

Laurel Police Department – General Order  
Chapter IV, Section 100, Order 106 – Handling Hate Incidents  
March 27, 2011

**4 / 106 POLICY**

It is the policy of this Department to respond to and investigate every reported Hate Incident within the City of Laurel.

**4 / 106.10 PURPOSE**

To set guidelines for the handing of investigations and reporting of Hate Incidents.

**4 / 106.15 DEFINITIONS**

Hate Incident    A criminal or non-criminal act motivated by race, religion, ethnic background or sexual orientation.

RRE Report       Maryland Supplemental Hate Bias incident Report, Maryland State Police Form Number 30-22

**4 / 106.20 PROCEDURES**

A. PATROL OFFICER RESPONSIBILITIES

1. Upon verifying a hate incident, the Patrol Officer shall:
  - a. Request a squad supervisor to respond;
  - b. Conduct a preliminary investigation of the incident;
  - c. Complete an incident report if the incident involved a criminal act; and/or
  - d. Complete an incident report if the incident was noncriminal.

B. SHIFT SUPERVISOR RESPONSIBILITIES

1. Upon being notified that a hate incident has occurred the Shift Supervisor shall:
  - a. Respond to the scene and provide supervisory guidance;
  - b. Notify a member of the Special Operations Division;
  - c. Notify the Patrol Commander if on duty;
    - 1) In the absence or unavailability of the Patrol Commander, handle his/her responsibilities.
  - d. Complete the RRE Report and submit with the officer's offense or incident report to Central Records; and
  - e. Complete a Commander's Report.

C. PATROL COMMANDER'S RESPONSIBILITIES

1. Upon being notified of a hate incident, the Patrol Commander shall:
  - a. Respond to the scene and make personal contact with the victim;
  - b. Determine if a need for the Public Information Officer exists, request the Public Information Officer respond to the scene of the incident; and
  - c. Ensure that an area check is initialed for duration of sixty (60) days.

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- 1) Submit a status report every thirty (30) days to the Chief of Police.

**D. SPECIAL OPERATIONS DIVISION RESPONSIBILITIES**

1. Upon receiving notification of a hate incident, a member of SOD shall:
  - a. Respond to the scene and assume primary responsibility of the investigation;
    - 1) Excluding cross burnings
  - b. Coordinate press releases with the Public Information Officer; and
  - c. Submit an investigative report of the incident to the Chief of Police no later than 30 days after the occurrence of the incident,

**E. PUBLIC INFORMATION OFFICER RESPONSIBILITIES**

1. Upon being notified of a hate incident, the Public Information Officer shall:
  - a. Respond to the scene if requested by the Patrol Commander or squad supervisor;
  - b. Coordinate development of the press release with the Special Operations Division; and
  - c. Notify the Chief of Police of any significant interest of an incident by media personnel.

**F. CENTRAL RECORDS DEPARTMENT RESPONSIBILITIES**

1. The Central Records Department shall ensure:
  - a. That they receive the RRE Report with the original offense or incident report; and
  - b. That all information on RRE Report is forwarded to Maryland State Police, Central Records Division, Incident Reporting Section Program, by the 7th day after the end of each month.

**G. EXCEPTIONS**

1. Incidents which involve hate related verbal threats or similar incidents in which the location of the occurrence is not frequented by the person issuing the threat or
2. By the person the threat was directed toward do not require the response of supervisors, command staff, or that an area check is implemented.

**4 / 106.25 LEGISLATION AND REFERENCES**

Maryland Code, Public Safety, Title 2, Department of state Police, Subtitle 3, Powers and Duties of the Department, Section 2-307

Maryland Code, Criminal Law, Title 10. Crimes Against Public Health, Conduct and Sensibilities, Subtitle 3. Hate Crimes

Maryland State Police, Incident Reporting Section-UCR Program

**4 / 106.30 ANNEX**

None

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