
	GAITHERSBURG POLICE DEPARTMENT		
	Vice, Drugs and Organized Crime		
	GENERAL ORDER	610.1	
Effective Date	05/05/2014		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

The Department is committed to the detection and suppression of vice activities, drug offenses and organized crime in the City. It is the responsibility of every Department member to support the investigation and enforcement of these activities. The goals and objectives of the Department's vice control function include:

- Encouraging citizen involvement and assistance with vice-related activities in their neighborhoods;
- Obtaining intelligence information through citizen complaints and self-initiated investigations;
- Exchanging information with other law enforcement agencies for informational purposes to further detection and suppression activities;
- Educating the public through ride-a-longs, presentations, periodic meetings with community groups, the Citizens' Police Academy, brochures and information, and engaging in other efforts as necessary; and
- Informing the media of the Department's control and suppression efforts when appropriate.

II. GENERAL RESPONSIBILITIES OF PATROL OFFICERS

A. Vice and Drug Crimes

1. In detecting and suppressing vice and drug activities, officers are responsible for enforcing laws pertaining to:
 - The use and distribution of illegal substances or use of legal substances used in an illegal manner;
 - Prostitution and related offenses;
 - The manufacture, distribution or possession of obscene or pornographic materials; and
 - Any other illegal vice and drug activity of concern to the

community when directed by a Bureau Commander or Chief of Police.

B. Organized Crime

1. In suppressing organized crime activities, officers are responsible for enforcing laws pertaining to:
 - The sale of illegal substances or legal substances sold in an illegal manner;
 - Extortion;
 - Arson;
 - Trafficking in stolen goods;
 - Hate/Violent acts committed by members of extremist groups;
 - Gang activity;
 - Criminal acts committed by organized cults and deviant movements; and/or
 - Any other organized criminal activity of concern to the community when directed by a Bureau Commander or the Chief of Police.
2. Officers engaged in the investigation of vice, drugs, and organized crime activities will keep their Bureau Commander and Chief of Police frequently informed with accurate and updated information.
3. Department members becoming aware of significant vice, drug, and organized crime activities in the City will complete and submit a *Criminal Intelligence Lead Sheet* (see General Order 611.1 - Criminal Intelligence) to the Chief of Police, who will forward it to the Special Operations Bureau Commander for assignment to the appropriate investigative unit. *Criminal Intelligence Lead Sheets* are maintained in a secure file, separate from other Department records.

III. PROCEDURES FOR RECEIVING, PROCESSING AND INVESTIGATING COMPLAINTS

A. Relevancy of Complaints

1. The Department will receive, process and investigate complaint information relevant to these activities. When appropriate, such

complaints and information will be disseminated to other law enforcement agencies, especially those with primary responsibility of investigations in their jurisdiction.

B. Receiving and Processing Information/Complaints

1. Distribution of Information

- Non-sworn personnel receiving a complaint or information related to vice, drug or organized crime activities will complete a *Criminal Intelligence Lead Sheet* and forward it immediately to the Chief of Police unless the complaint/information warrants an on-scene response by an officer.
- The Chief will forward *Criminal Intelligence Lead Sheets* to the Special Operations Bureau Commander for assignment to the appropriate investigative unit or refer to an allied agency. *Criminal Intelligence Lead Sheets* are maintained in a secure file, separate from other Department records.

2. Officer Responsibilities

- Upon receiving information of vice, drug or organized crime activities an officer shall, at a minimum, complete a *Criminal Intelligence Lead Sheet*.
- An officer will not conduct an investigation of the activities unless they first:
 - Contact the Special Operations Bureau Commander to coordinate any prior or ongoing investigative activity; and
 - Receive supervisory approval to investigate the activity;

C. Record Maintenance

1. Active complaints/information received by this Department pertaining to vice, drug and organized crime activities will be maintained by the Special Operations Bureau in a secure file separated from general Department records.
2. Information will be purged pursuant to the Department's Records Retention Schedule, unless it is determined to be needed for future

use by the Chief of Police.

3. When records are purged, they will destroyed or otherwise disposed of in a manner that protects them from disclosure.

D. Investigative Procedures

1. Because of the complex nature and significance of vice, drug and organized crime activities and their detrimental impact on the community, the Department recognizes the importance of establishing procedures by which its officers will conduct investigations of such activities.
2. The Department also recognizes that not every crime can be investigated in the same manner. Each crime must be evaluated on a case-by-case basis to determine which investigative methods should be employed.
3. Although the Department does not have an organized crime/vice control component, supervisors of the rank of Bureau Commander or above may authorize members of the Department to engage in limited covert operations to enforce vice, drug and organized crime activities.
4. To aid in the investigation of vice, drug or organized crime activities, officers will obtain intelligence information needed to verify the substance of the complaint.
5. Officers must facilitate timely information exchange between other officers and supervisors of this Department and other agencies.
6. Officers will not notify victims or complainants of any aspect of an on-going investigation unless authorized to do so by a supervisor.
7. Officers conducting investigations will attempt to determine the following information about the target:
 - **Criminal history record information**
Obtainable from Maryland CJIS and FBI databases, and District Court and Circuit Court records;
 - **Motor vehicle and driver's license information**
Available through MVA database;
 - **Wanted status**
Available through MILES, NCIC and other available

databases;

- **Prior involvement with this Department**

Available via the Master Name Index and Case Manager;

- **Prior involvement with MCP**

Available by contacting the MCP Special Investigations Division.

8. The submission of reports will be on a case-by-case basis and as directed by a supervisor.

E. Sharing/Disseminating Information

1. Information maintained by the Department will be strictly and securely controlled.
2. Information conveyed to or received from another agency will be documented on the *Criminal Intelligence Lead Sheet*.
3. The Special Operations Bureau Commander will review all Lead Sheets relating to vice and organized crime activity and will ensure that copies of the Lead Sheets are forwarded to the Special Investigations Division of MCP, and/or other appropriate federal, state and local agencies.
4. Officers investigating a case jointly with MCP or other law enforcement agencies will cooperate and coordinate, ensuring full information exchange, especially as information relates to public safety and officer survival.

IV. DEPLOYMENT OF PERSONNEL AND USE OF EQUIPMENT

A. Deployment of Personnel

1. The Department may at times utilize personnel for the specific purpose of gathering intelligence information or investigating vice, drugs or organized crime activities.
2. The safety of personnel utilized for this purpose is paramount, and every reasonable precaution will be taken by the supervisor in-charge and the personnel assigned to the operation to ensure overall safety.
3. Department personnel utilized for this purpose will be fully advised

by the supervisor in-charge of the operational details, to include:

- *Operational goals;*
- *Duties of each person participating in the operation;*
- *Potential risk(s);*
- *The identity of everyone involved;*
- *The techniques that will be employed.*

B. Equipment Distribution

1. In the interest of officer safety, and to ensure the effectiveness of the operation, all equipment used will be checked for operational readiness, by the officers assigned, prior to the operation.
2. If a particular piece of equipment, or special type of vehicle is needed that is beyond the City's resources or capabilities, the Loan Agreement that exists between this Department and the Rockville City Police and Park Police should be given consideration.
3. Any equipment that is not in working order will be placed out-of-service.
4. Only persons trained in the use of equipment will operate it.
5. Before specialized equipment or a covert vehicle is used it must be approved by the supervisor in-charge of the operation.
6. When a piece of equipment or vehicle is no longer needed it will be returned, in the same or better condition as it was received, to the person/agency that issued it.