



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE INVESTIGATOR CALL-OUT			PROCEDURE NUMBER PG604.1
SECTION Investigative Procedures	DISTRIBUTION A	EFFECTIVE DATE 07/01/20	REVIEW DATE 05/01/21
REPLACES PG604.1 "Investigator Call-Out", issued 05/01/17			
RELATED DIRECTIVES PG601.0, 604.0, 606.0, 607.0	REFERENCES CALEA 42	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

To set forth guidelines for on-call/call-out procedures to be followed when requesting an Investigator to respond to a crime scene or incident outside of regular operating hours.

II. POLICY

It is the policy of this Division to call out investigators, special teams, and other employees of the Department for certain serious crimes and circumstances that occur outside of regular duty hours. Units assigned to on-call duty shall be compensated based on the provisions set in the Collective Bargaining Agreement FOP.

III. PROCEDURE

Investigators will respond and render whatever assistance is deemed appropriate by the Senior Duty Officer in the below instances enumerated in this directive.

- A. To all armed robberies, suspicious deaths, suicides, serious assaults, and/or other significant crimes or incidents when requested by the Senior Duty Officer.
 - 1. Officer on the crime scene.
 - a. Determine the need for an Investigator to respond.
 - b. Secure the crime scene to prevent contamination of evidence and start a log if applicable.

- c. Contact the Senior Duty Officer of their Section and:
- d. Advise the nature of the crime.
- e. Provide as many details of the crime as possible.
- f. State the specific need for an Investigator.

2. Senior Duty Officer Responsibilities

Respond to the scene, when practical, to evaluate the situation.

When possible, personally contact the on-call Investigator; otherwise, contact will be made via the Communications Section.

- a. Advise the nature of the crime.
- b. Provide as many details of the crime as possible.
- c. State the specific need for an Investigator.

3. Investigator Responsibilities

- a. Obtain information from Senior Duty Officer.
- b. Respond as soon as possible; or
If, in the opinion of the Investigator, the situation does not warrant an Investigator to respond, he/she will explain this to the Senior Duty Officer and recommend another course of action, if appropriate. However, the final decision will rest with the Senior Duty Officer.

4. Unit Commander Responsibilities

- a. Provide Communications with an updated roster of individuals accountable for the call-out. (This roster shall include the dates everyone is on call and an alternate individual).
- b. Approve the transfer of on-call duty to another officer.
- c. Designate the timeframe when the substitute officer shall receive on-call pay.

5. Recording of On-Call hours

- a. Employees are to receive on-call pay for scheduled on-call hours outside of their regular duty hours.
- b. Officers shall not work Secondary Employment on Park Property while receiving on-call compensation.

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