

# **Attachment A**

**PRINCE GEORGE'S COUNTY  
POLICE DEPARTMENT**

**STANDARD OPERATING PROCEDURES  
GUN OFFENDER REGISTRY UNIT**



**The following Standard Operating Procedures have been reviewed and are approved:**

**Section  
Commander:**

**Date  
Effective:**

**Gun Offender Registry Unit  
Standard Operating Procedures**

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*Revised: March 30, 2012*

# **STANDARD OPERATING PROCEDURES GUN OFFENDER REGISTRY UNIT**

## **ORGANIZATION OF THE UNIT**

The term *investigator*, when used in this Standard Operating Procedures (SOP), refers to sworn employees permanently assigned to the Gun Offender Registry Unit who perform the function of investigator as delineated in PGC Form #544, Position Description. The term *unit* refers to the Gun Offender Registry Unit of the Prince George's County Police Department. The Gun Offender Registry Unit hours of operation are 9 AM to 5PM. During emergencies it functions 24 hours a day, seven days a week.

## **DUTIES OF THE UNIT**

The Prince George's County, Gun Offender Registry Unit (GORU) has departmental responsibility for the following:

- ◆ Schedule an appointment once the offender makes contact as mandated by the Gun Offender Registration Form.
- ◆ Register Gun Offenders convicted of gun crimes within Prince George's County.
- ◆ To investigate all cases where offenders fail to register, and /or failed to notify the Prince George's County Police, Gun Offender Registry Unit of changes to required background information.
- ◆ To obtain body attachment warrants for gun offenders for any violations of the County Code Subtitle 14, Division 18. The body attachment warrant will be obtained after establishing probable cause that the offender is in violation.
- ◆ To conduct field investigations of gun offenders with the purpose of verifying residence and/or work address. This will include the intense, active investigation of gun offenders who are paroled or released into the community to verify contact information.
- ◆ To communicate with and provide assistance to correctional facilities, law enforcement agencies, offices of parole and probation, and the general public as needed to ascertain an offender's status, whereabouts, etc.

- ◆ To assist other agencies with investigations pertaining to the re-arrest of documented gun offenders and with the furtherance of investigations.

### **DUTIES OF THE OFFICER IN CHARGE**

The Officer in Charge (OIC) holds the rank of Police Sergeant and is responsible for the orderly, productive, and efficient operation of the unit. The OIC is directly under the command of the Police Lieutenant in charge of the Special Crimes Section.

- ◆ The OIC has direct supervisory responsibility over, and subsequent evaluation of, sworn and civilian personnel assigned to the Unit.
- ◆ The OIC is responsible for making investigative assignments, and maintaining a log of those assignments and their closure status.
- ◆ The OIC is to ensure that all cases are being properly and thoroughly investigated, and will periodically inspect case files for completeness. Any deficiencies in the investigation will be brought to the attention of the assigned investigator.
- ◆ The OIC will review all completed registrations for approval and submission to the Records Center.
- ◆ The OIC will conduct periodic unit meetings to provide training, address concerns, disseminate information, and provide feedback regarding unit work performance.
- ◆ The OIC will provide citizens and police personnel with technical advice and guidance concerning the unit's mission and its handling of investigations.
- ◆ The OIC will conduct periodic inspections of vehicles and equipment to ensure compliance with established policies and guidelines enumerated in the General Order Manual. (GOM 3/600)
- ◆ The OIC will ensure that all members observe and conform to all established and approved police practices and policies enumerated in the General Order Manual.
- ◆ The OIC will ensure that the appropriate files are purged, and records are transferred for disposal.
- ◆ The OIC will appoint a ranking member of the unit to assume these supervisory duties and responsibilities during his absence.
- ◆ The OIC will complete all Past Performance Appraisals (P.G.C. Form #854) and Performance Assessment Forms (P.G.C. Form #2247), and submit them to the Section

Commander for approval prior to presentment to the affected member for his/her signature.

**DUTIES OF CONTRACTUAL WORKERS ASSIGNED TO THE GUN OFFENDER  
REGISTRY UNIT**

When notified of a new gun offender by receipt of a Gun Offender Registry Unit (GORU) form, confirm the conviction, sentence and gun offender eligibility. Review and analyze the gun offender's criminal record. Determine if the gun offender is in jail or out of jail.

- ◆ Create a file for each gun offender and enter his/her information as obtained from the GORU form and arrest information into the database. The case file will contain the following documents:
  1. The designated color copy of the GORU form obtained from the State's Attorney's Office. If the designated color copy of the GORU form is not available the supervisor will determine how to proceed with the case file.
  2. Arrest information for the qualifying crime as obtained from arresting officer.
  3. A photograph of the gun offender obtained during the initial visit to the GORU.
  4. A crime lab report obtained from law enforcement databases and the Firearms examination Unit (FEU) for the weapon that was seized in the case if applicable.
  5. A copy of the Maryland Judiciary Case Search (MJCS) and the National Crime information Center (NCIC) printout showing the conviction for the qualifying crime.
  
- ◆ Register a gun offender by completing the below listed procedures:
  1. Photograph the gun offender as his/her initial and subsequent appearance.
  2. Read the conditions the gun offender must comply with as outlined in the GORU gun offender responsibility form.
  3. Obtain the following information from the gun offender and enter this information into the database:
    - a. The gun offender's name
    - b. A description of the crime for which the gun offender was convicted
    - c. The date that the gun offender was convicted
    - d. Any other name by which the gun offender has been legally known

- e. A list of all aliases that the gun offender has used
  - f. Identifying factors of the gun offender, including a physical description to include date of birth, sex, height, weight, eye color, any scars and any visible tattoos
  - g. The gun offender's residence or all known addresses where the gun offender resides to include telephone numbers and email addresses
  - h. The gun offender's place of employment
- ◆ Once the file has been created, gun offender's photograph has been taken and their information obtained as listed above, a registration form will be completed and printed. The registration form will be signed and dated by the gun offender. The form will also be signed and dated by the person who created the registration form.
  - ◆ Verify information provided by gun offender through comparison with court, police and MVA records and any other relevant database.
  - ◆ Maintain the database which includes all gun offenders, their personal information, firearm information for the qualifying crime and any relevant intelligence obtained by other units.
  - ◆ Update information at each 6 month appearance as required by County Code Section 14-189. Debrief gun offenders at each update to ensure the above listed information (letters a. through h.) is accurate. A new photograph will be taken. All information will be entered into the registration form and will be printed. The registration form will be signed and dated by the gun offender. The form will also be signed and dated by the person who created the registration form. The gun offender will be given the next registration date before they leave the office.
  - ◆ When an gun offender responds to the office to update their address or update other information listed above (letters a. through h.) as required in County Code Section 14-189, the following will be completed:
    - a. Obtain the gun offender's new address and other updated information.
    - b. Enter his/her information into the database, specifically the registration form and print a new registration form.
    - c. The gun offender and person entering the information will sign and date the new registration form.
  - ◆ Additional duties for Contractual Workers will include maintaining a log book of every gun offender that responds to the office. This log book will contain the following information: date of visit, gun offender's name and date of birth, reason for visit, i.e. initial registration, re-registration, change of address and update information as listed

above (letters a. through h.)

### **DUTIES OF THE INVESTIGATOR**

Upon receipt of an assignment, the investigator will:

- ◆ Assist and or perform the duties of the Contractual Workers assigned to the Gun Offender Registry Unit when needed.
- ◆ Review case folders created by the Contractual Workers to ensure the information they contain is accurate. Once this review has been conducted to determine their accuracy, an email will be created and sent out to members of the Prince George's County Police Department stating that a registration has taken place. The email will contain the offender's picture, name, date of birth, CCN, height/weight, and address.
- ◆ Ensure offenders are in compliance by conducting home checks on addresses provided. Once a gun offender has conducted their initial registration, a home check will be conducted within seven (7) days to verify the address provided at the time of the initial registration. A residence verification form will be completed at the time of this home check if the gun offender is not home at the time of the visit.
- ◆ Conduct a home visit when a gun offender has been released from jail due to a re-arrest that occurs after their registration with the Gun Registry Unit.
- ◆ Monitor and keep track of gun offender's re-arrest. This includes the charge for the re-arrest and the outcome of the case at court. Coordinate and share this information with Parole/Probation agents.
- ◆ If a gun offender is found to be in violation of Prince George's County Code, Subtitle 14, Division 18, Gun Offender Registration of the Prince George's County Code, ensure that an arrest warrant is obtained and forwarded to the Office of the Sheriff for Prince George's County for service. Before the arrest warrant is sought, the case will be reviewed by a member of the State's Attorney's Office to ensure probable cause exist for the issuance of a criminal warrant.
- ◆ If the gun offender is rearrested, compare the personal information in the police reports and court records to the Gun Offender Registry Unit's databases. If a discrepancy is found a follow up investigation will be conducted to determine what information is accurate.
- ◆ Periodically review all eligible firearm arrest to ensure that every offender is known to the



GORU and is registered.

- ◆ Monitor departmental emails, reports and the Daily Crime Report to determine if our gun offenders are wanted for any crime or wanted for questioning by investigative units. Provide assistance in locating the gun offender if they are wanted as described above.
- ◆ Enter all home check results that are obtained from patrol units. If the home check information shows a possible violation, a follow up investigation will be conducted to determine the accuracy of the disputed information.
- ◆ Pick up copies of the designated color copy of GORU form from the State's Attorney's Office.
- ◆ Review the gun offender's files to ensure progress reports are written for every action that deals with the offender.
- ◆ Monitor a gun offender's re-registration date.
- ◆ Maintain a working knowledge of unit cases.
- ◆ Maintain a working knowledge of State and Federal Statutes
- ◆ Render assistance to other Districts/Divisions and outside agencies in conducting investigations.
- ◆ Sign the court summons log book upon receipt of a summons from the OIC.
- ◆ Keep the OIC current on the status of cases.

### **DUTIES OF THE UNIT CLERK**

At the present time an administrative clerk or administrative aide is not assigned to GORU.

### **GROOMING STANDARDS AND MANNER OF DRESS**

Investigators/OICs will wear attire appropriate to the tasks to be performed during their tour of duty. (GOM Vol. 1, Chapter 35)

Investigators/OICs will comply with all grooming regulations detailed in the General Order Manual. (GOM Vol. 1, Chapter 35)

### **OFFICE SECURITY AND MAINTENANCE**

Each member of the unit is responsible for maintaining his assigned workspace in a clean, neat, and orderly fashion. Unit members shall observe proper office decorum and demeanor at all times.

Equipment will be repaired or replaced as needed. The unit OIC will make arrangements for all repairs/replacements of office equipment.

All case files will remain in the unit office, unless they are needed for further investigation or court presentation.

The integrity of all files and computer information will be maintained by all unit members, both sworn and civilian. Case history and criminal arrest information will be disseminated in accordance with established guidelines in the General Order Manual. (GOM Vol.1, Chapter 33)

### **MAINTENANCE OF POLICE VEHICLES, WEAPONS, AND OTHER ASSIGNED EQUIPMENT**

All sworn members of the unit will ensure that their assigned police vehicle receives regular Preventive Maintenance and other repairs as needed. In addition, all other assigned equipment shall be maintained in a clean and operable condition. The OIC will conduct periodic inspections of all assigned equipment to ensure compliance.

### **SURVEILLANCE/ LEASED VEHICLES**

Members of the Special Crimes Section will use the surveillance vehicle while on duty only. Operation of the surveillance vehicle is restricted to surveillance related uses (i.e. stakeouts, surveillance, etc.). Any exceptions to the usage of the vehicle must be approved by the Unit OIC or the Section Commander.

Usage of the surveillance vehicle will be documented in a logbook detailing the date and time that it is signed in and out. An inspection sheet will be completed by the vehicle operator prior to each assignment.

Any damage or maintenance related issues will be brought to the attention of the Section Commander.

### **COURT APPEARANCES, IN-SERVICE TRAINING, COMMUNITY EDUCATION LECTURES, ETC.**

All sworn unit members will ensure prompt attendance in court, at in-service training, community education lectures, and other assignments. The unit OIC will coordinate such commitments/assignments to ensure adequate staffing of the unit at all times. Members unable to attend training, lectures, or other assignments will personally notify the OIC, or his designee, as soon as possible to facilitate proper notifications and/or replacement. Members will comply with the GOM, Vol. II Chapter 15.4 when calling in sick for court.

### **CASE ASSIGNMENT**

Cases deemed worthy of investigation by the OIC shall be assigned as appropriate. Unsubstantiated complaints and cases which occurred outside this jurisdiction will not be assigned.

### **WARRANT SERVICE**

If the suspect cannot be located or has fled the immediate jurisdiction, the warrant shall be forwarded to the Sheriff's Department for service and the appropriate teletype will be sent. The procedure outlined in the General Order Manual will be complied with regarding warrant service and teletype messages. (GOM Vol. II Chapter 16)

### **PRISONER SECURITY AND SAFETY ISSUES**

All sworn unit members participating in the service of arrest and/or search warrants will wear their issued soft body armor.

All sworn unit members will render each prisoner placed in custody safe and free of any weapons, instruments that could afford a means of escape, evidence, contraband, or fruits of a crime.

Individuals arrested by unit members will be handcuffed and searched immediately following apprehension.

Upon being transported to a place of confinement, such as the Criminal Investigations

Division or a District Station, prisoners will be searched a second time prior to being secured.

Investigators shall take appropriate precautionary measures to ensure the safety of all persons and to prevent the escape of the prisoner.

In addition to the procedures outlined above, all provisions of the General Order Manual and the Criminal Investigations Division Security Procedures will apply to persons arrested by unit members.

### **REVISIONS TO THE STANDARD OPERATING PROCEDURES**

Revisions to this SOP shall be made at the section level unless changes alter the material intent of the Bill. If the material intent is altered, the changes must go before the County Council. A current copy of this SOP shall be forwarded to the Planning Division to maintain compliance with the accreditation process.