
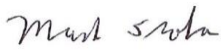
	GAITHERSBURG POLICE DEPARTMENT		
	Notification of Investigators		
	GENERAL ORDER	607.2	
	Effective Date	04/22/2019	
		Related CALEA Standards: 12.1.4, 41.2.6, 42.1.4, 61.2.4	
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE 	DATE 04/22/2019

1. DEPARTMENT POLICY

- 1.1. Patrol officers will conduct a preliminary investigation at the scene of a crime or incident. They will also conduct the appropriate follow-up investigation of all non-criminal calls for service and for misdemeanor crimes, as necessary.
- 1.2. Investigators are responsible for conducting the follow-up investigations of felony offenses and other offenses, as directed.
- 1.3. Patrol officers will notify the appropriate investigator and will document the notification in their preliminary report.

2. NOTIFICATIONS

2.1. MCP Major Crimes Division

- 2.1.1. The MCP Homicide Section will be immediately notified of, and will be responsible for, the follow-up investigation of the following:
 - 2.1.1.1. Homicides;
 - 2.1.1.2. Aggravated assaults when death is imminent in the opinion of the District Investigator or GPD Investigative Section;
 - 2.1.1.3. Firearms discharges by police officers resulting in injury or death;
 - 2.1.1.4. Missing persons when foul-play is suspected by the District Investigator or GPD Investigative Section;
 - 2.1.1.5. Kidnapping for ransom;
 - 2.1.1.6. All deaths unattended by a physician (investigator response to the scene is discretionary);
 - 2.1.1.7. Accidental deaths (that are non-traffic); and
 - 2.1.1.8. Successful suicides.

2.1.2. **MCP Robbery Section** will be immediately notified of the following:

2.1.2.1. Bank, S&L, and residential armed robberies;

2.1.2.2. All commercial robberies, except food delivery robberies.

2.2. The Montgomery County Fire Investigators The Fire Investigator's Office will be immediately notified of the following:

2.2.1. Actual bombings and/or suspected devices found by police or citizens;

2.2.2. All arsons or malicious burnings;

2.2.3. Any fire that the officer reasonably believes notification should be made to fire investigators.

2.3. MCP District Investigative Sections

2.3.1. District Investigators will be notified of the following:

2.3.1.1. Cross burnings;

2.3.1.2. Firearms discharges by police officers attempting to effect arrests involving no injuries or death;

2.3.1.3. Aggravated assaults where medical attention is required;

2.3.1.4. Burglaries/arson to City or County-owned properties;

2.3.1.5. Burglaries with a total value stolen over \$10,000.00;

2.3.1.6. "Safe-jobs;"

2.3.1.7. Racial, Religious and Ethnic crimes;

2.3.1.8. Arrests for armed robbery;

2.3.1.9. Major thefts;

2.3.1.10. Missing persons;

2.3.1.11. Spree crimes or pattern crimes as identified by the Investigative Section;

2.3.1.12. Any other criminal investigations that are not handled by other

specialized investigators.

2.4. GPD Investigative Section

2.4.1. The Department's Investigative Section shall be immediately notified by the on-duty supervisor and will respond for:

2.4.1.1. All homicides that occur within the city limits;

2.4.1.2. Firearms discharges, except for the destruction of an animal by GPD officers;

2.4.2. The Department's Investigative Section shall be notified by the on-duty supervisor for:

2.4.2.1. All cases listed in Section 2.3. above where the initial report is written by a GPD officer or when the on-duty supervisor has reason to believe notification would be beneficial if the incident is documented by another agency.

2.4.3. The notifications listed above will be made immediately when the on-duty supervisor has reason to believe an on-scene response is required by an investigator.

2.4.4. All other notifications will be made electronically for review by GPD investigators. Electronic notification will be made as soon as possible depending on the severity of the incident but no later than the end of the shift in which the incident occurred.

2.4.5. The Department's Investigative Section will provide support and liaison to MCP or any other allied agency investigative units for significant incidents, not listed in Section 2.3. above, with the approval of the Special Operations Bureau Commander.

2.5. GPD Street Crimes Unit (SCU): The On-duty supervisor will notify SCU in any CDS investigations that requires follow-up investigative resources (i.e. search warrant(s), interviewing persons related to the investigation, use of confidential informants, etc.).

2.6. MCP Special Victims Investigations Division (SVID)

2.6.1. **Child Abuse/Sexual Assault Section:** Investigators shall be immediately notified of and responsible for investigating rape, sexual offense, and physical abuse committed against children under the age of 18 years old by a suspect who cared for or had custody of the child. Child Abuse/Sexual Assault

2.6.2. **Child Exploitation Unit:** Investigators shall be immediately notified and responsible for investigating rape, sexual offenses, and physical abuse committed against children under the age of 18 years old by a stranger, internet-related child exploitation crimes, and investigating tips originating from the National Center for Missing and Exploited Children's CyberTipline.

2.6.3. **Missing Children/Runaway Unit:** Investigators shall be notified and responsible for follow-up investigations of all cases of runaway, missing, or abducted children to include parental abductions.

2.7. MCP SVID – Family Justice Center Investigative Sections: The investigators at the Family Justice Center are co-located with members of the Montgomery County State's Attorney's Office, the Montgomery County Sheriff's Office, and various partner agencies to provide comprehensive criminal justice approaches to the below investigations.

2.7.1. **Sex Assault Unit:** Investigators shall be immediately notified and investigate all rape and felony sexual assault cases where the victim is 18 years of age or older.

2.7.2. **Domestic Violence/Elder Abuse Unit:** Investigators shall be immediately notified and responsible for investigating stalking, kidnapping, burglary, and first-degree assault committed by and against current or former intimate partners and crimes committed against elderly and vulnerable adults where the suspect is a caretaker.

2.8. MCP 6th District Property Investigative Unit (PIU)

2.8.1. Phone notifications will be made when a GPD officer makes an arrest or has a field contact with:

2.8.1.1. A theft from auto suspect;

2.8.1.2. A rogue and vagabond suspect;

2.8.1.3. A gym locker theft suspect;

2.8.1.4. A wheel or tire theft suspect; and/or

2.8.1.5. Any suspect involved in any property theft crime trend.

2.8.2. When a notification for any of the above incidents have occurred, GPD officers will follow up with a notification email with a completed field

interview and photo of the suspect(s) to the contacted PIU detective.

2.9. MCP Special Investigations Division (SID)

2.9.1. The MCP SID shall be notified for:

2.9.1.1. Overdose cases (*fatal and non-fatal cases*); and/or

2.9.1.2. Investigations involving methamphetamine labs.

2.10. MCP Fraud Unit

2.10.1. The Fraud Unit shall be notified of all felony cases of:

2.10.1.1. Credit card cases;

2.10.1.2. Forgeries;

2.10.1.3. Frauds and schemes;

2.10.1.4. Embezzlement; and

2.10.1.5. Identity Theft.

2.10.2. EJustice reports for the above offenses shall be forwarded to the Fraud Unit.

2.11. MCP Collision Reconstruction Unit (CRU)

2.11.1. The Collision Reconstruction Unit (CRU) will be immediately notified of any traffic collision in which.

2.11.1.1. Serious bodily injury(s) has resulted (priority one); and

2.11.1.2. Death is feared or imminent.

2.12. MCP Computer Crimes Unit: The Computer Crimes Unit shall immediately be notified of:

2.12.1. Any threat(s) communicated via computer to a school or business; and

2.12.2. Any situation of a life-or-death nature.

2.12.3. The Computer Crimes Unit shall be notified of any other computer-related crimes, especially involving child pornography, along with Family Crimes Division.