance log to include target/location, day/times, officer observations.
- C. The Investigative Operations Manager or designee will be responsible for the coordination and deployment of all the above requirements to include necessary coordination with other investigative agencies. Information conveyed to, or received from, outside agencies in relation to organized crime, and vice and narcotics will be maintained by the Investigative Operations Manager or designee. This involves copies of all correspondence and whatever assistance was requested or provided. This information will improve the development of present and future strategies.

- D. This Division has limited use and resources available for surveillance equipment. Therefore, beyond our present capabilities, the Investigative Operations Manager or designee will coordinate with other local law enforcement agencies on a case by case basis to determine the need for additional equipment.

## **XII. RAIDS**

- A. Raids will be authorized by the Assistant Chief, Investigative Operations, or designee.
- B. Raids will be planned and coordinated by the Investigative Operations Manager or designee in accordance with the Investigative Services/Tactical Section Standard Operating Procedure. The plan for the raid will include the following provisions:
1. Strategies and tactics for approaching, entering, securing, and leaving the target will be planned.
  2. Procedures will be established for searching and seizing evidence and/or contraband.
  3. Necessary equipment will be selected and provided for participating units.
  4. Specialized units may be selected and communications procedures will be established for these units.
  5. Arrest procedures will be outlined.
  6. The use of force will be dictated by policies outlined in the Division Directive PG400.0 - "Use of Force/Report" and PG401.0 - "Firearms".
  7. Medical assistance will be requested through normal channels of communication.
  8. Documentation will be provided through case reports and through officers statements, as well as, if possible, photographs and/or videotape of the scene.
- C. The need for PGPD Emergency Services Team (EST) personnel should be considered.
1. When it is anticipated that the suspects may be armed and resist entry, EST personnel should be used as the entry team.
  2. When EST personnel are making entry, the EST officer in charge will be in command.
  3. Once entry has been gained and the scene stabilized, EST personnel will relinquish responsibility to the raid supervisor.



- D. All planning considerations assessed prior to the raid will be documented in writing and a pre-raid checklist will be completed, and all raid participants will acknowledge either verbally or in writing that they understand the mission, their specific responsibilities, and that they are physically capable of participating in the raid.

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