



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



**DIVISION DIRECTIVE**

<b>TITLE</b> <b>REPORTING UNDER MUTUAL AID AGREEMENT</b>			<b>PROCEDURE NUMBER</b> <b>PG464.1</b>
<b>SECTION</b> <b>Operational Procedures</b>	<b>DISTRIBUTION</b> <b>A</b>	<b>EFFECTIVE DATE</b> <b>06/01/17</b>	<b>REVIEW DATE</b> <b>05/01/21</b>
<b>REPLACES</b> <b>PG464.1 "Reporting under Mutual Aid Agreement", issued 10/01/04</b>			
<b>RELATED DIRECTIVES</b> <b>PG464.0</b>	<b>REFERENCES</b> <b>CALEA 1</b>	<b>AUTHORITY</b> <i>S.R. Johnson</i> <b>Chief Stanley R. Johnson</b>	

**I. PURPOSE**

This Directive establishes policy and procedural guidelines pertaining to arrests and incidents occurring off park property under the Mutual Aid Agreement.

**II. POLICY**

It is the policy of this division to cooperate fully with the Prince George's County Police Department under the Mutual Aid Agreement, therefore, the following procedures will be followed.

**III. PROCEDURE**

**A. Arrests/Incidents Off of Park Property**

1. Officers will use Maryland-National Capital Park Police reports.
2. Officers will obtain and use Prince George's County Police case numbers and Prince George's County Police identification numbers (obtained from Prince George's County Police Central Records). The Maryland-National Capital Park Police CCN will be referenced in the narrative of the report.
3. Officers will turn in the completed reports to the Maryland-National Capital Park Police Records Management Section.

## **REPORTING UNDER MUTUAL AID AGREEMENT**

### **PG464.1**

- a. Park Police Records will copy the original.
  - b. Park Police Records will forward the copy to Prince George's County Police Central Records.
  - c. Upon final disposition, the original will be forwarded to Prince George's County Police Central Records and a copy will remain here.
- B. Arrests/Incidents Off of Park Property While Working Part-time in a Law Enforcement Capacity
1. Officers will use Prince George's County Police reports.
  2. Officers will obtain and use Prince George's County Police case numbers and Prince George's County Police identification numbers.
  3. Officers will process individuals at the nearest Prince George's County police station.
  4. Officers will submit completed reports to the Prince George's County Police Central Records.
  5. Officers will request the assistance of the Prince George's County Police for transport to the nearest County police station.
- C. All traffic citations:
1. Traffic citations will be completed following Maryland-National Capital Park Police procedure.
  2. For all traffic citations written off park property, the officer is required to record the: OPP/Reporting District number.
  3. For all violations that occur within the Park or adjacent to the park, the officer is required to record the: park number and reporting district.
  4. Officers will turn in completed citations to the Maryland-National Capital Park Police Records Management Section.

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