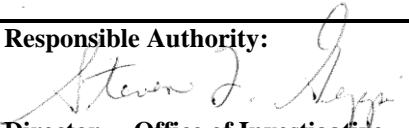


Secretary's Directive



Stephen T. Moyer
Secretary

Title: Office of Investigative Services	Secretary's Directive Number: DPSCS.010.0023
Related MD Statute/Regulations: Correctional Services Article, §2-103, Annotated Code of Maryland	Supersedes: N/A
Related ACA Standards: 2-CO-1A-12; 2-CO-1A-13	Responsible Authority:  Director —Office of Investigative Services
Related MCCS Standards or Reference: N/A	Effective Date: June 15, 2016 Number of Pages: 5

.01 Purpose.

- A. This directive establishes the Office of Investigative Services as a unit of the Department of Public Safety and Correctional Services (Department) and authority delegated to the Director to perform assigned duties.
- B. This directive establishes the organization and duties of the Office of Investigative Services.

.02 Scope.

This directive applies to all units of the Department.

.03 Policy.

- A. In order to protect the public, employees, and individuals under the authority of the Department, the Office of Investigative Services (OIS) is established as a unit of the Department within the Office of the Secretary.
- B. The Office of Investigative Services shall conduct assigned criminal justice duties in accordance with applicable federal and State statute and regulations established to protect an individual's rights afforded under the Constitution of the United States and Department policy and procedures.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.
 - (1) There are no definitions required for this directive.

Secretary's Directive Number DPSCS.010.0023

.05 Responsibilities/Procedure.

- A. The Director — Office of Investigative Services (OIS) reports directly to the Secretary.
- B. OIS consists of the:
 - (1) Office of the Inspector General (OIG);
 - (2) Warrant Apprehension Unit (WAU);
 - (3) Intelligence Division (ID);
 - (4) Special Operations Group (SOG);
 - (5) Internal Investigation Division (IID);
 - (6) Home Detention Enforcement Unit (HDEU);
 - (7) DPSCS Building Security (Towson); and
 - (8) Canine Unit (K-9).
- C. OIS is responsible for:
 - (1) Gathering, analyzing, disseminating, and storing intelligence information related to the safety and security of a Department facility, employee, and inmate or detainee;
 - (2) Conducting administrative and criminal investigations related to allegations of employee or inmate misconduct or violations of Ethics Law;
 - (3) Coordinating Department resources to effectively curtail the introduction and presence of contraband in Department correctional and detention facilities;
 - (4) Continuing operations designed to deter criminal activity and staff corruption;
 - (5) Where applicable, performing auditing activities under the authority of the OIG;
 - (6) Activities related to apprehending and returning escapees to Department custody;
 - (7) Oversight for and, when appropriate, coordinating SOG response to an incident with on-site tactical staff;
 - (8) Oversight of K-9 activities;
 - (9) Interact with other criminal justice agencies to facilitate activities intended to discover, and suppress criminal activity within and outside the Department;
 - (10) Monitoring and maintaining the Department's Home Detention program;

Secretary's Directive Number DPSCS.010.0023

- (11) The Intelligence Contraband Interdiction Team (ICIT) response; and
- (12) Other duties assigned by the Secretary.

D. Delegated Authority.

- (1) The Director, or a designee, OIS has the authority to:
 - (a) Approve or deny a request for the Intelligence Division to conduct a specific contraband interdiction operation;
 - (b) Conduct announced or unannounced contraband interdiction operations at a Department correctional or detention facility or other work location;
 - (c) During an OIS operation and based on the nature of the operation, take control of a Department correctional or detention facility or other work location or a portion of a Department correctional or detention facility or other work location that may be the target of the operation;
 - (d) Commandeer staff and physical resources assigned to a correctional or detention facility or other work location necessary to safely and effectively complete the operation;
 - (e) During an OIS operation, authorize a strip search of an employee based on probable cause to believe the employee is concealing contraband on the individual's body;
 - (f) Access all areas of a correctional and detention facility or other Department work location.
- (2) Only the Director may authorize OIS staff to carry a firearm at a correctional or detention facility and that authorization is limited to areas where there is no contact with an inmate.
- (3) During an OIS operation, the personal conduct of staff included in the operation not assigned to OIS is the responsibility of the Director.
- (4) An appointing authority intending to take administrative action against an employee for alleged misconduct that occurred while participating in an OIS operation shall consult with the Director, OIS and reach a mutual agreement with the Director as to the disposition of the alleged misconduct.
- (5) Consistent with State and Department personnel regulations, assign and reassign OIS personnel to OIS duties.

E. Operational Plan, Debriefing, and After Action Report.

- (1) Except for a spontaneous incident requiring an immediate response of resources under the Director, OIS, each operation conducted by OIS requires a written operation plan approved by the Director, or a designee.
- (2) At a minimum, an operation plan required under §.05E(1) of this directive shall provide for the following:

Secretary's Directive Number DPSCS.010.0023

- (a) Notification:
 - (i) In accordance with the Department's policy on Reporting Newsworthy Events; and
 - (ii) Based on the circumstances of the specific OIS operation, of the individual responsible for the location affected by the OIS operation;
 - (b) Personnel assignment during the operation, OIS and non-OIS staff;
 - (c) Physical resources;
 - (d) Transportation;
 - (e) Ordinance;
 - (f) Staging;
 - (g) Video equipment and operators assigned;
 - (h) If appropriate, movement and control of inmates and staff
 - (i) Handling of evidence;
 - (i) Arrests;
 - (j) Point of contact assigned to the location; and
 - (k) Emergency equipment or medical services.
- (3) Each OIS operation shall include a debriefing, including the most senior staff member responsible for the location subject to the OIS operation that at a minimum:
- (a) Summarizes key elements of the operation and the results;
 - (b) Assigns follow up responsibilities for individuals involved; and
 - (c) Designates the responsibility for completing and submitting a detailed after action report.
- (4) The OIS staff member designated to prepare and submit to the Director, or a designee, the after action report shall:
- (a) Ensure all follow up activities are performed;
 - (b) Required procedural reports are completed and submitted; and
 - (c) Include in the report details of the operation.

Secretary's Directive Number DPSCS.010.0023

.06 Attachment(s)/Link(s).

There is no link or attachment to this directive.

.07 History.

This directive supersedes provisions of any other prior existing Department or unit communication with which it may be in conflict.

.08 Operations Distribution.

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S — Facility Managing Officials, Security Officers, Facility Intelligence Officers, Field Investigators