

## **DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS**

### *Bureau of Forensic Science and Intelligence*

## **BUREAU OF FORENSIC SCIENCE & INTELLIGENCE**

The Bureau of Forensic Science & Intelligence Bureau (BOFSI) is comprised of the following:

- ❑ Deputy Chief, Bureau of Forensic Science & Intelligence Bureau (BOFSI)
- ❑ Operations Commander to the Deputy Chief, Bureau of Forensic Science & Intelligence Bureau (BOFSI)
- ❑ Forensic Science Division
- ❑ Records/Property Management Division
- ❑ Intelligence Division
- ❑ Crime Scene Investigation Division
- ❑ Planning and Research Division
- ❑ Automated Enforcement Division

### **1. Deputy Chief, Bureau of Forensic Science & Intelligence**

In addition to specific duties and responsibilities specific to their command, the Deputy Chief, Bureau of Forensic Science & Intelligence shall:

- ❑ Participate on Committees
- ❑ Cause a review of any court case a prosecuting authority declines to prosecute, dismisses, or files a motion for nolle prosequi, due to alleged mishandling by a subordinate employee
- ❑ Allocate personnel to components within his or her command in accordance with workload assessment information provided by the Division Commanders
- ❑ Submit reports to the Chief of Police

### **2. Operations Commander to the Deputy Chief, Bureau of Forensic Science & Intelligence (BOFSI)**

The Operations Commander reports to the Deputy Chief, BOFSI and shall:

- ❑ Assist in preparing correspondence, projects, and reports
- ❑ Act as coordinator between the Deputy Chief and other operational units in the Department
- ❑ Manage the Bureau in the absence of the Deputy Chief

### **3. Forensic Science Division (FSD)**

The Forensic Science Division is comprised of:

- ❑ Serology/DNA Laboratory
- ❑ Firearms Examination Unit
- ❑ Latent Print Unit (LPU)
- ❑ Drug Analysis Laboratory

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#### ***Serology/DNA Laboratory***

The DNA Laboratory of the DNA Section analyzes a wide range of items for the presence of biological evidence, develops DNA profiles from the evidence, as well as from known standards, and when possible, the source of the evidentiary stain. The DNA Laboratory:

- ❑ Conducts serological and DNA testing services on submitted evidence
- ❑ Consults on the collection and preservation of evidence for DNA analysis
- ❑ Provides expert witness testimony in criminal, judicial proceedings

#### ***Firearms Examination Unit (FEU)***

The Firearms Examination Section:

- ❑ Analyzes and examines a wide range of firearms and related ballistic evidence
- ❑ Conducts test fires of weapons for operability certificate for court
- ❑ Manages the NIBIN database for matching firearms with ballistic evidence
- ❑ Provides expert witness testimony in criminal judicial proceedings

Requests for assistance after normal hours shall be made through the PSC supervisor.

#### ***Latent Print Unit***

The Regional Automated Fingerprint Identification System (RAFIS):

- ❑ Operates the Department's automated fingerprint identification systems linked to Maryland State and the District of Columbia metropolitan region
- ❑ Provides secure storage for all recovered latent prints and ten print card files
- ❑ Compares latent prints obtained from crime scenes against the known inked prints of criminal offenders
- ❑ Attempts to identify persons, both dead and alive, by examining finger, toe, foot, and palm prints
- ❑ Classifies and maintains manual and automated fingerprint files for known criminal offenders
- ❑ Provides expert witness testimony in criminal judicial proceedings

#### ***Drug Analysis Laboratory***

The Drug Analysis Laboratory:

- ❑ Examines and analyzes materials and substances submitted as evidence for the presence or absence of controlled dangerous substances (CDS)
- ❑ Provides expert witness testimony in criminal judicial proceedings

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#### **4. Records/Property Management Division (PROP/REC)**

The Records/Property Management Division consists of the Records Management Section and the Property Management Warehouse.

##### ***Commander, Records/Property Management Division***

The Commander, Records/Property Management Division is responsible for the efficient operation of the various sections and units of the Division. In addition, the Commander is responsible for:

- ❑ Planning and coordinating all activities of the Division
- ❑ Assigning work projects to subordinates
- ❑ Directing the implementation of specific new programs when necessary
- ❑ Assisting in the overall planning process of Division programs and activities
- ❑ Training staff
- ❑ Preparing analytical and other reports
- ❑ Keeping the Deputy Chief, BOFSI informed of Division efforts

##### ***Records Management Section***

*(Administrative Procedure 114)*

The Records Management Section consists of the following:

- ❑ Intake Unit
- ❑ Classification Unit
- ❑ Arrest Unit
- ❑ Data Entry Unit/Data Prep/Uniform Crime Reporting (UCR)
- ❑ Traffic Data Unit
- ❑ Teletype Unit
- ❑ Validations Unit
- ❑ Legal Unit
- ❑ National Crime Information Center (NCIC) Unit
- ❑ Mail Services Unit/Mail Courier
- ❑ Incident Report Unit
- ❑ Juvenile Records Unit
- ❑ Traffic Management Unit

Records Section responsibilities include:

- ❑ Maintaining police records in accordance with established standards and statutes
- ❑ Ensuring compliance with Court-ordered information disclosures
- ❑ Safeguarding proper disclosure of information pertaining to juveniles
- ❑ Maintaining proper dissemination of Criminal History Record Information (CHRI)
- ❑ Ensuring proper distribution of identification information
- ❑ Expunging non-conviction information

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- ❑ Providing accident and traffic safety information
- ❑ Administering the release of incident report information

### ***Commander, Records Management Section***

The Commander, Records Section is responsible for the overall efficient operation of the section. As such, the Commander shall ensure Departmental compliance with provisions of the:

- ❑ County Records Management Ordinance, Administrative Procedure 114
- ❑ State of Maryland privacy regulations
- ❑ Maryland Public Records Act
- ❑ Maryland State expungement regulations
- ❑ Maryland State Juvenile Confidentiality Law
- ❑ Federal privacy regulations
- ❑ Applicable records retention schedules

### ***Intake Unit***

The Intake Unit shall perform:

- ❑ Records maintenance operations:
  - Collects, codes, issues, scans, maintains, rejects, corrects, and reviews police-related reports
  - Answers and responds to telephone inquiries. Issues adult and juvenile arrest and identification numbers
- ❑ Records dissemination operations:  
Disseminates criminal records, juvenile records, incident reports, accident reports and police photographs to legally authorized persons
- ❑ Records filing operation:  
Files police records for access, retrieval, and disposal functions
- ❑ Collect and disseminate all reports to the appropriate units.

### ***Classification Unit***

The Classification Unit shall:

- ❑ Enter report and arrest data into the automated data entry system
- ❑ Code and maintain necessary statistical data

### ***Arrest Unit***

The Arrest Unit shall:

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- ❑ Maintain criminal records for access by authorized recipients
- ❑ Review arrest records and ten-print cards for quality assurance

### ***Data Entry Unit/Data Prep/UCR***

The Data Entry Unit/Data Prep/UCR shall:

- ❑ Review police reports for completeness and accuracy
- ❑ Classify and code reports for UCR data entry

### ***Traffic Data Unit***

The Traffic Stop Data Collection Unit shall collect; monitor, and report all traffic stop data to State.

### ***Teletype Unit***

The Teletype Unit is responsible for entering and removing all stolen vehicles, missing persons, articles, and guns from NCIC and other databases.

### ***Validations Unit***

The Validations Unit shall:

- ❑ Validate all police department entries in the Maryland Interagency Law Enforcement System (MILES) and National Crime Information Center (NCIC) databases, including stolen vehicles, vehicle parts, guns, boats, securities, missing persons, and tags
- ❑ Research and verify that original and supplemental report information is accurate.
- ❑ Examine all missing person entries in the NCIC database

### ***Legal Unit***

The Legal Unit shall:

- ❑ Classify and code reports for UCR data entry
- ❑ Track and review unpaid/stopped checks and compare records against processed reports/photos
- ❑ Enter data into the Maryland Public Information Act (MPIA) and subpoena logs, and comply with MPIA laws and regulations governing information dissemination
- ❑ Prepare and send expungement notices, and send return check notices as directed by the County Treasurer

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#### ***NCIC Unit***

The Certification Unit is responsible for the validation of all entries by PGPD into the NCIC system. The Unit is also responsible for the training, certification, and re-certification of personnel for NCIC access.

#### ***Mail Services Unit/Mail Courier***

The Mail Courier is responsible for providing inter-departmental mail services for the Department.

#### ***Incident Records Unit***

The Incident Records Unit shall:

- ☐ Maintain Incident and Accident records for access by authorized recipients
- ☐ Review Incident, Accident, and other records for quality assurance

#### ***Juvenile Records Unit***

The Juvenile Records Unit shall:

- ☐ Maintain juvenile records for access by authorized recipients
- ☐ Review arrest records and ten-print fingerprint cards for quality assurance

#### ***Traffic Management Unit***

The Traffic Records Unit shall:

- ☐ Order and issue traffic citation books, and DR 15, DR 15A and reexamination of driver forms
- ☐ Maintain traffic-related records for access by authorized persons
- ☐ Forward completed citations to Annapolis and completed equipment repair order (ERO) forms to the Maryland State Police

#### ***Commander, Property Management Warehouse***

The Commander, Property Management Warehouse is responsible for the overall efficient operation of the section. As such, the Commander shall ensure Departmental compliance with provisions of the laws and regulations governing property and evidence storage and retention and NCIC rules and regulations governing record entry, retrieval, cancellations, and validations

#### ***Property Management Warehouse***

The Property Warehouse is accountable for control of all property in Departmental custody.

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The Property Warehouse shall maintain a systematic program to collect, inventory, safeguard, retrieve, and dispose of all property and evidence that comes into Departmental custody. In addition, the designated property custodian shall conduct inspections of the evidence warehouse not less than semi-annually to ensure the integrity and security of the warehouse, evidence records, and processes.

## **5. Intelligence Division**

The Criminal Intelligence Division is comprised of:

- ❑ Gun Intelligence Unit/ATF Task Force
- ❑ Gun Offender Registry Unit
- ❑ Criminal Intelligence Unit

Criminal Intelligence Division Investigator responsibilities include:

- ❑ Initiating, identifying and conducting investigations into firearms related crime
- ❑ Investigating the gun trafficking nexus in Prince George's County
- ❑ Working collaboratively with local, Collect and distribute intelligence information concerning organized crime
- ❑ Maintaining intelligence files and coordinating intelligence information
- ❑ Serving as the intelligence liaison with other law enforcement agencies
- ❑ Publishing Intelligence Bulletins as needed

In addition, the Intelligence Unit gathers information and investigates:

- ❑ Organized crime activities
- ❑ Loan-sharking
- ❑ Major liquor law violations
- ❑ Major illicit gambling operations
- ❑ Obscene material cases
- ❑ Prostitution operations
- ❑ Racketeering

## **6. Crime Scene Investigation Division (CSID)**

### ***Evidence Units***

The Evidence units are responsible for processing all crime scenes when investigative responsibility falls within the Criminal Investigation Division (CID). The Evidence units process other incident scenes in response to field requests for service, when specialized evidence collection techniques are required. The response for such specialized processing shall be at the discretion and approval of a Supervisor or Commander within the Crime Scene Investigation Division.

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Evidence units serve as points of contact for submission of evidence to outside forensic examination resources.

#### ***Computer Forensic Unit (CFU)***

The Computer Forensic Unit (CFU) is responsible for the collection and analysis of electronic devices and digital products for evidentiary purposes. Electronic devices include computers, cellular phones, GPS units and other devices that store or transmit data. Digital products include information stored or transmitted electronically. CFU personnel provide analysis, support, technical expertise and training for Department personnel regarding devices, data and laws specific to digital evidence.

Additionally, CFU personnel assist investigators with obtaining digital evidence from Internet service providers, including social media providers. CFU personnel periodically provide training on proper device collection procedures and digital evidence handling techniques. CFU is responsible for the storage of digital evidence by submitted electronic devices. Where digital evidence is involved, CFU serves as the liaison between the Department and outside organizations.

#### ***Video Analysis Units (VAU)***

The Video Analysis (VAU) is responsible for the collection, processing and storage of video surveillance data from video surveillance systems related to investigations. VAU personnel also provide technical expertise and training to investigators about how to best collect and handle video surveillance data. VAU personnel will provide video clarification services and still images where appropriate.

### **7. Planning and Research Division (Planning)**

Planning and Research Division staff research, write, and revise policy for the Department. Members disseminate Department written directives electronically and in written format. Additionally, Planning and Research personnel are responsible for identifying best-practice models in contemporary law enforcement; researching equipment; designing, preparing, and completing survey instruments; and, preparing analytical reports.

The Planning and Research Division is responsible for:

- ❑ Researching, testing, and evaluating new equipment and apparel
- ❑ Researching, developing and evaluating new policies and procedures
- ❑ Maintaining the Department's written directives system, General Order Manual (GOM)
- ❑ Maintaining the Department's forms management program
- ❑ Assisting Commanders and Managers in the formulation of Standard Operating Procedures for their Commands
- ❑ Updating and disseminating new General Orders and organizational charts
- ❑ Maintaining copies of all current SOPs for all Departmental components



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- ❑ Serving as the Departmental point of contact for police planning groups such as the Metropolitan Washington Council of Governments (MWCOG), Maryland Association of Police Planners (MAPP), and the International Association of Law Enforcement Planners (IALEP)
- ❑ Reviewing land planning and development proposals to determine their effect on police facilities and services as requested by Maryland National Capital Park and Planning Commission (MNCPPC)

### ***Commander, Planning and Research Division***

The Commander, Planning, is responsible for:

- ❑ Planning and coordinating all activities of the Division
- ❑ Assigning work projects to subordinates
- ❑ Directing the implementation of specific new programs when necessary
- ❑ Assisting in the overall planning process
- ❑ Providing for periodic Departmental representation on boards and committees, such as the Police Planners Subcommittee, MWCOG, MAPP and IALEP
- ❑ Maintaining liaisons with other law enforcement and related government agencies
- ❑ Designating an Assistant Commander/ Manager
- ❑ Reviewing and evaluating all policy research projects and assignments
- ❑ Providing other Commander/Managers with assistance in the research process
- ❑ Ensuring development of policies and documentation regarding matters of personnel, resources, equipment, and facilities
- ❑ Ensuring development of comprehensive law enforcement and criminal justice policies including projects or programs involving Federal funding
- ❑ Reviewing directives and forms to eliminate any conflicts or inconsistencies
- ❑ Preparing General Orders and policy statements appropriate for review by the Command Staff and others and, upon approval, publishing and ensuring distribution of such written directives, including the GOM
- ❑ Maintaining a permanent file of current and rescinded General Orders
- ❑ Assisting in the development and updating of policy, SOPs, and other plans concerning field operations
- ❑ Conducting research into current police operational problems
- ❑ Assisting in the preparation of organizational charts
- ❑ Disseminating, when revised, current organizational charts to all employees issued a GOM
- ❑ Reviewing land planning and development proposals to determine their effect on police facilities and services as requested by MNCPPC staff

### ***Assistant Commander/Manager, Planning and Research Division***

The Assistant Commander/Manager, Planning, assists the Commander, Planning, in the efficient operation of the Division. Additional duties include:

- ❑ Acting as the Division Commander in the absence of the Division Commander
- ❑ Assigning work projects to subordinates

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- ❑ Providing technical assistance and guidance to Division staff
- ❑ Attending meetings and participating on committees
- ❑ Conducting research
- ❑ Preparing analytical and other reports

### **8. Automated Enforcement Division (AED)**

The Commander, AED, is responsible for:

- ❑ Planning and coordinating all activities of the Division
- ❑ Overseeing the Police Department's Automated Enforcement Programs
- ❑ Planning and administering the activities of the Red Light, Speed Camera, and School Bus Stop Arm Enforcement units, and the License Plate Recognition (LPR) Unit