

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

BUREAU OF INVESTIGATION
(October 2016)

The Bureau of Investigation (BOI) is comprised of the following:

- ❑ Deputy Chief, Bureau of Investigation
- ❑ Operations Commander to the Deputy Chief, Bureau of Investigation
- ❑ Regional Investigation Division
- ❑ Special Investigation Division
- ❑ Criminal Investigation Division
- ❑ Narcotic Enforcement Division

1. Deputy Chief, Bureau of Investigation

The Deputy Chief, Bureau of Investigation oversees administrative, and support of the Department including Criminal and Special Operations. The Deputy Chief, Bureau of Investigation performs duties assigned by the Chief of Police. As designated, the Deputy Chief, Bureau of Investigation may be the Acting Chief of Police in the Chief of Police's absence or disability. When acting as the Chief of Police, the Deputy Chief Bureau of Investigation has all the powers and duties conferred upon the Chief of Police.

In addition to specific duties and responsibilities particular to their command the Deputy Chief, Bureau of Investigation shall:

- ❑ Serve as the advisor to the Chief of Police in the coordination of law enforcement, military, or other resources in response to emergencies or unusual circumstances
- ❑ Submit a weekly report to the Chief of Police summarizing major activities that have occurred or have been planned within the Bureau
- ❑ Meet and confer with other Deputy Chiefs and Division Commanders to resolve mutual problems
- ❑ Cause a review of any court case that a prosecuting authority declines to prosecute, dismisses, or files a motion for nolle prosequi due to alleged mishandling by subordinate employees
- ❑ Allocate personnel to components within his or her chain of command according to workload assessment data
- ❑ Develop annual goals and objectives for the Bureau, and ensure that all organizational components in the Bureau develop annual Division- or Unit-specific goals and objectives

Additional duties and responsibilities include:

- ❑ Assisting the Chief of Police in the preparation of reports, projects, and correspondence
- ❑ Representing the Department and the Chief of Police on various boards and committees
- ❑ Acting as a principal advisor to the Chief of Police
- ❑ Attending briefings with subordinates and summarizing significant information for the Chief of Police
- ❑ Participating in budget preparation

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

2. Operations Commander, Bureau of Investigation

The Operations Commander holds the rank of Major and has the following responsibilities:

- ❑ Assist in preparing correspondence, projects, and reports
- ❑ Assist in the planning function
- ❑ Act as a coordinator and liaison between the Deputy Chief and operational units, as well as other components

1. Regional Investigation Division (RID)

The Regional Investigation Division (RID) consists of Northern Region, Central Region and Southern Region. Each region consists of a Crimes Against Persons Team, Crimes Against Property Team and Robbery Suppression Team.

The Regional Investigation Division has investigative responsibilities for any crime, for which another unit of PGPD does not have primary investigative responsibilities. These crimes include, but are not limited to, assaults, batteries, burglaries/break-ins, sex offenses not handled by CID, destruction of property, telephone harassment, stalking cases and missing persons.

Commander, Regional Investigation Division (RID)

The Commander, RID shall:

- ❑ Allocate personnel to investigate crimes
- ❑ Assist in collecting, preparing, and analyzing statistical and operational information for unit components
- ❑ Conduct annual workload assessments
- ❑ Collect and submit annual workload assessments for all components under his or her command
- ❑ Track monthly statistics
- ❑ Establish objectives and goals consistent with current priorities
- ❑ Monitor Division expenditures in overtime and compensatory time
- ❑ Monitor the resolution of complaints and inquiries received by the Division
- ❑ Represent the Division at civic meetings and official functions
- ❑ Submit a quarterly status report to the Chief of Police summarizing the types of complaints, status of investigations, and arrest data
- ❑ Attend quarterly meetings with the State's Attorney Office for Prince George's County
- ❑ Supervise the Assistant Commander, RID

Robbery Suppression Teams (RST)

RST investigators are responsible for the investigation of "street" level robberies, which include carjackings and citizen robberies. They are engaged in an active covert police operation.

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

2. Special Investigation Division

The Special Investigation Division (SID) consists of the Special Investigation Section and Gang Section.

Commander, Special Investigation Division (SID)

The Commander, SID shall:

- ❑ Provide authorization for implementation of unusual or high-risk situations such as raids
- ❑ Keep the Deputy Chief, Bureau of Investigation and Chief of Police informed of Division activities and operations
- ❑ Collect and analyze monthly statistics
- ❑ Collect and submit annual workload assessments for all components under his or her command
- ❑ Meet, at least biannually, with the following persons to enhance coordination between the investigative function of the Department and these offices:

- Office of the State's Attorney for Prince George's County
- Chief Judge, 7th Judicial Circuit, Circuit Court of Maryland
- Administrative Judge, District Court of Maryland, District 5, Prince George's County

Note: Topics to be discussed will be those of mutual concern affecting the efficiency of criminal prosecutions. From these meetings formulation of procedural changes and developments may come that enhance efficiency.

Assistant Commander, Special Investigation Division (SID)

The Assistant Commander, SID assists the Commander in the daily operation of the Division and shall:

- ❑ Institute an ongoing inspection program of SID operations and the use of resources
- ❑ Monitor the progress of Division goals and objectives and prepare progress reports as necessary
- ❑ Monitor all grants awarded to the Division
- ❑ Monitor the resolution of complaints and inquiries received by the Division
- ❑ Account for the disbursement of Division confidential funds and ensure a quarterly audit of the funds
- ❑ Assist in the collection, preparation, and analysis of statistical and operational information

Special Investigation Section

The Special Investigation Section consists of the Pawn and Organized Retail Crime Unit, Washington Area Vehicle Enforcement (WAVE) Teams, Tow Coordination Unit, Fugitive Squad, Electronic Investigation Squad.

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

Pawn & Organized Retail Crime Unit

The Pawn & Organized Retail Crime Unit is responsible for locating stolen property by checking NCIC within the RAPID Database.

The Pawn & Organized Retail Crime Unit shall:

- ❑ Monitor the activities of the pawnshops, citing violations and taking action when necessary. Shops will be monitored whenever the investigator enters the shop for property pickup and as part of the regular inspection process
- ❑ Review computer data, specific to the Unit, on a regular basis
- ❑ Serve as expert investigators for crimes involving extreme loss to businesses

If stolen property is identified the Pawn & Organized Retail Crime Unit shall:

- ❑ Notify a Regional Investigator of a potential hit. The Regional Investigator is responsible for recovering the stolen property and transferring the property to the victim or to the District property room. Outside jurisdictions, will be met at the pawn shop, by a Pawn/Scrap Administrator, to assist with completing necessary paperwork for proper recovery.
- ❑ Process pawn shop reports into the computerized property recovery system
- ❑ Provide assistance to other property crime investigators concerning possible pawned stolen property
- ❑ Monitor and inspect pawn shops to ensure compliance with State and County laws
- ❑ Investigate pawn shops involved in illegal activity

Washington Area Vehicle Enforcement (WAVE) Team

The Washington Area Vehicle Enforcement (WAVE) Team is a task force comprised of law enforcement officers from PGPD and other law enforcement agencies in the region. WAVE investigates vehicle theft and related crimes and offenses.

Tow Coordination Unit

The Tow Coordination Unit shall:

- ❑ Monitor, audit, track, and ensure proper disposal of all motor vehicles impounded as a result of standard police enforcement activities; this does not include planned abandoned vehicle removals that are the responsibility of DER/Vehicle Audit Unit
- ❑ Obtain impound-related documents to be forwarded to the Show Cause Hearing Officer when a citizen sends a request for a hearing
- ❑ Resolve complaints related to tow companies authorized to tow under the PGPD Authorized Tow Services program
- ❑ Assist the DER/Vehicle Audit Unit on matters requiring PGPD assistance at the County impound lot

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

Fugitive Squad

The Fugitive Squad conducts investigations to identify habitual repeat offenders in the County. In addition, the unit has the following responsibilities:

- ❑ Apprehending habitual offenders suspected to be involved in significant criminal activity in the County
- ❑ Assisting the State Attorney's Office in the distribution of information between other jurisdictions and Departmental components to enhance the likelihood of successful prosecution
- ❑ Conducting surveillance and stakeout operations
- ❑ Identifying, arresting, and assisting in the prosecution of habitual offenders' actively operating in the County
- ❑ Maintaining liaison with and conducting joint investigations with similar units from other agencies
- ❑ Assisting CID investigators in finding witnesses and suspects

Electronic Investigation Squad

The Electronic Investigation Squad collects and analyzes magnetic media found within computer systems and computer hardware for its evidentiary value. The Squad is the point of contact for investigative sections, both within the Department and for outside agencies, when it is believed that a computer crime has been committed.

Financial Crimes Unit (FCU)

The Financial Crimes Unit (FCU) shall investigate the following offenses when no on-scene arrest is made:

- ❑ Bad checks
- ❑ Credit card offenses
- ❑ Embezzlements
- ❑ Forgeries
- ❑ Home improvement frauds
- ❑ Thefts by deception
- ❑ Identity Fraud

In addition, the FCU shall:

- ❑ Investigate vulnerable adult cases when classified by Child and Vulnerable Adult Abuse Unit (CVAA) supervisors involving any of the above offenses
- ❑ Assist officers with arrests for the above incidents
- ❑ Advise of remaining open cases on the suspect
- ❑ Supply information that will assist prosecution

**DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION**

Gang Section

The Gang Section tracks and investigates gang activity and gang-related crime in the County. The Section keeps PGPD personnel informed of officer safety and other information pertaining to gangs and assists officers and detectives with investigations that may involve a gang or a suspected gang member.

3. Criminal Investigations Division (CID)

The Criminal Investigations Division (CID) consists of:

- ❑ Homicide Section
- ❑ Robbery Section
- ❑ Domestic Violence Section
- ❑ Special Crimes Section

Commander, Criminal Investigations Division (CID)

The Commander, CID shall:

- ❑ Provide authorization for implementation of unusual or high-risk situations such as raids
- ❑ Designate CID investigators as OICs of line-up details
- ❑ Collect and analyze monthly statistics
- ❑ Collect and submit annual workload assessments for all components under his or her command
- ❑ Meet, at least biannually, with the following persons to enhance coordination between the investigative function of the Department and these offices:

- State's Attorney Office for Prince George's County
- Chief Judge, 7th Judicial Circuit, Circuit Court of Maryland
- Administrative Judge, District Court of Maryland, District 5, Prince George's County

Note: Topics to be discussed will be those of mutual concern affecting the efficiency of criminal prosecutions. From these meetings may come the formulation of procedural changes and developments enhancing that efficiency.

- ❑ Maintain the Criminal Investigations Manual (CIM) ensuring that:
 - Information contained in the CIM is current
 - Revisions, updates, and deletions are made in a timely fashion and disseminated to personnel issued the CIM
 - A current dissemination log is maintained for the CIM and any revised portions.
 - Submission to the Planning & Research Division

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

Assistant Commander, Criminal Investigations Division (CID)

The Assistant Commander, CID assists the Commander in the daily operation of the Division and shall:

- ❑ Institute an ongoing inspection program of CID operations and the use of resources
- ❑ Monitor the progress of Division goals and objectives and prepare progress reports as necessary
- ❑ Monitor all grants awarded to the Division
- ❑ Monitor the resolution of complaints and inquiries received by the Division
- ❑ Account for the disbursement of Division confidential funds and ensure a quarterly audit of the funds
- ❑ Assist in the collection, preparation, and analysis of statistical and operational information

Homicide Section

The Homicide Section consists of the Homicide Unit, Cold Case Unit and Cross Border Task Force.

Homicide Unit

The Homicide Unit shall investigate the following:

- ❑ Homicides
- ❑ Suicides
- ❑ Suspicious deaths
- ❑ Accidental deaths (other than by motor vehicle)
- ❑ Drowning in swimming pools (no notification to Maryland Natural Resources Police required)
- ❑ Incidents in which a pedestrian is struck and killed by a train
- ❑ Child abuse cases when death has occurred or is imminent
- ❑ Arson fatalities
- ❑ All contact shootings when police officers or public officials are the victim of the shooting
- ❑ Shootings involving officers from other jurisdictions unless a written agreement to the contrary has been established
- ❑ Assaults at the Prince George's County Correctional Center when the victim requires hospitalization

Cold Case Unit

The Cold Case Unit investigates serious cases that are a year or more old and for which all viable leads have been followed up by detectives and which will be worked if any additional leads are learned that are determined to be viable.

**DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION**

Cross Border Task Force

The Cross Border Task works to identify and target for prosecution, criminal enterprise groups responsible for drug trafficking, money laundering, alien smuggling, crimes of violence such as murder and aggravated assault, robbery and violent street gangs, as well as to intensely focus on the apprehension of dangerous fugitives where there is or may be a federal investigative interest. The task force enhances the effectiveness of federal/state/local law enforcement resources through a well-coordinated initiative seeking the most effective investigative/prosecutive avenues by which to convict and incarcerate dangerous offenders.

Robbery Section

The Robbery Section is comprised of the following:

- ❑ Robbery Unit

Robbery Unit

The Robbery Unit shall investigate the following:

- ❑ Commercial (T/A) robberies
- ❑ Courier robberies involving T/A proceeds
- ❑ Residential robberies
- ❑ Kidnapping when a ransom demand has been made
- ❑ Extortions

Domestic Violence Section

The Domestic Violence Section is comprised of the following:

- ❑ Domestic Violence Unit

Domestic Violence Unit

The Domestic Violence Unit is responsible for investigating the following:

- ❑ All first degree domestic related assaults that occur between intimate partners and household family members. First degree assaults are defined by the Maryland Criminal Law, Articles 3-201 and 3-202.
- ❑ Harassment and stalking cases that occur between intimate partners or household family members
- ❑ Other domestic related assaults that occur between intimate partners and household family members, that are not closed by arrest on the scene

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

Special Crimes Section

The Special Crimes Section consists of the following:

- ❑ Sexual Assault Unit (SAU) and Cold Case Unit
- ❑ Child and Vulnerable Adult Abuse Unit (CVAA)
- ❑ Sex Offender Registry Unit (SORU)

Sexual Assault Unit & Cold Case Unit

The Sexual Assault Unit (SAU) investigates all first- and second-degree rapes, all first- and second-degree sex offenses and all attempts of these offenses unless these offenses involve child abuse.

The Cold Case Unit investigates serious cases that are a year or more old and for which all viable leads have been followed up by detectives and which will be worked if any additional leads are learned that are determined to be viable.

Child & Vulnerable Adult Abuse Unit (CVAA)

CVAA has primary responsibility for the investigation of all child abuse offenses, except for child homicides or assaults when death is imminent or probable.

CVAA's investigative responsibilities include physical or sexual abuse or exploitation situations in which the victim is less than 18 years of age and:

- ❑ A custodial relationship exists between the suspect and victim
- ❑ The suspect is a household or family member at the time of the alleged abuse (no custodial relationship required)

The Child and Vulnerable Adult Abuse Unit (CVAA) shall:

- ❑ Investigate physical abuse, neglect, and sexual abuse of vulnerable adults, i.e., adults who lack the physical and mental capacity to provide for their daily needs
- ❑ Investigate, except in cases where death has occurred or is imminent, child abuse cases involving abandoned babies, physical child abuse, or missing children not classified as a runaway when facts exist to believe the child did not leave voluntarily
- ❑ Review multiple incident spousal abuse cases for investigation or referral

CVAA coordinates investigations with the County's Department of Social Services and the Department of Mental Hygiene.

Sexual Offender Registry Unit (SORU)

The Sexual Offender Registry Unit (SORU) is the point of contact for the public and all other sex offender registration agencies. The SORU responds to requests to forward file information to

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

the appropriate agency of the jurisdiction to which a registrant moves when he or she moves out of the County.

SORU also assists other investigators with information when registrants may be a suspect in a crime, and assists with preparing possible suspect lists in new reports of sex crimes.

When SORU completes a registration, the original registration documents are forwarded to the Department of Public Safety, Sex Offender Registry (MD-SOR). Copies are sent to the Department's Records Section.

4. Narcotic Enforcement Division

The Narcotic Enforcement Division (NED) consists of the Major Narcotics Section and the Street Narcotics Section.

Commander, Narcotics Enforcement Division (NED)

The Commander, NED shall:

- ☐ Allocate personnel to combat vice, narcotics, and organized crime violations
- ☐ Assist in collecting, preparing, and analyzing statistical and operational information for unit components
- ☐ Conduct annual workload assessments
- ☐ Track monthly statistics
- ☐ Establish objectives and goals consistent with current priorities
- ☐ Monitor Division expenditures in overtime and compensatory time
- ☐ Monitor the resolution of complaints and inquiries received by the Division
- ☐ Represent the Division at civic meetings and official functions
- ☐ Submit a quarterly status report to the Chief of Police summarizing the types of complaints, status of investigations, and arrest data in vice and organized crime problems
- ☐ Attend quarterly meetings with the Office of the State's Attorney for Prince George's County
- ☐ Supervise the Assistant Commander, NED

Assistant Commander, Narcotics Enforcement Division (NED)

The Assistant Commander, NED, shall:

- ☐ Maintain and account for the disbursement of all confidential funds used by NED
- ☐ Cause a quarterly audit of the funds by the Internal Affairs Division
- ☐ Maintain an inspection program of operations and use of resources
- ☐ Monitor grants awarded to the Division
- ☐ Provide authorization for implementation of unusual or high-risk situations such as raids
- ☐ Be responsible for the intelligence functions for which NED is responsible
- ☐ Ensure records related to active vice, drug, and organized crime investigations are securely filed and maintained separately from the Central Records system

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

- ❑ Supervise the Commander, Major Narcotics Section and the Commander, Technical Operations Section

Major Narcotic Section

This section is comprised of:

- ❑ Technical Operations Unit
- ❑ Conspiracy Unit
- ❑ Diversion Unit

Technical Operations Unit - NED Equipment Specialists

NED equipment specialists shall:

- ❑ Operate and maintain NED's inventory of electronic surveillance equipment
- ❑ Coordinate all Title III investigations
- ❑ Liaison with all local and national telecommunications companies for the purpose of wire intercepts
- ❑ Maintain and operate all of NED's technical surveillance vehicles

Conspiracy Unit

The Conspiracy Unit maintains a liaison with all Federal and State narcotic enforcement units and shall:

- ❑ Assist officers with CDS related matters
- ❑ Investigate major CDS operations and conspiracies when narcotics and other dangerous drugs are manufactured, supplied, or distributed
- ❑ Maintain the Department's Confidential Source database and Case Explorer
- ❑ Monitor major narcotic enforcement efforts County-wide
- ❑ Target violent offenders using controlled dangerous substance statutes

Diversion Unit

The Diversion Unit shall investigate the following:

- ❑ Forged prescriptions
- ❑ Uttered prescriptions
- ❑ Theft of prescription order forms
- ❑ Theft of pharmaceutical drugs

Task Forces

Through NED, the Department participates on task forces with investigators from other area law enforcement agencies. The missions of the various task forces include investigations into

DUTIES & RESPONSIBILITIES OF ORGANIZATIONAL COMPONENTS
BUREAU OF INVESTIGATION

firearms offenses and drug-related offenses that may involve the application of federal statutes intended for enhanced sentencing upon an offender's conviction.

Street Narcotic Section

This section is comprised of:

- ❑ Street Narcotic Unit
- ❑ Asset Forfeiture Unit
- ❑ Interdiction Unit

Street Narcotic Unit

The Street Narcotic Unit shall:

- ❑ Conduct short-term investigations to affect street drug operations
- ❑ Handle complaints of open, indiscriminate sales of CDS, such as "open-air" drug markets and "crack houses"

Asset Investigation Unit

The Asset Investigation Unit shall:

- ❑ Develop leads that identify drug distribution and conspiracy operations that use illegal financial support services
- ❑ Disrupt the financial support network drug dealers depend on by identifying, locating and seizing assets through intensive financial investigations
- ❑ Enhance conspiratorial cases against targeted drug dealers and co-conspirators by obtaining financial evidence to support drug charges and financial law violations
- ❑ Seize businesses and assets used in financial support services to drug dealers
- ❑ Identify and facilitate the arrest of persons who provide illegal financial support to drug dealers

Interdiction Unit

The Interdiction Unit shall:

- ❑ Investigate the transportation of controlled dangerous substances via airplane, railway, bus terminal, and other major importation transportation means
- ❑ Interdict parcel and other bulk delivery services and associated companies at the point of delivery
- ❑ Seize monies and other assets through parcel interdiction
- ❑ Interdict narcotic activities at major transit locations, hotels and motels