



MARYLAND STATE POLICE

PERSONNEL DIRECTIVE



Internal Affairs Division - Notifications & Investigations

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.01 Purpose

To describe the notification and investigation procedures for the Internal Affairs Division (IAD).

.02 Policy

IAD will be the central repository for all internal investigations involving troopers and will be notified in certain situations.

.03 Definitions

BLUETEAM: a web-based application enabling users to document and monitor incidents to include, but not limited to: citizen/external complaints, internal complaints, firearm discharges, use of force incidents, vehicle pursuits and departmental collisions.

.04 CALEA Standards

LE: 11.3.3 26.2.2 **TA:** N/A **CM:** N/A

.05 Procedures

A. Notifications

1. The IAD will be notified immediately for serious incidents related to liability or which may result in heightened community interest, to include when:
 - a. a trooper uses deadly force, shoots at an individual or is shot;
 - b. a suspect or citizen is seriously injured or killed and MSP personnel are involved;
 - c. a trooper is charged with a criminal offense;
 - d. an allegation of criminal activity is directed at a trooper warranting a police investigation, regardless of jurisdiction of occurrence;
 - e. a trooper's firearm is discharged, other than at the range or the killing of a dangerous or injured animal to relieve its suffering;
 - f. a trooper is found driving an MSP vehicle while under the influence of alcohol or a controlled dangerous substance, or both;
 - g. a trooper is the respondent of a Protective Order; or

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- h. a trooper commits any act of serious misconduct warranting an immediate investigation.
2. Upon being notified of any of the incidents listed above, the Commander of the IAD will promptly notify the Superintendent directly or through the Superintendent's Chief of Staff.
3. The IAD Commander will ensure the Criminal Enforcement Division Commander and the involved trooper's Bureau Chief are notified immediately if he becomes aware of a qualifying incident that has not been promptly reported to the Attorney General's Independent Investigation Division (IID).
4. After business hours, the IAD can be notified through the Headquarters Duty Officer.

B. Investigations

1. Generally, members assigned to the IAD will conduct administrative investigations when:
 - a. a trooper uses deadly force, shoots at an individual, or is shot;
 - b. criminal violations are alleged to have been committed by a trooper;
 - c. a trooper is accused of sexual harassment or discrimination;
 - d. excessive force allegations are made against a trooper;
 - e. a trooper is involved in a departmental collision resulting in a fatality; or
 - f. an administrative investigation is requested by the Superintendent.
2. Situations not listed in B-1 above will be screened by the Commander of the IAD to determine if they will be investigated by the IAD or a local investigator.

C. Case Tracking

1. Upon learning of an incident requiring an IAD tracking number, commanders will ensure the complaint is entered into BlueTeam. The IAD will assign a tracking number for the incident in BlueTeam.
2. Commanders will report all case dispositions directly to the IAD through BlueTeam routings.
3. Sustained cases resulting in Alternative Disciplinary Procedure, Summary Punishment, a hearing board or waiver of a hearing board will be reported to the IAD at the conclusion of the proceeding.
4. The IAD will record all case dispositions in IAPro.

D. Annual Analysis of Complaints Against Personnel

1. Annually, the IAD Commander will prepare a summary report of all complaints against personnel that were investigated during the previous calendar year.
2. The report will:
 - a. include data elements required by CALEA and a summary of the Early Intervention Program;
 - b. be forwarded to the Superintendent through the Planning and Research Division annually by March 1; and

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- c. contain a statistical summary of the prior year's cases that will be made available to the public by the Planning and Research Division.

Approved:

Colonel Woodrow W. Jones III
Superintendent 01/11/2022