



FOLLOW-UP INVESTIGATIVE RESPONSIBILITY

FC No.: 611

Date: 03-15-2021

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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Appendix A: FBI Notification Responsibility

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I. Policy

It is the policy of the department to provide guidelines for response by detectives, make efficient use of staff, ensure continuity of investigation for specific crimes, and provide investigative support for patrol officers.

II. Notification Guidelines

- A. The arresting officer or supervisor will immediately notify the appropriate investigative section in all situations involving the arrest of an individual for:
 - 1. Homicide
 - 2. Robbery
 - 3. Rape (first or second degree) or third degree sex offense
 - 4. Kidnapping
 - 5. First degree assault that is domestic in nature

6. Hate crimes/bias incidents involving an underlying crime delineated in this directive
 7. Firearms violations
 8. Gang related crimes
 9. Any attempt of the above
- B. During scheduled work hours of the responsible investigative unit, the primary officer will contact an available detective by calling the investigative unit's office. If no detective is in the office or not available by phone, the PSCC (Public Safety Communications Center) will assist in contacting a detective.
- C. After-hour notifications of district detectives will be made by the district PSA. After-hour notifications of all other detectives will be made to the appropriate investigative unit by the PSCC supervisor. All notifications will be made in compliance with the established notification procedures.
- D. Any officer who makes an arrest and believes that criminal intelligence can be gained by interrogating the defendant should transport the defendant to the district station and the officer must ensure that the appropriate investigative section is notified for timely consultation with the arresting officer.

III. PSB-Patrol Responsibilities & Notifications

A. Patrol Officers

1. All allegations of crime require an incident report. Responsibility for follow-up investigations lies with the initial responding officer, except for those offenses specifically delineated in this directive or accepted by any investigative unit. Officers will complete all incident reports prior to the end of the tour of duty unless an exception is authorized by a supervisor.
2. Patrol officers will be responsible for conducting and completing the investigation of crimes not assigned to an investigative unit except when the following conditions exist:
 - a. The offense appears to be a part of a pattern of such offenses.
 - b. Follow-up is required in widely separated locations outside the geographic boundaries of the district in which the offense occurred.
 - c. A misdemeanor offense that is of a sufficiently serious nature to warrant the assistance of specialized detectives.
 - d. Any case in which a departmental employee is the subject of the investigation.
3. Patrol officers will investigate hate crimes/bias incidents in which no other crime has occurred and that is not the responsibility of another investigative unit's responsibility listed in this directive. If a hate/bias incident occurs in conjunction with a crime that is delineated in this directive, it will be the investigative responsibility of the division/section/unit listed in this directive. (i.e. a burglary where an ethnically offensive symbol is spray painted on the wall. The CID investigates the burglary, which includes the hate/bias spray painting on the wall)
 - a. All hate/bias incidents, criminal and non-criminal, require a written incident report and a follow-up investigation.
 - b. No incident should be characterized as a prank if it manifests evidence of prejudice towards a protective class as defined by Maryland law. The victim's belief/perception that the crime is a hate motivated incident is sufficient evidence to classify an event as hate-motivated.
 - c. When documenting any incident in which BIAS is present (i.e., a swastika spray painted in a public facility; racial slurs used in the course of a reported aggressive driving incident; anti-Semitic flyers are distributed throughout a neighborhood; a foreign national flag is burned, etc.), officers should select a bias data value from the list provided in EJustice when completing the incident report. The incident report and any supplement reports should be

forwarded to pol.hatecrimes@montgomerycountymd.gov by the end of the officer's tour of duty.

Note: This distribution group address includes the PIO, the MCPD Chief and Community Engagement Division.

- d. Shift supervisors will be immediately notified of all verified incidents and will immediately notify the district/duty commander. The district/duty commander will ensure that the Assistant Chief PSB, Director, Community Engagement Division, and the Public Information Division, receive timely notification of any hate/bias incident.
4. All notifications will be made in compliance with the procedures established in this directive.

B. Patrol Investigative Unit (PIU)

The Patrol Investigative Units are resources that are assigned investigations at the discretion of the district commander. PIU detectives primarily investigate misdemeanor offenses that may be a part of trends, patterns, and series occurring within their district of assignment.

C. Patrol Supervisors

Patrol supervisors are responsible for:

1. Ensuring that a thorough preliminary investigation has been conducted prior to any notification or referral.
2. Assigning follow-up investigations to patrol officers using the department's records management system (RMS).
3. Ensuring the appropriate investigative unit is notified in accordance with this directive.
4. Notifying PSCC (ECC) whenever specific investigative assistance is required outside business hours.
5. Ensuring officers complete all incident reports prior to the end of the tour of duty and the report is approved and assigned to the appropriate investigative unit unless an exception is authorized by a patrol supervisor.

IV. Response by Investigative Sections/Units

A. The decision to have detectives respond is based on several criteria:

1. The complexity of the case
2. The seriousness of the incident (i.e., injuries sustained by the victim)
3. The solvability
4. The availability of staff
5. Work priorities

B. Follow-Up Investigations

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to facilitate successful case closure. Successful case closure is characterized by the identification of additional victims/witnesses, recovery of stolen property, and/or the identification and arrest of the perpetrator. Detectives from the Criminal Investigations Division (CID), Major Crimes Division (MCD), Special Investigations Division (SID), Special Victims Investigation Division (SVID), and Internal Affairs Division (IAD) shall be responsible for conducting follow-up investigations pursuant to the guidance in the directive.

V. CID- Criminal Investigations Division: Responsibilities, Notifications, and Responses

A. CID - District Investigative Sections

1. Responsibilities

The CID District Investigative Sections are responsible for investigating the following crimes:

- a. Residential and commercial burglaries and burglaries of county-owned properties, and attempt burglaries of this nature, unless the crime is suspected to have been committed by a current or former intimate or romantic partner.
 - b. Critical injury assaults where the victim has sustained a life-threatening injury (where surgery and/or admittance to a hospital is likely), but death is not deemed imminent.
 - c. All non-commercial robberies, including food delivery robberies and attempts.
 - d. Missing Persons/Critical Missing Persons when no foul play is suspected. If the district investigator determines that there was foul play, the detective will immediately consult with Major Crimes and facilitate the transition to Major Crimes. If the missing person, 18 years of age or older, has not been located or returned within 72 hours of the CID detective's investigative follow-up, the case will be transferred/assigned to the Major Crimes Division's (refer to FC 617 "Missing Persons Adult/Children). The MCP 630 (Missing Persons Supplement) must be completed prior to the case being adopted by the Missing Persons/Cold Case Unit.
 - e. Felony theft (value at least \$10,000).
 - f. Incidents requiring an Extreme Risk Protective Order, except those instances where the parties are, or were, involved in an intimate or romantic relationship.
 - g. Threat Assessment Investigations (e.g., bomb threats, school threats, threats via electronic communications repeated and threatening phone calls, social media threats, blackmail).
 - h. Hate Crimes involving any of the crimes delineated under the district detectives' responsibility in this directive.
 - i. Vehicle thefts, to include unauthorized use of a motor vehicles, recovered autos, thefts of any construction, farm, and heavy equipment. If an officer impounds an unoccupied vehicle with a VIN that appears to be altered or re-plated, the officer will notify DIS. After hours, a notification will be made by sending a copy of the MCP 60 (Impounded Vehicle Report) electronically, to include the storage location of the vehicle to the DIS Sergeant in the district the vehicle was recovered.
 - j. Intentional firearm shootings or evidence of a firearm shooting (e.g., shell casings, bullet holes, etc.).
 - k. All other criminal offenses that require follow-up investigations and are not within the area of investigative responsibility of patrol or other specialized units.
2. Response by CID District Investigative Sections
CID District Investigative Sections will respond for the following:
- a. Critical injury assaults where the victim has sustained a life-threatening injury (where surgery and/or admittance to a hospital is likely), but death is not deemed imminent.
 - b. Arrests for robberies and attempts.
 - c. Arrests for burglaries and attempts
 - d. Arrests for auto theft, and attempts.
 - e. Critical missing adults (refer to FC 617 "Missing Persons Adult/Children) if requested by MSOT.
 - f. Incidents requiring an Extreme Risk Protective Order (except SVID cases).
 - g. Any case where detective supervisors and scene supervisor agree that a response would enhance the investigation.

A completed incident report is sufficient notification for all other incidents which are the follow-up responsibility of CID.

B. CID - Financial Crimes Section

At the discretion of the Financial Crimes Supervisor, the CID Financial Crimes Section is responsible for the follow-up investigation of:

1. Forgery/uttering
2. Confidence games
3. Embezzlement
4. Counterfeiting of checks/credit cards
5. Financial exploitation of the elderly
6. Identity theft

C. CID - Electronic Crimes Unit (ECU)

The CID Electronic Crimes Unit (ECU) is responsible for conducting forensic examinations of seized electronic devices (i.e., computers, hard drives, cell phones, USB storage devices, CDs, memory cards and any other electronic data storage devices). An ECU detective may be contacted directly regarding any criminal activity involving the use of electronic devices.

1. When an officer has prior knowledge of a computer seizure via a search warrant, the officer should contact an ECU detective during working hours to coordinate the execution of the warrant.
2. If a computer is seized after work hours, the officer should forward a copy of the report to the ECU.

VI. MCD - Major Crimes Division: Responsibilities, Notifications, and Responses

A. MCD - Homicide Section

MCD Homicide Section will be notified immediately and will respond to the following:

1. All deaths, except for traffic-related deaths, and those where natural causes are apparent.
Note: Notification will be made, and detectives may respond to incidents where death is determined to be from natural causes.
2. Critical assaults, when death is highly likely or imminent.
3. Any missing person investigation where foul play is learned during the course of the Investigation. The incident will be jointly investigated by the Missing Persons / Cold Case Section and the Homicide Section.
4. All intentional firearm discharges (to include discharges at domestic animals) by employees, regardless of whether any injury results, except for authorized range practice or the destruction of dangerous or injured animals.
5. All accidental firearms discharges that result in any injury to anyone, including the involved officer.
6. Solicitation/conspire to murder.
7. All incidents where any Montgomery County Department of Police or Fire Rescue Services (MCFRS) employee sustains a life-threatening bodily injury as the result of a criminal incident.
8. All incidents involving serious injuries (non-life threatening) to a police officer as a result of a criminal incident. For purposes of this guidance, the duty/district commander will confer with the Director of MCD.)
9. All incidents where an individual sustains life-threatening injury resulting from police action, on-duty and off-duty.

Note: In every instance in which there is a death of a person outside of a medical facility, a forensic investigator (FI) will be contacted for authority to direct disposition of the body. Medical facilities will notify the forensic investigator for deaths of persons in their care. To contact a forensic investigator, officers will call the Public Safety Emergency Communications Center, who will then

contact the on-call FI. When officers are advised of deaths at medical facilities that are the result of injuries for which the deceased was being treated, or deaths of infants, the officer should ensure that the forensic investigator and Homicide Section has been notified. If in doubt as to the proper course of action, officers should contact a detective from the Homicide Section.

B. MCD Robbery Section

1. Robbery investigators shall be notified immediately and will respond to arrests, crimes, or attempts to commit the following unless after conferring with an on scene supervisor, it is determined that an on scenes response will not enhance the investigation.
 - a. Bank robberies.
 - b. Home invasion robberies.
 - c. Home invasion first-degree assaults.
 - d. All commercial and commercial proceeds robberies that result in serious personal injury.
 - e. Carjacking robberies.
 - f. All kidnappings where the victim is 18 years or older.
 - g. All kidnappings, regardless of age, involving ransom.
 - h. All robberies or felony thefts by a group of offenders who enter a retail establishment in order to steal goods and items (i.e., blitz attack/flash mob/ takeover/intimidation).
2. MCD Robbery investigators shall be immediately notified and may respond to arrests, crimes, or attempts to commit the following:
 - a. Commercial and commercial proceeds robberies, with no serious injury, except cases that involve the delivery of food.
 - b. Shoplifting cases which are accompanied by an assault which results in serious injury.

C. MCD Fugitive Unit

The Fugitive Unit will be responsible for handling extradition procedures and/or investigative activity for fugitive governor's warrants and warrants of rendition.

D. MCD Missing Persons/Cold Case Section

Missing Person / Cold Case Investigators shall be responsible for:

1. Any open adult missing person investigation after a full investigation has been completed by CID for at least 72 hours.
2. Any homicide that has been previously investigated but remains open.
3. Any serial rape investigation that has been previously investigated but remains open.
4. Any suspected human remains burial site or skeletal scatter.
5. Any missing person investigation where foul play is learned during the course of the investigation will be jointly investigated by the Missing Persons / Cold Case Section and the Homicide Section.

VII. SID- Special Investigations Division: Responsibilities, Notifications, and Responses

A. Criminal Enterprise Section

1. SID Criminal Street Gang Unit (CSGU)
The SID Criminal Street Gang Unit is responsible for:

- a. Investigation of all organized street crime (also known as “gang crime”), identifying organized street crime members, and identifying trends.
- b. Whenever a known/suspected organized street crime member is arrested or is the victim in an active criminal investigation, the officer shall immediately notify an on-duty/on-call CSGU detective via ECC. Notifications should occur prior to clearing the scene or transporting the arrested individual to CPU.
- c. If an officer makes contact with known/suspected organized street crime member(s) where no arrest occurs, the officer will request an on-duty CSGU detective via ECC. If there is no on-duty CSGU detective available, a notification will be made via email to the CSGU detective assigned to the district of occurrence. The following are some examples of these scenarios: traffic stops, field interviews, runaways, and missing persons where there is suspected gang association, assaults, etc.
- d. Supervisors will ensure that all incidents involving confirmed/suspected organized street crime members or organized street crime related criminal activity (including graffiti) are documented. When an incident report is written, “Gang-Related” should be placed at the beginning of the narrative. The approving supervisor will ensure that “GANG” is selected as a 2nd group notification in order to route a notification to the CSGU.
- e. The CSGU shall be notified immediately and may respond to any incident of possible extortion and/or blackmail involving known/suspected organized street crime members.

2. SID Vice and Intelligence Unit (V&I)

- a. During scheduled hours, V&I will be notified immediately and may respond to crimes or arrests involving any terrorist-related incident; credible information regarding terror activity; or any arrest that may impact or have credible information affecting homeland security.
- b. V&I detectives will be responsible for the follow-up investigation of the following crimes:
 - i. Illegal gambling and gaming devices.
 - ii. Human trafficking, prostitution, and related offenses.
 - iii. Sale, manufacture, or distribution of pornographic material.
 - iv. Corruption of public officials.
 - v. Sensitive investigations as assigned by the Director, SID.

B. SID Drug Enforcement Section (DES)

1. Drug Interdiction Team, Drug Investigative Unit and Major Offenders & Conspiracy Unit
Will be notified immediately and may respond to crimes or arrests involving the following crimes:

- a. Possession of controlled dangerous substances in amounts indicative of distribution, such as:
 - i. Cocaine HCL: one ounce or more.
 - ii. Crack Cocaine: one ounce or more.
 - iii. Marijuana: 1 pound or more.
 - iv. PCP: 1/2 ounce or more of liquid; any amount that appears to be packaged for distribution.
 - v. LSD: 10 dosage units or more.
 - vi. Methamphetamine: 10 dosage units or more.
 - vii. Ecstasy: 25 tablets or more.
 - viii. Heroin or synthetic opioid: 1/2 ounce or more.
- b. Any possession of large quantities of suspected Fentanyl or Acetyl Fentanyl (2 grams or more) to include exposures.
- c. The arrest of any subject at a pharmacy attempting to obtain prescriptions by fraud. Patrol will continue to initiate incident reports for crimes of prescription forgery and/or fraud and make on-scene arrests and process accordingly.

- d. Statements of suspects indicating knowledge of the distribution of controlled dangerous substance activities of others.
 - e. Possession of large amounts of U.S. currency under circumstances indicative of the distribution of controlled dangerous substances or unexplained circumstances.
 - f. Any indoor or outdoor grow of marijuana. A copy of all incident reports from marijuana plant seizures will be forwarded to the Drug Interdiction Unit at SID.
 - g. All non-fatal and fatal opioid overdoses.
 - h. After-hours notifications will be made by the ECC supervisor.
2. SID Firearms Investigative Unit (FIU)
- a. Will be notified immediately and shall respond to crimes or arrests for:
 - i. Commercial burglaries and attempts involving firearms, including burglaries of Federal Firearms Licensed dealers/stores (refer to FC 640 "Investigations of Firearms Violations").
 - ii. Accidental discharges of a firearm by citizens.
 - b. FIU detectives will be notified immediately of all arrests for firearm offenses (refer to FC 640).
 - c. FIU may respond depending on the circumstances of the case and if the case would be enhanced by the response of a detective.
 - d. FIU will be responsible for the release of firearms. Refer to "FC 640 Investigations of Firearms Violations".
 - e. Threat assessment investigations involving images of firearms in which there is no specific threat (Social media posting).
3. SID Pharmaceutical Unit (PU)
- a. PU Detectives will be responsible for the follow-up investigation of the following:
 - i. Prescription Fraud and Forgery events in Montgomery County.
 - ii. Doctor Shopping (involves the use of deception and manipulation to encourage a doctor to prescribe drugs for illicit use or sale) in Montgomery County.
 - iii. Questionable prescribing practices of physicians and/or health care facilities in Montgomery County.
 - iv. Questionable distribution practices of pharmaceutical dispensaries in Montgomery County.
 - v. Liaison with the Maryland Prescription Drug Monitoring Program (PDMP).
 - vi. Liaison with Federal and State agencies, as well as neighboring local jurisdictions that are involved in investigating prescription fraud and forgery.
 - vii. Liaison with Maryland Attorney General's Office, Department of Mental Health and Hygiene, Board of Physicians, Board of Nurses, and the Board of Pharmacists.
 - b. During the scheduled hours of 9am to 5pm, a PU Detective shall be notified and may respond to reports of, or arrests for prescription forgery/fraud, doctor shopping, theft of prescription pads.
 - c. PU Detectives will be notified immediately and may respond to crimes of arrests for:
 - i. Arrests of subject(s) at a pharmacy attempting to obtain prescription by fraud.
 - ii. Arrests of subject(s) in possession of forged prescriptions.

VIII. SVID- Special Victims Investigations Division: Responsibilities, Notifications & Responses

- A. SVID Child Abuse/Sexual Assault Section
Will be notified immediately and may respond to:

1. All first and second-degree rapes or third-degree sex offenses, and sexual abuse where the victim is under 18 years of age and the suspect is known.
Note: In cases where there is no arrest, the detective will determine if the incident meets the Physical Evidence Recovery Kit (PERK) guidelines.
2. All incidents involving first-degree child abuse (i.e., incidents involving severe physical injury requiring hospitalization)
3. Second-degree child abuse (i.e., incidents involving a physical injury that does not require hospital treatment) where there is a pattern of abuse and or/further investigative follow-up is warranted as determined by the notified Child Abuse/Sex Assault Unit investigator.
4. Sexual abuse of a minor where:
 - a. The suspect is known.
 - b. Time, circumstances, and the minor's age may require a forensic interview by Child Protective Services.
 - c. Second-degree child abuse is co-occurring.

B. SVID Child Exploitation Section

Will be notified immediately of and may respond to:

1. All first and second-degree rapes or third-degree sex offenses; and sexual abuse where the victim is under 18 years of age and the suspect is unknown.
Note: In cases where there is no arrest, the detective will determine if the incident meets PERK guidelines. If PERK guidelines are satisfied, the detective will respond.
2. All child pornography cases.
3. Fourth-degree sex offenses and attempts or an indecent exposure crime involving victims under the age of 18 when:
 - a. The offense appears to be part of a pattern.
 - b. Follow-up investigation is required in widely separated locations outside the geographical boundaries of the district of occurrence.
 - c. The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.

C. SVID Sex Offender Registry Unit (SORU)

Will be responsible for the follow-up investigation when those Offenders mandated to be on, or are currently on, the sex offender registry.

1. Investigators will be notified immediately of any sex offender registry violation.
2. SORU Investigators will handle all registrations of sex offenders that work and/or live in Montgomery County.
3. SORU Investigators follow-up and seek warrants on sex offender registrant.

D. SVID Missing Children/Runaway Section

Responsible for the follow-up investigation of missing children, runaways, and parental abductions.

1. Detectives will be immediately notified and will respond to kidnappings of victims under 18 years of age, except in cases involving ransom and/or homicide.
2. Detectives will be immediately notified and may respond for parental abductions of a juvenile, or missing children with suspicious circumstances (refer to FC 617).

E. SVID Domestic Violence, Elder Abuse, and Sexual Assault Section

1. SVID Sex Assault Unit

Will be notified immediately and may respond to:

- a. All first- and second-degree rapes, or third-degree sex offenses, where the victim is 18 years of age or older.

Note: In cases where there is no arrest, the investigator will determine if the incident meets the Physical Evidence Recovery Kit (PERK) guidelines (refer to FC616 – Investigation of Rapes and Sex Offenses).

- b. Fourth-degree sex offenses and attempts, or an indecent exposure crime involving victims 18 years of age or older when:
 - i. The offense appears to be part of a pattern.
 - ii. Follow-up investigation is required in widely separated locations outside the geographical boundaries of the district of occurrence.
 - iii. The offense is of a sufficiently serious nature to warrant the assistance of a specialized investigator.
2. SVID Domestic Violence/Elder Abuse Unit
Will be notified immediately and may respond to:
- a. All domestic violence incidents where the victim has sustained serious injury and/or hospital admittance is likely (refer to FC 535).
 - b. All reports for domestic violence where a police officer, regardless of the agency of affiliation, is the suspect or the victim.
 - c. All incidents of elder/ vulnerable adult/ institutional abuse (refer to FC 672) that result in either an arrest or the transport of the victim to a hospital.
 - d. All domestic violence incidents (aggravated assaults to include strangulation), elder/vulnerable adult/ institutional abuse incidents where the victim has sustained serious injury, but hospitalization did not occur. Domestic violence is defined as victims who in the past 2 years have had or are currently in an intimate relationship or have a child in common with the suspect.
 - e. All domestic violence incidents involving simple assault where the victim/suspect has multiple prior incidents.
 - f. Domestic violence victims of stalking.
 - g. Any burglary where there is clear evidence the perpetrator is a current or former intimate partner
 - h. Extreme Risk Protective Orders where the parties are, or were, involved in a romantic or intimate relationship

IX. Internal Affairs Division (IAD)

- A. IAD is responsible for investigating allegations of violations of departmental rules by any Department of Police employee. IAD will handle the administrative investigation and/or procedures related to the administrative investigation of the following:
 - 1. Criminal allegations against any Department of Police employee, once the criminal investigation is complete. The Chief of Police or a designee will assign follow-up investigations of criminal allegations against Department of Police employees to an investigative unit sergeant or a sworn executive staff member.
 - 2. Use of force complaints.
 - 3. Allegations of racial, sexual, or ethnic discrimination or harassment.
 - 4. The operation of a motor vehicle while under the influence of alcohol or drugs.
 - 5. The operation of a county vehicle involved in a fatal motor vehicle collision.
 - 6. The alleged violation of any departmental directive, or county, state, or federal law.
 - 7. Any other complaint/situation designated by the Chief of Police, or a designee.
- B. IAD detectives will be immediately notified and may respond to the following events:
 - 1. All firearm discharges involving authorized on-duty and off-duty weapons (except range practice and humane destruction of non-domestic animals).

2. Any range practice or destruction of an animal incident resulting in injury.
3. Any incident resulting in death or serious injury requiring the immediate hospitalization of a person in police custody.
4. Any incident where a department employee is a party to a domestic dispute or domestic violence incident.
5. Any incident where a department employee is involved as a suspect in a criminal complaint.
6. Any incident where a department employee is arrested, issued a criminal citation, or issued a civil citation involving possession of a controlled dangerous substance.
7. Any other event or situation that may be deemed necessary by an executive officer after consultation with the Director of IAD, or a designee.

C. Criminal Allegations Against Employees:

The Chief of Police or his/her designee will assign follow-up investigations of criminal allegations against Department of Police employees with a Sergeant of an investigative unit or a sworn executive staff member.

X. CRU– Collision Reconstruction Unit

- A. CRU is responsible for the investigation of all fatal traffic collisions and critical injury motor vehicle collisions involving police officers, dignitaries, or public officials. CRU will be immediately notified and will respond to:
1. Traffic collisions where death is confirmed.
 2. All critical injury motor vehicle collisions that involve any police officer, dignitary, or public official, whether or not a county owned motor vehicle is involved.
- B. CRU will be immediately notified and may respond to:
1. When a victim expires within one year of a motor vehicle collision that was previously reported as non-fatal (refer to FC 1021).
 2. Motor vehicle collisions where MCFRS incident commander indicates death is imminent or expected (refer to FC 1021).
 3. Upon confirmation of a life-threatening collision where alcohol or drugs are suspected (refer to FC 515)
 4. A collision that is sufficiently serious nature to warrant the assistance of a CRU investigator.

XI. Release Authorization Form (MCP 208)

- A. In a criminal investigation, the MCP 208, "Release Authorization Form," may be used when the facts of the case are not in dispute, the victim requests that no further action be taken by the police, and the request is being made freely and voluntarily. If there is any indication that the complainant's reluctance to proceed with the investigation is due to fear of, or coercion/duress by, the suspect, the officer/investigator will continue the investigation and will not allow an MCP 208 to be signed.
- B. The MCP 208 will not be used if an investigation determines that the original complaint was false or baseless. If an original incident report has already been written, a supplement report will be submitted using the same clearance, closing the case as "Unfounded."
- C. The MCP 208 will not be used in the following cases:
1. Rape
 2. Sexual Assault

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3. Domestic Violence
4. Child Abuse
5. Child Neglect
6. Hate Crimes

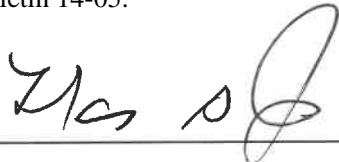
- D. The investigating officer's supervisor must review each MCP 208 to ensure the appropriateness of the release authorization. The original MCP 208 should remain in the case file, or in the absence of a case file, it should be attached to the original copy of the report.

XII. CALEA Standards: 1.2.1, 12.1.4, 26.1.1, 26.2.1, 26.3.2, 41.2.4, 41.2.5, 41.2.6, 41.2.7, 42.1.1, 42.1.4, 42.2.1, 43.1.1, 43.1.5, 44.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.7, 46.1.10, 61.2.1, 61.2.2, 81.2.5, 82.2.1, 83.1.1

XIII. Proponent Unit: ISB and PSB Administrations; Internal Affairs Division

XIV. Cancellation

This directive cancels Function Code 611, effective date **03-17-06**, HQ Memorandum 07-06, and Informational Bulletin 14-05.



Marcus G. Jones
Chief of Police

FBI NOTIFICATION RESPONSIBILITY

INCIDENT	Notification Responsibility
Bomb threats, bomb plants, or bombings	Communications
Robbery or burglary of a federally insured financial institution	Communications
Crime against a diplomat or a member of his family	Investigating Officer **
Extortion by mail, phone, or involving interstate travel	Investigating Officer
Crime occurring on a federal reservation	Communications
Theft of federal property	Investigating Officer
Kidnapping	Investigating Officer
Any crime or intelligence matter affecting the internal security of the United States	Investigating Officer
Civil rights violations	Investigating Officer
When an in-custody NCIC inquiry indicates the subject is wanted by the FBI	Communications
Theft of valuable works of art	Investigating Officer
Burglaries over \$100,000 when the property is easily traceable because of its quantity or value	Investigating Officer

** Refers to both patrol officers and investigators, depending on who has the primary responsibility for investigating the event.