

NOV 29 1994

ACQUISITIONS

UPDATES * * * UPDATES * * * UPDATES * * * UPDATES * * *

This revision of the Maryland Business Guide for Law Enforcement Investigators contains:

NEW INFORMATION

Page 4 & Section 1.7 Penalty for Failure to File
(Retail Sales Tax - Withholding Tax)

Section 4.13 Safe Deposit Boxes

Section 6.2 Drug Enforcement Coordinating System
(DECS)

UPDATED INFORMATION

Section 1.10 Department of Licensing and Regulation

Section 1.14 Health Regulatory Boards

Section 1.22 Department of Human Resources
(Welfare)

Section 1.25 Department of the Environment
(Reorganized)

Section 2.3 Food and Drug Administration (FDA)
(Office of Criminal Investigations)

Section 2.9 PCB Compliance Section
(Reorganized)

Section 3.3 Certificate of Incorporation (County Copy)
(deleted)

Section 3.14 County Telephone Numbers
to 3.37 (Add Law Enforcement Telephone Numbers)

Section 4.13 Baltimore Sun (deleted)

Section 5.25 Criminal Justice Libraries

Section 6.5 Law Enforcement Assistance Unit
(LEAU)

(Throughout) Updated Telephone Numbers

MARYLAND BUSINESS GUIDE
FOR
LAW ENFORCEMENT INVESTIGATORS

This GUIDE contains primarily public record information that can be used in criminal investigations of Maryland businesses. Emphasis is placed on resources that will help in the investigation of small, unknown businesses that may be trying to escape detection.

The GUIDE includes suggestions about where you will find specific investigative information. If you contact a resource and they don't have the information you are looking for, ASK THEM where you can get it. They will likely know of other resources in their field.

The Maryland State Police, Criminal Intelligence Division Library (410-290-0780 X139) maintains a forms file of government forms for the agencies included in this Guide. Copies are available to law enforcement agencies.

Government agencies usually do not charge law enforcement officers for copies of documents.

No resource guide can be totally comprehensive. Your ideas for additions or updates are welcome.

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	1.9
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<u> </u> Have employees complained about unpaid	
overtime or not getting minimum wage?	2.10
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<u> </u> Is a license needed for the service or	1.10
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of Maryland money?	1.15
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	3.4

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_____	Does the business have a business license displayed prominently?	3.3
_____	Are there rats, bugs, trash or odors on the premises?	3.4
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THE FIRST STEP

The CENTRAL REGISTRATION SECTION in Baltimore (Section 1.1) is the *****HUB***** of the State of Maryland business files. This Section is comparable to the "Central Files" of a business.

Whether the business you are investigating is incorporated or not incorporated, you can go to the Central Registration Section and ask for the Combined Registration Application. The Combined Registration Application is used by 97% of businesses currently operating in Maryland. They use this form to apply for a Sales and Use Tax license. They can also use it to open Income Tax Withholding Accounts and Unemployment Insurance Accounts for their employees. Unless the business has no employees and is not collecting sales tax, they should have a Combined Registration Application on file in the Central Registration Section or they are in violation of Maryland law!

PENALTY FOR FAILURE TO FILE

Question: What is the CIVIL penalty for willfully failing to collect and forward retail sales tax?

The fraud penalty for retail sales tax is a 100% penalty. For example, if the business owes \$5,000 in back taxes they will be held liable for a penalty payment of \$10,000. It is possible to seize the property to satisfy this penalty. (See Section 13-701 to 13-714 of the Tax-General Article of the Annotated Code of Maryland)

Question: What is the CRIMINAL penalty for willfully failing to collect and forward retail sales tax?

Willfully failing to pay retail sales tax is a misdemeanor carrying a penalty fine of up to \$5,000 and imprisonment of up to 5 years or both. (See Section 13-1001 to 13-1024 of the Tax-General Article of the Annotated Code of Maryland)

Names of businesses that are in violation of these laws should be referred to:

Christopher J. Romano
Chief - Criminal Investigations Division
Office of the Attorney General
200 St. Paul Place
Baltimore, MD 21202

and

Deborah Bacharach
Department Counsel
Comptroller of the Treasury
Sales and Use Tax Division
301 W. Preston Street - Room 401
Baltimore, MD 21201

* * * * *

STATE OF MARYLAND

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1.1 CENTRAL REGISTRATION SECTION

301 West Preston Street - Room 403
Baltimore, MD 21201
(410) 225-1301 (ASK FOR) Assistant Manager
Taxpayer Service
hours: 0800-1700

QUICK LOOK: Retail Sales Tax / Withholding Tax
Unemployment Insurance

Ask for: Combined Registration Application (CRA)

*****THE HUB***** of State of Maryland business files

The same application is used for: Sales & Use Tax License, Sales & Use Tax Exemption Certificate for non-profit organizations, Alcohol Tax License, Tobacco Tax License, Admissions & Amusement Tax, Unemployment Insurance, Motor Fuel Tax, and Income Tax Withholding.

Most (97%) businesses operating in Maryland must file a Combined Registration Application (exceptions: if they have no employees or are not paying retail sales tax - for example a home business or a self-employed consultant). If a business is collecting sales tax or has employees and has not completed a Combined Registration Application, it is in violation of Maryland law !!!

The Central Registration Section is located in the Comptroller's Office. The Comptroller's Office handles payment of many different types of taxes (income, motor vehicle, alcohol, retail sales, etc.) ASK the Assistant Manager about taxes for the business you are interested in and they will refer you to the correct office for tax records on your target business.

The CRA is available to law enforcement personnel only. All requests will be handled by the Assistant Manager. The target business is not informed when a law enforcement agency makes an inquiry on their record. There is no charge to view the CRA, but a subpoena is needed to get a certified copy.

See THE FIRST STEP (previous page) for civil and criminal penalties for failure to complete a Combined Registration Application.

CONTAINS: Federal Employer ID number or SSN, legal name of business, trade name, address, telephone, mailing address, description of the business, date first sales made in MD, number of employees, previous owner's name and address, owner's name and home address

1.2 CORPORATE CHARTER DIVISION

Maryland Department of Assessments and Taxation
301 W. Preston Street - Room 809
Baltimore, MD 21201

(410) 225-1330 (ASK FOR) Administrator (225-1353),
(or one of the 4 charter attorneys)
They have a lot of experience
reading these corporate charters
and can put the information
into perspective for you!!

hours: 0800-1700
certify by 1600

QUICK LOOK: Incorporation Papers

Ask for: Articles of Incorporation
Affirmation Papers (for limited partnership)

This office also has on file:

Certificate of limited partnership
Amendments

Mergers

Registered office or agent changes

Disillusion/revival papers

Trade name/DBA (Doing Business As) - Sole Proprietor business

Information available by telephone: Resident Agent name/
address, principle office address, date of incorporation,
whether status is active

Certified copies:

(1) You can visit this office with your request on letterhead
paper. You may want to develop a simple form letter so that
officers can easily just enter the name of the business.

(2) You can request certified copies by mail. Use letterhead
paper and address the letter to the attention of Ms. Nancy
Grueninger. Your request will be kept confidential and you
will receive a certified copy within one week at no charge.

These files cannot be purged by law.

CONTAINS: Name of business, address of registered office,
resident agent's name, date of incorporation, purpose of the
corporation, number of shares, initial board of directors,
incorporator's name and address

1.3 ASSESSMENTS OFFICE

Maryland Department of Assessments and Taxation
301 W. Preston Street - Room 802A
Baltimore, MD 21201
(410) 225-1180

hours: 0800-1700

QUICK LOOK: Annual Report

Ask for: Annual Report (Personal Property Return-Form 1)

Incorporated businesses are required to file an Annual Report with the State. Businesses that are not incorporated must file an Annual Report with the County.

CONTAINS: List of current officers and directors;
addresses of officers (sometimes)

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1.4 PAYROLL TAXES - GENERAL INFORMATION

If a business has employees, the owner has responsibility for:

unemployment insurance - Maryland Division of Employment
and Training (1.5)

workers' compensation - Maryland Worker's Compensation
Commission (1.6)

withholding tax - Maryland Income Tax Division-
Withholding Department (1.7)

Federal withholding taxes,
unemployment insurance,
social security - Internal Revenue Service
Disclosure Office (1.8)

NOTE: Unemployment and withholding taxes are paid to both federal and state governments. Failure to pay any of these taxes is a violation of Maryland law. (see THE FIRST STEP)

1.5 DIVISION OF EMPLOYMENT AND TRAINING

Department of Economic & Employment Development

1100 N. Eutaw Street - Room 407

Baltimore, MD 21201

(410) 333-5317 CALL FIRST (ASK FOR) Director - Contributions

hours: 0800-1700

QUICK LOOK: Unemployment Insurance (Payroll)

Ask for: Wage File
Unemployment Insurance File
(provide SSN or business name)

There is a wage file on everybody who works in Maryland. Unemployment taxes are withheld from each employee's paycheck. The employee's contribution is recorded in the Wage File. The business also pays unemployment taxes for each employee. The business' contribution is recorded in the Unemployment Insurance File.

The Field Audits & Investigations section operates on tips and tries to discover businesses who may not be paying their unemployment taxes. You may call (410) 333-5270 and check to see if your target business is being investigated.

CONTAINS:

Wage File (employee): name, SSN, who they worked for t h e past several years, how much money they earned

If the employee has filed a claim, additional information will be on file: address, telephone, when and where the claim as filed, how much they were paid weekly, DOB, sex, ethnic identification, citizenship, migrant permit n u m b e r , dependents, union membership, child/spousal support payments and the name/address of where to send these payments

Business Unemployment Taxes File (employer): business address, alternate address (home, accountant, etc.), telephone, date business started, type of business, active or inactive (closed), Federal Employer ID number

Copy Fee: No charge (with letter)

1.6 WORKERS' COMPENSATION COMMISSION

6 N. Liberty Street
Baltimore, MD 21201
(410) 333-4700

hours: (0830-1630)

QUICK LOOK: On-the Job Injury (Workers' Compensation)

Ask for: Claim File

This office keeps files of employees who make a workers' compensation claim because they have been injured on the job. Claim files are filed by the employee's Social Security number.

CONTAINS: employee's name, address, telephone, DOB, single/married, date of injury, description of injury, business name and address, insurance carrier, doctor/hospital names

Copy fee: 25 cents per page

1.7 INCOME TAX DIVISION - WITHHOLDING SECTION
Comptroller of the Treasury
110 Carroll Street
Annapolis, MD 21411
(410) 974-3022 (ASK FOR) Custodian of the Records

hours: 0800-1700

QUICK LOOK: Withholding Taxes (State)

Ask for: Withholding Account

Records payments from businesses for withholding tax.

CONTAINS: business name, address, telephone, Federal Employer ID number, owner's social security number (sometimes), status of the account

PENALTIES FOR FAILURE TO PAY TAX

a) Who is liable for failure to pay withholding taxes?

If the business is a corporation, liability extends to any officer who had fiscal responsibility to collect the withholding taxes. If the business is a sole proprietorship or partnership, the individuals are liable. (See Section 10-906 of the Tax-General Article of the Annotated Code of Maryland)

b) What is the CIVIL penalty? (failure to file monthly or quarterly Form 506 for withholding taxes for employees)

Up to 25% penalty on the tax they should have remitted (See Section 13-701 of the Tax-General Article of the Annotated Code of Maryland) and 13% interest charged on any remaining delinquent tax (See Section 13-601 of the Tax-General Article of the Annotated Code of Maryland)

c) What is the CRIMINAL penalty? (failure to file monthly or quarterly Form 506 for withholding taxes for employees)

Failure to pay withholding taxes is a misdemeanor carrying a fine of up to \$5,000 and imprisonment of up to 5 years, or both. (See Section 13-1007 of the Tax-General Article of the Annotated Code of Maryland)

Copy Fee: A court order is needed to release information on the Withholding Account

1.8 INTERNAL REVENUE SERVICE - DISCLOSURE OFFICE
31 Hopkins Plaza - Room 519B
Baltimore, MD 21201
(410) 962-3168

QUICK LOOK: Delinquent Federal Withholding Taxes

Ask for: Taxpayer information by submitting a Freedom of Information request on letterhead

Usually this office needs the written consent of the taxpayer to release any information. On rare occasions they can provide direction (not facts) about a tax return.

If you suspect the business didn't pay Federal Withholding Taxes for their employees, go to the Records Department - County Clerk's Office and ask to see the Tax Liens (Federal/State).

New businesses must get a Federal Employer ID Number (issued from Philadelphia) and begin withholding taxes from their employees paychecks. If they fail to pay their withholding taxes, IRS puts a lien on the business through the County Clerk's Office. This lien information is public record. There is no central repository for liens from all the counties.

CONTAINS: name of business, trade name, address, file date, Federal Employer ID number, amount of lien

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1.9 INJURED WORKERS' INSURANCE FUND
8722 Loch Raven Blvd.
Baltimore, MD 21286-2235
(410) 494-2000 Assistant Superintendent
hours: 0800-1700

QUICK LOOK: Workers' Compensation Insurance

Ask for: Application Form

Maryland law (Article 101) requires businesses to carry Workers' Compensation Insurance to cover workers who are injured on the job. (See Section 1.6)

Insurance may be: (1) Private carrier
(2) Self insured
(3) Injured Workers' Insurance Fund

The Injured Workers' Insurance Fund is a State of Maryland agency. They offer workers' compensation insurance to both businesses and individuals. Monthly or quarterly premiums are collected. When a business or individual fails to pay the premium, the account is referred to the Central Collection Unit (See entry 1.15).

CONTAINS: business name, address, type business, trade names, total payroll amount by job class, owner's name-address-SSN, telephone, bank name, Federal Employer ID number signature of applicant

Copy Fee: Free Certified Copy

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1.10 DEPARTMENT OF LICENSING AND REGULATION
501 St. Paul Place
Baltimore, Maryland 21202
(410) 333-6322

QUICK LOCK: Occupation Licenses

Ask for: License Application

The Department of Licensing and Regulation licenses a number of different occupations and professions. However, this office is not the only government agency that licenses various occupations and professions. Almost any specialized job skill requires a license. Try to guess which agency might license your target profession. For example, dieticians are licensed by the Department of Health & Mental Hygiene, fur dealers are licensed by the Department of Natural Resources, and driver training instructors are licensed by the Department of Transportation.

The State Board of Barber/Cosmetologist (Section 1.11) is an example of the occupation licenses offered by the state of Maryland. The license application contains valuable information you can use in your investigation such as DOB, current employer, SSN, home address and references.

This is a partial list of occupations that are required to have a license in Maryland:

	(410)
Architects	333-6322
Athletic Commission (boxing, wrestling)	333-6313
Bail Bondsmen	333-4057
Banks - State Charter	333-6808
Bee Keepers	841-5920
Breweries	974-3323
Charitable Organizations	974-5534
	800-825-4510
Consumer Credit Commission (credit union, mortgage/loan)	333-6330
CPA Certification	333-6322
Debt Collection Agencies	333-6330
Driving Schools & Instructors	768-7261
Electrical Statewide Licensing (Electricians)	333-6322
Embalmers	764-4792
Employment agencies licensing	333-4211
Engineers Board	333-6322
Foresters Board	333-6322
Frozen Confections	764-3777
Gem Dealers	333-6322
Hearing Aid Dealers	764-4725
Home Improvement Contractors	333-6230
Insurance Division (agents, companies)	333-6300
Landscape Architects	333-6322
Midwife	764-4740
Nurseries & Plant Dealers	841-5920
Nursing Board	764-4740
Occupational Safety & Health (railroad, elevator, amusement rides, boiler/pressure vessel)	333-4155
Outdoor Advertising	333-1640
Parachute Riggers	787-0040
Pawnbrokers	333-6322
Pilot's Board (Bay Pilots)	333-6322
Plumbers-Journeyman & Master	333-6322
Racing Commission	333-6267
Radio Telephone (aviation/marine equipment repair)	962-2728
Real Estate Commission	333-6230
Referees (boxing & wrestling)	333-6313
Surveyors (Land)	333-6322
Swimming Pool Contractors	333-6309
Tobacco Leaf Sales	841-5770
Used Car Dealerships	768-7570
Well Drillers	631-3168
Whitewater Rafting Guide	301-387-4111
Wine Dealers	974-3323

1.11 STATE BOARD OF BARBER/COSMETOLOGIST

501 St. Paul Place - Room 202

Baltimore, Maryland 21202

(410) 333-3056 CALL FIRST (ASK FOR) Assistant Director
hours: 0800-1645

QUICK LOOK: Barber/Cosmetologist/Owner's License Application
Salon/Shop Inspection

Ask for: Name Search for Barber/Beautician/Shop Licenses
Inspection Report

A barber or beauty shop needs an owner's license (issued from the State Board of Barber/Cosmetologist) and a business license (issued by the County Clerk's office). When an application for an owner's license is completed, the State Board sends out an inspector to make sure the business is in compliance with sanitation laws (inspection of new salon/shop). Salons and shops are inspected regularly (timetable varies) after opening for cleanliness and safety.

CONTAINS:

(Barber/Beautician) name, address, SSN, DOB, place of birth, convictions, licenses in other states

(Barber/Beauty Shop Owner) name, SSN, shop name, address, telephone, directors or officers if a corporation, partner names if a partnership, signature of master barber supervisor-home address-home telephone-SSN-DOB, workers' compensation policy number, barber former shop owner's name, convictions, signature of applicant, former beauty salon owner's name, date of purchase, signature of applicant

Copy Fee: Free certified copy

1.12 ELEVATOR SAFETY - INSPECTIONS

Department of Licensing & Regulation
501 St. Paul Place
Baltimore, MD
(410) 333-4157 (ASK FOR) Supervisor/Technical Supervisor
hours: 0800-1700

QUICK LOOK: Elevators

Ask for: Registration Form
Safety Inspection Form
Certificate (posted in building)

The Registration Form is completed when an elevator is installed. The State of Maryland requires a Safety Inspection Form to be completed annually. The Certificate is posted in the elevator.

CONTAINS:

(Registration Form) owner's or representative's name-title-address=telephone-mailing address, site name and address, number of elevators, manufacturer of elevator-company responsible for service, name of installer, date installed, elevator drawings, signature of owner/representative, date

(Safety Inspection Form) site name, address, and telephone number, date of test, installer/manufacturer, technical info about elevators, signature of state inspector, date

(Certificates) site name and address, type of unit, capacity speed, anniversary date

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1.13 RACING COMMISSION

Department of Licensing & Regulation
501 St. Paul Place
Baltimore, MD 21202
(410) 333-6267 (ASK FOR) Deputy Director
hours: 0800-1700

QUICK LOOK: Horse Racing

Ask for: Licensing Records

Everyone connected with horse racing needs to be licensed (owners, jockeys, walkers, groomers, trainers, maintenance workers).

CONTAINS: name, last known address, DOB, SSN, fingerprints, photo

1.14 HEALTH REGULATORY BOARDS

4201 Patterson Avenue

Baltimore, MD

(410) 764-4700 or 225-5832

hours: 0830-1630

QUICK LOOK: Health Professionals Licensing Boards

Ask for: License Application

Health professionals are licensed by their individual licensing boards. The license application is generally available for law enforcement purposes. Some of the boards limit the licensing information they will release. Complaint files are not available unless the board decides to make the information public.

CONTAINS: (physicians) name, address, DOB, sex, race, telephone, citizenship, medical school, additional medical training, notarized signature, personal questions: where do you intend to practice? do you hold a current or expired license from another state? ever been denied a license? any complaints against you? malpractice suits? are you addicted to any drugs? ever committed a crime? ever discharged by a hospital? dishonorable discharge from military?

Medical Professions Verification

(410) 764-4705

Licensing Boards

Arthritis Board	(410) 225-6486	
Audiologists	(410) 764-4725	
Chiropractic Examiners	(410) 764-4727	
Dental Examiners	(410) 764-4730	(DENTISTS)
Dietetic Practice	(410) 764-4733	
Electrologists Board	(410) 764-4727	
Hospitals	(410) 764-4980	
Physician Quality Assurance	(410) 764-4777	(DOCTORS)
Morticians	(410) 764-4792	
Nursing	(410) 764-4747	
Nursing Homes	(410) 764-2770	
Nursing Home Administrators	(410) 764-4750	
Occupational Therapy	(410) 764-4727	
Optometry	(410) 764-4725	
Pharmacy	(410) 764-4755	
Physical Therapy	(410) 764-4752	
Podiatry Examiners	(410) 764-4785	
Professional Counselors	(410) 764-4732	
Psychologists	(410) 764-4787	
Social Work Examiners	(410) 764-4788	
Veterinarians	(410) 841-5862	

1.15 CENTRAL COLLECTION UNIT

Department of Budget & Fiscal Planning
300 West Preston Street - Room 503
Baltimore, Maryland 21201
(410) 225-1220 (ASK FOR) Director

hours: 0800-1700

QUICK LOOK: Delinquent State Bills

Ask for: Debt Referral Form

200 different state agencies report delinquent bills owed to the State of Maryland to this office. The bills are owed by both businesses and individuals. Examples include tuition assistance debts, library/parking fines, and welfare overpayments. If the bill remains unpaid, the account may be referred to the tax division where it is deducted from any refund owed or wages may be garnisheed.

CONTAINS: business/individual's name, address, telephone
DOB, SSN, amount of the debt, agency where the debt is owed

* * * * *

1.16 INTERNATIONAL DIVISION

Department of Economic & Employment Development
401 E. Pratt Street - 7th Floor
Baltimore, MD 21202
(410) 333-4297

hours: 0900-1700

QUICK LOOK: International Business

Ask for: Database Check (by company name)

Advises businesses who want to export goods.

CONTAINS: Company name, address, telephone, contact
name/title, sales, number employees, product description,
export country

1.17 CONSUMER PROTECTION DIVISION
Office of the Attorney General
200 St. Paul Place - 16th Floor
Baltimore, MD 20202
(410) 576-6550 - Law Enforcement Only (ASK FOR) Supervisor
hours: 0900-1500

QUICK LOOK: Consumer Complaints

Ask for: Complaint Record

This office handles any consumer complaint involving goods, services, or realty (examples: vehicle dealers and salesmen, landlord/tenant, new homes, retail sales, mobile homes, health spas, auto leasing, debt collection). They have a computerized database and receive 100,000 telephone calls and 15,000 written complaints a year.

CONTAINS: business name, address, telephone, description of the complaint, whether other complaints were made, findings

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1.18 DISTRICT COURT OF MARYLAND (State Court)
Maryland is divided into 12 districts - each district has at least one District Court. Some districts have as many as 5 or 6 District Court locations.

QUICK LOOK: District Court

Ask For: Index Check (may be done by telephone)

District courts maintain an indexing system for both criminal and civil cases. You provide the individual or business name, look up the case number, and pull the case file. This court handles small claims, minor civil and criminal, and traffic cases.

CONTAINS:

(Civil) - original complaint, docket with court actions

(Criminal) - Statement of charges, name, address, race, DOB, description, docket of court actions, probation papers, attorney, commitment if jail time

1.19 CIRCUIT COURT OF MARYLAND

One in each county and one in Baltimore City.
CALL FIRST

QUICK LOOK: Circuit Court

Ask For: Index Check (may be done by telephone)

The Circuit Court indexes all types of civil and criminal cases.

CONTAINS: name, address, warrant/summons, initial appearance, correspondence, bail bond papers, DOB, home/work telephone, height/weight, signature, docket of court actions, owner (of business)

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1.20 APPELLATE COURTS

Courts of Appeal Building
361 Rowe Boulevard
Annapolis, MD 21401

(410) 974-3341 - Court of Appeals (CALL FIRST)

(410) 974-3646 - Special Court of Appeals (CALL FIRST)

hours: 0800-1700

QUICK LOOK: Court Appeals

Ask for: Case File

These courts maintain files on appeals.

CONTAINS: petitions for appeal

1.21 CONSUMER PRODUCT SAFETY COMMISSION

Office of Compliance & Enforcement

5401 Westbard Avenue

Bethesda, MD 20816

(301) 504-0608 (ASK FOR) Director,
Division of Corrective Actions

hours: 0830-1730

QUICK LOOK: Unsafe Products

Ask for: Investigatory File

This agency investigates complaints about unsafe products.

CONTAINS: business/owner's name, address, telephone, where
incorporated, type business

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1.22 DEPARTMENT OF HUMAN RESOURCES

311 W. Saratoga Street

Baltimore, MD 21201

(410) 333-0996 (ASK FOR) Administrative Officer

hours: 0830-1700

QUICK LOOK: Welfare Records

Ask for: Case Record (supply name/address + SSN or DOB if
available)

This department will share some information from their case
records with a law enforcement investigator, as long as it
directly relates to an ongoing investigation. They can
verify:

- A) whether an individual is receiving financial
assistance at a specific address
- B) names of children / DOB of children
- C) rent form (residence verification)
- D) school records
- E) photo of the welfare grant payee (gradually phasing
out photos in favor of 4-digit PIN numbers)

1.23 OCCUPATIONAL SAFETY & HEALTH

501 St. Paul Place
Baltimore, MD 21202
(410) 333-4100 X4194 (ASK FOR) Public Information Officer
hours: 0800-1700

QUICK LOOK: On-The-Job Safety

Ask for: Case File NOTE: All requests must be in
writing (FAX, mail, or
take a letter with you)

This agency enforces job safety and health standards. They conduct safety inspections in response to complaints, referrals from law enforcement, and accidents. They also do routine inspections. They inspect all building excavations, amputations, falls and cave-ins and investigate any on-the-job fatalities. Examples of standards which employers must adhere to are:

- (1) Maryland's Right To Know Law requires employers to notify their employees of on-the-job chemical hazards
- (2) electrical standards for use of hand tools
- (3) fall protection/ladder standards

Citations are given for violations. Serious violations carry a \$7000 penalty.

CONTAINS: company name, address, telephone number, number of employees, name/address of employee who was exposed, injured, or killed, employee interview, name of person who accompanied inspector, witness statements, photos of the business site and the affected employees

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1.24 POLLUTION - GENERAL INFORMATION

Businesses who pollute the environment may be the subject of an official complaint. When a complaint is filed with the DEPARTMENT OF THE ENVIRONMENT, an inspection is conducted and a report about the business is generated. These reports contain details about the business that you may find helpful in your investigation.

Violators may be charged in a civil or criminal action. Civil cases are handled by the Department of the Environment. The maximum administrative civil penalty is \$2500 per day with a maximum of \$50,000. Inquiries about criminal cases can be directed to the Attorney General's Office, Environmental Crimes Unit (staffed by Maryland State Police) (410) 631-3025.

1.25 DEPARTMENT OF THE ENVIRONMENT
2500 Broening Highway
Baltimore, MD 21225
(410) 631-3000

hours: 0800-1700

QUICK LOOK: Industrial Pollution

Requests for complaint or permit application files can be directed to:

OFFICE OF THE SECRETARY
COMMUNITY ASSISTANCE OFFICE
(410) 631-3172 (Ask for: Freedom of
Information Act Coordinator)

****A**AIR & RADIATION MANAGEMENT ADMINISTRATION**
(410) 631-3200 (ASK FOR) Program Administrator -
Community Services Program

QUICK LOOK: Air Pollution

Ask for: Complaint File
Inspector's Report

This department investigates complaints about air pollution (example: odors/smoke/asbestos). The investigator conducts an on-site inspection of the pollution source with the plant manager and files a report. A determination is then made whether enforcement action is needed.

CONTAINS: complainant's name/address/telephone, nature of the complaint (what they are complaining about), company name/location of suspected violator, date/time of violation, investigator's name, inspection results (what was found), enforcement action taken

****B**WASTE MANAGEMENT ADMINISTRATION**
EMERGENCY RESPONSE DIVISION
(410) 333-2950 (ASK FOR) Administrator
(410) 974-3551 (24 hour)

QUICK LOOK: Industrial Waste Pollution

Ask for: Incident Report (the complaint)
Report of Observations (the investigation)

This office issues permits and accepts complaints about industrial discharges. This includes complaints about hazardous waste (drums), solid waste (construction debris), oil spills, and medical waste.

CONTAINS: name of source site, address and company official names (if available), complainant's name/address/telephone, date and type of complaint, referral of case to another department or agency

****C**WATER MANAGEMENT ADMINISTRATION**

INDUSTRIAL PERMITS DIVISION
(410) 631-3323 (ASK FOR) Chief

QUICK LOOK: Water Pollution

Ask for: Application Form 1 - General Information
(to obtain a discharge permit)

This office sets acceptable levels of industrial water discharge.

CONTAINS: facility name, mailing address, location, contact name & title, EPA number, nature of business, topographic map of the area, signature

INDUSTRIAL DISCHARGE ENFORCEMENT DIVISION
(410) 631-3409

QUICK LOOK: Water/Sediment Pollution

Ask for: Complaint File (industrial/agricultural)

This office handles complaints about water pollution such as spills, stream dumping, discharge of untreated water by industries or agriculture. Routine inspections are done every 1-3 months. They also handle complaints about sediment (dirt & mud) on the road, construction site dirt run off onto adjoining private property, and mud slides.

CONTAINS: name of source site, address, complainant's name/address/telephone, type of complaint

1.26 DIVISION OF FOOD CONTROL

Maryland Department of Health
4201 Patterson Avenue - 5th Floor
Baltimore, MD 21215

(410) 764-3535 (ASK FOR) Sanitarian **NOTE: will refer you
to right office if
you are unsure where
to call about
contaminated food

hours: 0800-1700

QUICK LOOK: Contaminated Food

Ask For: Inspection Form

This office handles complaints about contaminated food in processing plants such as seafood plants and produce markets (meat, cheese and milk are excluded). They make regular inspections at least twice a year.

CONTAINS: business name, address, telephone, owner/operator, date of inspection, list of violations

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1.27 TRANSPORTATION DIVISION

Maryland Public Service Commission
231 E. Baltimore Street
Baltimore, MD 21202

(410) 333-6065 (ASK FOR) Supervisor
hours: 0700-1600

QUICK LOOK: Taxicabs

Ask for: Driver's Manifest

This office will direct you to the correct taxicab company where the Driver Manifests are kept on file for one year. You need to provide the taxicab number. This office will request a Driver Manifest from a taxicab company if the officer request this service. They also keep manifests on file which relate to selling a taxicab. If an officer cites a driver for improperly filling out a manifest, the driver must file his manifests with this office for one month.

CONTAINS: pick up time/location, drop off time/location, driver's name, driver's badge number, number of passengers

1.28 STATE FIRE MARSHALL

106 Old Court Road - Suite 300

Pikesville, MD 21208

(410) 764-4324 (ASK FOR) Chief, Administrative Bureau

hours: 0800-1700

QUICK LOOK: Fires - Safety Inspections - Explosives

This office documents data about fires (causes/damage). They conduct fire safety inspections for buildings, (routine and complaints), perform inspections for new construction, and license the use of explosives, fireworks, and blasting.

****A****When a fire emergency occurs, a report is filed with this office.

Ask for: Fire Investigation Report

CONTAINS: victim's name, DOB, address, owner of property, telephone, who was in the residence/employees present at a business, insurance carrier, policy number, effective date, description of the building, damage, cause of the fire

****B****Safety inspections are done in response to complaints. When time permits, routine inspections are performed, but they don't have time to inspect every building annually.

Ask for: Safety Inspection Report

CONTAINS: building/business name, address, type of construction, location of sprinkler systems, business/owner's name and address, location of underground fuel tanks

****C****New construction requires a fire safety inspection. Some counties do their own and some counties have delegated this responsibility to the State Fire Marshall. The fire safety inspections are needed before a building owner can be issued a Use and Occupancy Permit.

Ask for: Use & Occupancy Permit

CONTAINS: owner's name, address, telephone number, type of business, fire code violations that need fixing

****D****It is permissible to have up to 5 pounds of black or smokeless powder on the premises. The manufacture or storage of larger amounts require a license.

Ask for: Application for License To Deal In Explosives
(Manufacturer, User, Wholesales, Retailer)

CONTAINS: corporate officers, business name, address, telephone number, officers, officer's addresses, DOB, SSN name of blasters employed by the business, description of explosives, locations where explosives stored

****E****This office licenses Blasters. The blasting business submits the names of individuals they want to have licensed.

Ask for: Blaster Application

CONTAINS: name, home/business address, DOB, SSN, sex, race

****F****A public display of fireworks and the fireworks shooter both need a permit. Individuals applying for a Shooter Permit have to take an exam given by the State Fire Marshall.

Ask for: Firework Display/Firework Shooter Permit

CONTAINS: name, address, DOB, permit number

Copy Fee: No charge

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1.29 NOTARY DIVISION

Maryland Secretary of State
16 Frances Street
Annapolis, MD 21401
(410) 974-5520 (ASK FOR) Notary Director
hours: 0830-1700

QUICK LOOK: Notary Commissions - Notary Customers

Ask for: Notary Commission Application
Register Log - kept by the Notary
(you supply approx. date)

Information about currently commissioned Notaries can be found on the application. Information about the Notary's customers is available by taking a written request on letterhead to the Notary.

CONTAINS: (application) date, name, ID shown (driver license, etc.)

Miscellaneous: information about a presently commissioned Notary is on file at Secretary of State, Notary Division. Information about expired commissions is kept at Hall of Records (call the Notary Director for further information).

1.30 DEPARTMENT OF NATURAL RESOURCES (DNR)
580 Taylor Avenue
Annapolis, MD 21404
(410) 974-3170 (ASK FOR) Natural Resources Police
800-628-9944 (24 hours)
hours: 0800-1630

QUICK LOOK: Hunting/Fishing/Mining/Construction/Boating

This Department has the right to "enter upon" the premises of private property to conduct inspections for a variety of reasons (example: anywhere seafood is present). It may be possible for a law enforcement investigator to go along with Natural Resources Police (NRP) on an inspection for the purpose of "cooperative enforcement". (See Section 4.1 - Commercial Property/Business Inspections)

****A****Wildlife Division
580 Taylor Avenue
Tawes State Office Building
Annapolis, MD 21401
(410) 974-3195

Ask For: Permit Application

This Division issues permits and does inspections for:

Regulated Shooting Areas
Owning Animals in Captivity (mostly birds)
Taxidermy (deer heads, etc.)
Retriever Training (shoot out of season birds during dog training)
Master Hunting Guide
Falconry (hawks) - trained to hunt small game
Fur Dealers (buy and sell trapped furs)

Regulated Shooting Areas

People who have designated their property as a private game preserve for birds ("regulated shooting area") must allow the DNR Inspector to inspect the property. Inspections are unannounced and are done 2-3 times a week to once a month.

CONTAINS: name, address, county, location of the regulated shooting area, telephone home + work, SSN, DOB, what specie will be released?, where will you get the birds?, signature, aerial photo of area, name/title of principle officer, Federal Employer tax number, tax map, acreage, commercial or non-commercial?

All of the permits are similar to the Regulated Shooting Area application.

****B****Hunter and Boater Safety - Natural Resources Police
Tawes State Office Building
580 Taylor Avenue
Annapolis, MD 21401
(410) 974-3188 (ASK FOR) Secretary

hours: 0800-1630

Ask For: Records Check

Hunting licenses are filed by place of purchase. Fishing licenses are filed in no particular order, but you are welcome to look through the files.

Hunters born after July 1977 (and older hunters who have never had a license) must take a hunter safety course before they can get their hunting license. Boaters born after July 1, 1972 must be certified before they can get their boating license.

Hunting on private property requires the hunter to have written permission on his person and NRP Enforcement Inspectors can stop the hunter and ask for name, address, and the written permission.

CONTAINS: name, address, DOB, SSN, sex, race, signature

****C****Division of Fisheries
580 Taylor Avenue
Annapolis, MD 21401
(410) 974-3765 (ASK FOR) Director

Ask For: Permit Application

Fishing in fresh or salt water is regulated by this Division. The same permit application form is used for:

Seafood Dealer (includes in-home seafood businesses such as the transport of seafood in refrigerated trucks)
Commercial Fishing (in titled waters of the Chesapeake Bay and its tributaries - beyond a boundary line in the tributaries the water is considered fresh water and only recreational fishing is allowed)

Oyster License
Crabbing License
Fishing Guide License
Recreational Fishermen
Aquaculture (raising fish)

Inspectors have the right to inspect business records during regular business hours.

CONTAINS: name, address, state of residency, telephone, SSN (maybe), DOB

****D**Water Resources (Surface Mining)**

580 Taylor Avenue
Annapolis, MD 21401
(410) 974-3874

Ask For: Permit Application

Surface mining of stone, sand, gravel, oil and gas is regulated by DNR to insure compliance with regulations.

CONTAINS: property owner's name, permittee's name, address, telephone, how big is the area?, amount of top soil, proposed mining method and reclamation, what was area like before you started, what will you do with the land after you've mined? seed and fertilizer to be used, blasting procedure, other government approvals needed

****E**Water Resources (Surface/Deep Coal Mining)**

160 S. Water Street
Frostburg, MD 21532
(301) 689-6104

hours: 0800-1700

Ask For: Permit Application

Surface and deep mining of coal requires a permit. The application is 35 pages long.

CONTAINS: name, address, company incorporated?, officers, land and mineral rights owner + address, lease information, where will mine be?, how large?, how much coal will be produced?, signed consent of land owner form, is mining permitted in the area?, cultural & historical resources: any archeological sites near the mine?, what is the land currently being used for?, proposed land use after mining?, zoning, geology of site, type of rock to be removed, impact on water supply, existing wells and springs, steps to protect ground water, facilities needed to mine (haul roads, ponds, ditches), blasting plan, reclamation plan, mine entry plan, how much land sinking is expected?, impact of sinking

****F**SEDIMENT & STORM WATER MANAGEMENT**

2500 Broening Highway
Baltimore, MD 21224
(410) 631-3510

hours: 0800-1700

Ask For: Inspection Report

Construction projects are inspected by DNR enforcement agents for storm water runoff and sediment control. Also, the development of lowlands and marshy areas is regulated and can only be developed in accordance with regulations.

CONTAINS: construction company name, address, site address, site owner/business address/telephone, planned phases of construction, approval or violations

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FEDERAL RESOURCES

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2.1 FBI LABORATORY - DOCUMENT SECTION
Racketeering Records Analysis Unit
10th Street and Pennsylvania Avenue, N.W., RRAU, Room 1B089
Washington, DC 20535
(202) 324-2500 (ASK FOR) Unit Chief

QUICK LOOK: Suspect Documents

If you find business documents (ledgers, computers/disks, notebooks, scrap paper, address books, notation on back of an envelope) and suspect they might be records of a criminal activity, you can use the services of the FBI Laboratory - Document Section. They can help you determine what you've got. The documents may be coded, shredded, or loose papers. They also review and evaluate wiretap tapes.

This Laboratory can examine suspect business records related to gambling, loansharking, prostitution, money laundering, and drug cases. Expenses for all services, including the provision of expert witnesses to testify in judicial proceedings and travel expenses of such experts are borne by the FBI. Special Agent Examiners are available for:

- (1) Expert testimony regarding the results of Laboratory examinations.
- (2) Pre-trial advice and assistance concerning evidence-related testimony and tactics to prosecutors.
- (3) Investigative support in major cases involving the seizure of large volumes of evidence too bulky to submit to the FBI Laboratory. Field examinations of such evidence can be used to develop immediate probable cause for additional search warrants arising from the initial seizure.
- (4) On-site consultation with task forces and investigators in the development of investigative strategy, evidentiary considerations and mid-investigation appraisals of the impact of records analyzed to determine the progress and direction of on-going investigations.

Illicit drug records are examined to determine the type(s) of drugs being distributed, gross sales, gross and/or net weights or quantities, the number of persons involved and their roles and related information. Money laundering activities are revealed through denotations of cash being counted, sorted and placed in circulation in legitimate financial institutions. The flow of this money can be traced to establish the illicit origin of the cash. Gambling examinations include the analysis and interpretation of sports and horse bookmaking businesses as well as numbers operations' records. Examinations reveal gross wagers, layoff wagers, number of persons involved and their roles. Prostitution records are examined to determine the scope of the business, including the number of employees, gross and net revenues and other financial information.

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2.2 U.S. COAST GUARD

Customs House
Lombard & Gay Streets
Baltimore, MD 21202

(410)962-5125 Inspections Office (annual routine inspections-boats carrying people for hire)
(410)962-0802 Boardings Department (annual routine inspections-foreign cargo carriers)
(410)962-5105 (24 hrs - can route requests for surprise inspections)

Ask for: Certificate of Inspection

The U.S. Coast Guard can board any vessel of U.S. registry (including small boats) or any foreign vessel in a U. S. port to check on compliance with Federal regulations and to ensure the safety of the vessel. A law enforcement officer may be able to accompany the boarding party. Also, they can possibly get you onto a marine facility.

2.3 FOOD AND DRUG ADMINISTRATION (FDA)

****A****Investigations Branch
900 Madison Avenue
Baltimore, MD 21201
(410) 962-4099 (ASK FOR) Director

QUICK CHECK: Foods - Drugs - Cosmetics

Ask for: Inspection Report

This Agency monitors and inspects the manufacture/use of:

- (1) foods - everything but retail sales and meats
(bread-soft drinks, seafood, beer, etc.)
- (2) drugs - (prescription and over-the-counter)
- (3) blood products - (blood banks, plasma centers)
- (4) animal feeds & drugs
- (5) medical devices (X-ray machines, etc.)
- (6) radiation emitting equipment (computer monitors, TV,
microwave ovens, tanning booths)

They also work with Customs and investigate when any of these products are imported into USA.

****B****Office of Criminal Investigations
Metro Park North - Room 250N
7500 Standish Place
Rockville, MD 20855
(301) 294-4030

QUICK CHECK: Food-Drug-Cosmetics Violations

This office investigates violations of the Food, Drug, and Cosmetic Act such as allegations of significant fraud or drug counterfeiting. They can become involved in investigations of health fraud schemes (example: cure for AIDS), suspects bringing cheaper drugs from overseas to the United States to sell, and drug tampering cases [joint responsibility with the FBI]).

2.4 FEDERAL AVIATION ADMINISTRATION (FAA)
Security Office
Law Enforcement Assistance Unit (LEAU)
AMC 700 - DOT
P O Box 25082
Oklahoma City, Oklahoma 73125-4937
(405) 954-3784 ***Unlisted - Law Enforcement Only***

QUICK LOOK: aircraft/airmen

Ask for: Records Check

Call this special law enforcement line for complete, up-to-the-minute information on aircraft or airmen.

Aircraft: They can give you the complete history of an aircraft including make, model, serial number, who registered the aircraft and their address, date of registration, past liens, owners, tail numbers, major repairs, sales, liens, officer/partner names and addresses. Information is indexed by (1) N number (tail of aircraft, (2) serial number (close to fuselage), or (3) company or individual's name.

Airmen: They can tell you the airman's place of birth, physical description, occupation, present/past addresses, flight school, suspensions, certificates and ratings, and name of the medical examiner who gave the exam. Information is filed by name (DOB or SSN is helpful).

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2.5 UNITED STATES POSTAL SERVICE (USPS) - MAIL COVER

(410) 347-4380 (ASK FOR) Drug Team Inspector (Baltimore)
(Zipcodes 210__ to 219__)
(202) 636-2395 (ASK FOR) Inspector (DC)
(Zipcodes 200__ to 209__)

A postal mail cover tells you the name of the person/business who is receiving mail, the type of mail, and where that mail is coming from.

To request a mail cover for MD, DC, PA, VA, NC, SC, send a written request on letterhead paper to:

Regional Chief Inspector
U. S. Postal Inspector Service
P. O. Box 3000 (address changing 9/93)
Bala Cynwyd, PA 19004-9000

Include in your letter information such as the nature of the crime, why you are investigating it, and what types of mail you want held.

(202) 636-2323 - Emergency request for change of address or
(24 hours) address verification

Postmaster - Routine request for change of address,
last known address, or address
verification (in writing)

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2.6 U. S. DISTRICT COURT (Federal Court)
Clerk's Office
101 W. Lombard Street - Room 409
Baltimore, Maryland 21201
(410) 962-2600

hours: 0900-1700

QUICK LOOK: Federal Court

Ask For: Index Check (may be done by telephone)

Each state has at least one District Court. The District Court has jurisdiction over Federal properties and interstate crimes. The Criminal and Civil sections maintain an indexing service. You can look up individuals or businesses by name, get the case number, and then pull the case file.

Typical cases handled by the District Court: interstate crimes, bank robbery, drug cases, bribery, generic drugs

CONTAINS: The case file includes a docket of all court actions taken. It also includes address, DOB, and sometimes a physical description or social security number.

Criminal Intake	-	962-2600
Civil Intake	-	962-2600

Copy Fee: 50 cents per page + \$15 records search fee

2.7 ADDITIONAL FEDERAL COURTS

****A****Magistrate/Judge - 5 in the Baltimore area
One Judge handles criminal felony cases - (410) 962-3930
Other Judges handle civil cases.
Magistrates maintain separate files on their cases.

****B****Circuit Court of Appeals - 11 in the country - Maryland is in
the fourth district (Richmond) - (804) 771-2348

****C****U S Supreme Court (202) 479-3011

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2.8 UNITED STATES BANKRUPTCY COURT

101 W. Lombard - Room 919
Baltimore, Maryland 21201
(410) 962-2688
(410) 962-0733 (24 hours)

hours: 0900-1600

QUICK LOOK: Bankruptcy

Ask For: Index Check (basic information by telephone)
(visit office for copies of record)

You provide an individual or business name, look up the case
number on the computer, and get the case record.

CONTAINS: list of liabilities (debts), list of assets,
address, social security number, attorney's name, signature

2.9 PCB COMPLIANCE SECTION

Environmental Protection Agency
841 Chestnut Building (mailstop 3AT31)
Philadelphia, PA 19107
(215) 597-4651 (ASK FOR) PCB Compliance Coordinator
hours: 0800-1630

QUICK LOOK: PCB Pollution (old chemical compound)

Ask for: Inspection Report

The Toxic Substances Control Act of 1976 gives this office the right to inspect commercial or industrial facilities for PCB. PCB can be found in old electrical equipment and old fluorescent lights.

CONTAINS: a narrative summary of the investigation with supporting documents such as servicing records, cleanup reports, laboratory analysis reports, disposal records.

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2.10 WAGE & HOUR DIVISION

U. S. Department of Labor
31 Hopkins Plaza - Room 913
Baltimore, MD 21201
(410) 962-2240 (ASK FOR) District Director
hours: 0815-1645

QUICK LOOK: Wage Complaints

Ask for: Complaint File

This agency enforces Federal laws regarding minimum wage, overtime, child labor, and government contract wages for people who are employed in Maryland. Employees can complain and an investigation is made.

CONTAINS: (filed by business name) business name, address, telephone, narrative report including employee interview, payroll records

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COUNTY RESOURCES

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3.0 COUNTIES - GENERAL INFORMATION

The 23 county governments in Maryland perform almost identical functions, but these functions are sometimes located in different county offices. Law enforcement investigators are most interested in those offices that keep records regarding:

- 1) the power to investigate (for safety, in response to complaints, etc.)
- 2) the power to license (trades, professions, businesses)
- 3) the power to tax (make assessments, record delinquency)
- 4) the power to control pollution (regulation, complaints)
- 5) the power to insure health (food quality)
- 6) the power to control the transfer of land
- 7) the power to enforce zoning

Howard County will serve as an example of county government functions. There is no copy fee for law enforcement.

If you are investigating a local business and don't find information in this County Resources section, call the county switchboard and ask for the office that handles that kind of function. Be flexible and creative. Sometimes if you don't ask for the information by the correct word (example: ask for a license instead of a permit) the Operator will tell you they don't perform that function.

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Howard County Switchboard	(410) 313-2025
MD State Police Switchboard	(410) 799-2101
County Police Switchboard	(410) 313-2266
Sheriff Switchboard	(410) 313-2150

3.1 ANIMAL CONTROL
8576 Davis Road
Columbia, MD 21045
(410) 313-2780

QUICK LOOK: Animal Adoption

Ask for: Citation File (report, pictures, investigation notes
Cease and Desist Order, Complaint
Form)

Animal Data Sheet (giving up ownership of an animal)
Disclaimer of Interest Form
Dog License Application
Adoption Application Form (\$3-\$52 fee for a dog)

The adoption process for a dog or cat includes a home visit if the new owner for the pet is a Howard County resident. The warden makes the visit as soon as possible after the application has been filed - the animal cannot be taken the same day it is filed on. In addition, Animal Control has the right to enter upon the applicant's property after the adoption to ensure the well being of the animal. A subpoena is needed to enter the home without the owner's consent, but in most cases owners do not object to the warden's request to come into the house to check on the animal.

Occasionally you will see a dog tattooed on the ear, inside hip or stomach. Often the owner uses his SSN or driver license number. Numbers are registered with local or national organizations such as the National Dog Registry, P. O. Box 116, Woodstock, NY 12498.

Certain individuals come in looking for a large, aggressive dog (pitbulls, wolf-husky hybrids, and rottweilers are most popular). When asked, "Why do you want a dog?" they claim they just want "a family pet". If you know a suspect has a dog, you may be able to get some personal information about the owner from the files of the local Animal Control office.

CONTAINS:

(1) Citation File: owner's name/address/home and business phone, description of animal, license number, date/location/type of violation, fine levied, owner's signature/date, warden's signature, complainant's name/address/phone (filed by street and by owner) Citizen complaints carry a fine of \$25-\$500.

(2) Animal Data Sheet: animal description, bite history, owner's name/address/home and business phone, reason for the giveup

(3) Disclaimer of Interest: owner's name/address/home and work phone, signature, animal description and tag number, name/address/home and work phone of person bitten

(4) Dog License Application: owner's name/address/home and business phone, number of dogs owned, name and description of dog, rabies date, tattoo number, name of veterinarian

(5) Adoption Application: animal requested, breed, color, pick up date, name of new owner, address, home and work phone, do you own or rent?, if renting list name/phone of landlord, parents name if living at home, number of children ages under 18 living with you, other pets, previous pets, veterinarian's name, is someone home during the day? where will animal sleep? do you have a fenced yard?

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3.2 ASSESSMENTS OFFICE

Department of Assessments & Taxation
3451 Courthouse Drive
Ellicott City, MD 21032
(410) 461-0135 (ASK FOR) Supervisor/Assistant
(or Personal Property Clerk)

QUICK LOOK: Assessments

Ask for: Worksheet
***Annual Personal Property Return
for Individuals and Firms*** (ID + letter)

This office determines property assessments, sends out assessment notifications, and reports the figures to the Finance Department so that taxes can be adjusted. Property is reassessed every three years. Property sales, transfers, gifts and foreclosures are recorded.

They also maintain the Annual Personal Property Return files. If your target business is not incorporated, you can look up their annual report on their return. It will include such things as the company's assets and inventory.

CONTAINS:

(1) Worksheet: value per square foot, owner's name/address, property description, map/block/parcel numbers, market value of the property, drawings, improvements (Licensing and Permits Department notifies Assessment Office as soon as a building permit is issued), purchase date and price, previous and new owner names

(2) Personal Property Return: contains all the financial information relating to an annual report for businesses that are not incorporated such as depreciation of office equipment, inventory, and a balance sheet of assets and liabilities.

Information on the most recent assessment is listed in Lusk's Real Estate Fiche available at county libraries.

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3.3 CLERK OF THE CIRCUIT COURT
8360 Court Avenue
Ellicott City, MD 21043
(410) 313-2111 (ASK FOR) Records Room

QUICK LOOK: Business License
Land Records
Finance Statements
Notary Commission
Equity Records
Federal/State Tax Liens
Criminal Docket
Civil Actions
Trade Names Index

****A****Business License - (examples: trader, construction, restaurant, cigarette, vendor machine, jukebox)

Ask for: Business License Application
Business License

A business license must be publicly displayed and renewed annually. When license is not displayed, it can be reported to: Comptroller of the Treasury, Retail Sales Tax Division, State License Bureau at (410) 225-1550 and they will send out an investigator. The fine is \$100 a day (usually only charged for one day). Authority to levy the fine is given in Article 56, Sections 9 and 11A of the Annotated Code of Maryland. No complaint file records are kept by the State License Bureau.

CONTAINS:
(license) name of business, business location, date of issue

(application) name/ mailing address, business address, telephone, type of business, owner or designated employee's signature, workers' compensation number (if business has employees), SSN or Federal Employer ID number, date of issue, effective period

They will verify by phone whether they have a business license for a company. You can then visit the Clerk's office to see the license.

****B**Land Records**

Ask for: Deeds, Mortgages, Amendments, Deed of Release
Financing Agreements, Condominium Lien/Release

A plot machine will give you the drawings for a piece of property. Latest sales are recorded in "Current Month" books listed by grantor (seller) or grantee (buyer). Get film and folio number in bound books, then look up on microfilm readers.

CONTAINS:

(deed) date, grantor/grantee names, lot number, address of property, grantor's signature, notary's name and seal, handwritten "mail to" name/address

(mortgage) date, borrower/lender names, amount of mortgage, interest rate, payback schedule and amount, signatures of borrower (husband and wife), witness signature, notary

(deed of trust) date, name/address of borrower, financial institution name, amount of deed, interest rate, location of property, signatures

(condominium rider) name, address, change in condo fee
(condominium lien) person didn't pay the annual assessment
(deed of release) person paid off a lien on their property

****C**Finance Statements**

Ask For: Debtor Index to Financing Statements

A copy of the financing agreement for anything purchased on a payment plan is kept in the Land Records office.

CONTAINS: debtor's (borrower's) name/address, seller's name/address, type of item sold (furniture, farm equipment, etc.), debtor/s signature, seller/s signature

****D**Notary Commissions**

Ask for: Notary Commission Application

A notary must be approved by the Secretary of State, Notary Division, State House, Annapolis, MD 21301, (301) 974- 520. There is a \$10 fee and the applicant must live or work in Maryland and be at least 18 years old.

CONTAINS: notary's name/address/home phone, date of commission, expiration date, signature, name/address of employer, 2 Maryland residents who will attest to character (name/address/daytime phone), ever convicted of a crime?, ever had a commission revoked?

****E**Equity Records**

Ask for: Equity Records Index (cases tried before 7/1/84; now called Civil cases)

Equity and Law cases were combined and renamed "Civil cases" in July 1984. See Civil Actions for examples of types of cases.

CONTAINS: (index) plaintiff name, defendant name, case number, date case was filed
(case record) complete information about the case.

****F**Federal/State Tax Liens**

Ask for: Notice of Tax Lien
Order of Satisfaction (pay off the lien)
Metropolitan District Lien Book

Federal and State tax liens are indexed by date or business name. The Metropolitan District Lien Book includes lien information for services such as road paving and new water or sewer service.

CONTAINS:
(tax liens) name of business or taxpayer, residence/address, amount of unpaid tax, penalty, kind of tax owed, last date for refiling

(metropolitan lien book) owner of property, location of property, type of lien, date recorded, amount of lien, date lien released

****G**Criminal Docket**

Ask for: Criminal Docket Index

This index includes Circuit Court cases or District Court appeals.

CONTAINS: defendant's name/address, name of counsel, charges, indictment date, date/amount of original bond, name/address of bondsman, arraignment and trial information, additional notes

****H**Civil Actions**

Ask for: Civil Actions Index

This index includes civil cases from the Circuit Court (auto accidents, divorces, paternity, slip and fall, mechanics liens, breach of contract, condemnations, land disputes, foreclosures, workers' compensation cases) It also includes out-of-state tax liens (called Foreign Liens).

CONTAINS: (index) plaintiff name, defendant name, case number, date case was filed
(case file) correspondence, attorney names, original complaint, affidavit, motions, action, ruling by the judge

****I**Trade Names**

Ask for: Trade Names Index

This index includes name of individual/company and the "Doing Business As" name (example: Joe Smith trading as Smithy's Bar)

CONTAINS: name of business, business name they trade under (look up under either name)

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3.4 BUREAU OF ENVIRONMENTAL HEALTH
Howard County Health Department
3525 Ellicott Mills Drive
Ellicott City, MD 21043
(410) 313-2642

QUICK LOOK: Restaurant/Foods
Rats, Insects, Trash, Odors, Exotic Birds)
Swimming Pools (Public)
Rabies
Septic Tanks/Wells/Burning/Noise/Discarded Syringe
Mobile Home Parks

This department handles public health problems - anything that may impact the health of the public.

****A**Restaurant & Food Services (313-2642)**

Ask for: Food Establishment License Application
Temporary Food Establishment License Application

Restaurants, markets, school and institution cafeterias, mobile units like a snack truck - all need both a food license and a business license. Failure to have a license is a violation of Section 21-305, Health General Article of the Annotated Code of Maryland as well as Section 12 of the Howard County Code 09-A-1 (not all counties have a food license code). A Complaint Log is kept of citizen complaints about food establishments.

CONTAINS: owner's name, mailing address, owner/operator and signature, name of certified manager, food establishment telephone, non-profit?, type of establishment (restaurant, market, carry-out, caterer, mobile, processing plant, warehouse, other), hours of operation, former name, types of food to be served, seating capacity, number of employees, size of establishment in square feet, water/sewage public or private?

Temporary food establishments (14 days) include booths at a festival or fair, flea market, or fireworks display.

CONTAINS: owner's name, mailing address, contact person or coordinator, telephone for food establishment, name of event, owner signature, non-profit?, type of establishment, hours of operation, types of food, diagram of set-up, water/sewage public or private?

****B**Community Environmental Health (rats, insects, trash, odors)**

Ask for: Community Hygiene Reports (313-2642)

These reports cover such things as:

- Rodent Control (rats)
- Insect Control (mosquitoes, etc.)
- accumulated trash
- appliances in a yard
- manure odor
- exotic birds
- nursing homes
- trailer parks
- camps

Pet shop exotic birds can develop a disease called psitocene which can be transmitted to humans. Pet shops need a permit to sell these birds. Health Department personnel can do a pet shop inspection if they suspect infected birds are being offered for sale. They can also inspect private property but not inside a dwelling for rats, insects, trash, and offensive odors.

****C**Swimming Pools (Public) (313-2642)**

Ask for: Application (for permit to operate the pool)
Annual Renewal Form
Complaint File (example: inadequate chlorine level)

A permit to construct a swimming pool is issued by the County Clerk's office, and a permit to operate the pool requires an annual permit from Environmental Health.

****D**Rabies Control (313-2642)**

Ask for: Community Hygiene Report (filed by owner name)

All animal bite cases are handled by Environmental Health Services as they pose a threat to public health. They check the animal on the last day of quarantine whether it is at home or at an Animal Control facility.

****E**Water & Sewer (313-2640)**

Ask for: Record of Investigation

This office responds to complaints about septic and well water problems such as open wells, overflow sewage (from a septic system), or chemicals in the soil. They also respond to burning complaints and noise complaints. Violators are fined \$100-\$1000 and can get up to 30 days in jail.

CONTAINS: owner/occupant name, address, telephone, reason for investigation, date of investigation, time, weather, report, date submitted, sanitarian's name

****F**Community Environmental Health (313-2644)**

Ask for: Inspection Reports

This office handles air quality, odor, smoke, and dust complaints. They also handle noise pollution and DISCARDED SYRINGES. In addition they investigate fuel oil spills during office hours. Investigations are for either a business or private residence.

****G**Mobile Home Parks (313-2642)**

Ask for: Inspection Report
Community Hygiene Report

An annual report is done on each mobile home park to renew their license to operate. Complaints about individual trailers are investigated and filed on a Community Hygiene Report

CONTAINS: (park inspection) trash removal adequate?, water and sewage systems ok?, number of trailers, general conditions, presence or absence of rodents

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3.5 DIVISION OF SOLID WASTE
Bureau of Environmental Services
Department of Public Works
3430 Courthouse Drive
Ellicott City, MD 21043
(410) 313-2388

QUICK LOOK: Trash Collection
Recycling
Landfill

Ask for: Complaint File
Sanitary Landfill Use Permit Request
Way Ticket (driver signature)

This department handles solid waste (trash collection and landfill service) and recycling. Their complaint file includes: trash was not picked up, neighbor sets cans out too early, neighbor doesn't pick up leftover trash after pickup was made.

Landfill: Dump trucks must have a permit to use the landfill. They are weighed when they go in and when they come out. When they come out, the driver must sign the Way Ticket. By searching the Application for Permit (can put up to ten vehicles on one application), you can tell how many vehicles are owned by a particular company. Also, the Division of Solid Waste tries to keep useful information that would help them deal with a company that is writing a bad check for landfill services.

CONTAINS: (application to use sanitary landfill) company name, address, telephone number, owner's name/address/home telephone/ driver license number and state issued, Federal Employer ID number, type business, current officers name/address, make, model year, registration & tag number of vehicle, vehicle license number, detailed description of type of waste to be disposed, applied in past for a permit?, date?, using a temporary vehicle?, authorized signature/position with firm/date

(for companies who request credit for their landfill use) name of bank, how long in business? small companies must list a driver license number)

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3.6 OFFICE OF CONSUMER AFFAIRS
Department of Citizen Services
9250 Rumsey Road
Columbia, MD 21045
(410) 313-7220 (ASK FOR) Investigator

QUICK LOOK: Consumer Complaints
Door-to-Door Sales
Tow Trucks
Mobile Homes

Ask For: Consumer Complaint Form
Application for Solicitor's Identification Card
Application for Peddler's Identification Card
Change of Information Form
Investigation Report (law enforcement only)

This office handles consumer complaints against businesses, issues Solicitor (fundraising) and Peddler (selling a product) ID cards, reviews mobile home leases, rules and regulations, and registers tow trucks.

****A**Complaints**

Ask For: Consumer Complaint Form
Investigation Report

Consumer complaints against businesses include complaints about new homes, home improvements, asphalt pavers, roofers, auto repairs, and massage parlors. This agency tries to get money back for the consumer. They settle complaints by telephone or make an on-site visit. They have a public right access to the business premises and if asked to leave, they do; however, they do have subpoena power.

CONTAINS: name/address/home & business telephone of consumer, name/address/business telephone of merchant, date of purchase, date of complaint, nature of complaint, copies of receipts, settlement desired, consumer's signature/date

****B**Door-to-door salesmen**

Ask For: Application for Solicitor's Identification Card
Application for Peddler's Identification Card

Peddlers who sell door-to door include snack wagons, magazine salesmen, and salesmen for such items as fresh crabs and cleaning supplies. All of these sellers must have a Peddler's Identification Card.

Fundraisers (profit or non-profit) are considered Solicitors and must have a Solicitor's Identification Card.

CONTAINS: (Peddler/Solicitor application) applicant's name, local address, permanent address, telephone, height, weight, DOB, sex, eye color, hair color, ethnic origin, employer/organization/address/telephone, contact person/title/telephone, resident agent's name/address/telephone, other names under which the firm trades/address, vehicle used, make, model, year, color, state where registered, vehicle license number, description of product or service, area and dates of peddling or solicitation, ever been convicted of a felony or misdemeanor?, ever had ID, license or registration revoked, denied or suspended?, signature

****C**Tow Trucks**

Vehicles are prohibited from trespassing on public lots and condo lots. Tow truck operators can fill out an application form to register with Citizen Services and then get calls to remove these vehicles. Certain rules apply such as the tow cannot be farther than 12 miles and must remain in Howard County. Owners who challenge the tow charge can be heard at an administrative hearing or appeal to the Circuit Court. Ask to see the Application Form for registered tow truck operators.

****D**Mobile Homes/Parks/Sales**

This office reviews leases (to place a mobile home in a mobile home park). Leases are filed with the Department of Licenses and Permits. Sales of mobile homes are recorded through the Department of Motor Vehicles.

3.7 DEPARTMENT OF ECONOMIC DEVELOPMENT
3427 Rogers Avenue
Ellicott City, MD 21043
(410) 313-2600

QUICK LOOK: Local Employers

Ask for: Computer List

This office keeps a list of all major employers in the County. Some smaller companies are included in the listing if they have applied for a business loan or for technical assistance. Their goal is to keep track of businesses coming in or leaving the County.

CONTAINS: company name, address, contact person, number of employees

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3.8 BILLING DEPARTMENT - WATER & SEWER
Bureau of Revenue - Department of Finance
3430 Courthouse Drive
Ellicott City, MD
(410) 313-2058

QUICK LOOK: Water/Sewer Bills

Ask for: Consumption History Printout
Application for Water Service

This office has copies of the current water/sewer bills. They record both the property address and the billing address. For commercial buildings they record the bill for fire protection sprinkler systems. They keep on file a two year history of water usage.

CONTAINS: (consumption history) property location, billing frequency, reading data, billing amount, date service started (application for service) property location/subdivision, type service, plumber name (if new dwelling), owner's address.

3.9 BUREAU OF REVENUE - TAXPAYER SERVICE
Department of Finance
(410) 313-4084 (ASK FOR) Chief - Bureau of Revenue

QUICK LOOK: Payment Checks

Ask For: Cash Receipt Check

If someone pays for any type of County permit (building, grading, electrical, sign, etc.), tax bill, water bill, or parking violation a cash receipt is generated. The payment can be traced back through the County's bank and a copy of the check can be requested. This will provide the law enforcement officer with the name of the bank and the account number for the subject.

3.10 DIVISION OF LICENSES & PERMITS

Department of Inspections, Licenses & Permits
3430 Courthouse Drive
Ellicott City, MD 21043
(410) 313-2455 FAX=410-313-FAXU

QUICK LOOK: Building Permits
Use & Occupancy Permits
Grading Permits
Taxicabs
Plumbing Permits for Water/Sewer
Rental Housing

This department issues licenses and permits. (For business licenses: see Clerk of Circuit Court - Section 3.3)
Permits are good for 1-2 years.

A Building Permits

Ask for: Permit Application.

A Building Permit is required for all new or altered construction.

CONTAINS: building address, lot no./block and parcel number, libre/folio number, subdivision, zone, electric district, census tract, owner's name/address/telephone, occupant's name/address/telephone, contractor's name/address/phone, existing use, proposed use, estimated construction cost, permit fee, description of work authorized, grading/sediment control, size/type of building, utilities, signature, title, date.

B Use and Occupancy Permits

Ask for: U & O Permit

A U & O Permit is needed to occupy a building or residence.

CONTAINS: owner's name/address, property address, lot/parcel/block numbers, subdivision, single family?

C Sediment Control - Grading Permits

Ask for: Application for Grading Permit.

CONTAINS: site address, application date, description of work, estimated construction cost, permit fee, lot number, zone, libre/folio numbers, subdivision, census tract, owner's name/address/telephone, total property area, total area to be disturbed, any work to be done in a flood plain?, signature of owner/authorized agent, address, telephone, date signed and filed.

****D**Taxi Cabs**

Ask for: Taxi Cab Permit Application (to operate a business)
Taxi Cab Driver's Original Application
Taxi Cab Driver's Renewal Application

CONTAINS: Permit application: applicant's name/home address/telephone/DOB/MD driver license number, corporation name (if incorporated), place of incorporation, name to appear on cab, address of each business location/telephone, number of vehicles, color, design, type of communication system, hours of operation, name/address of insurance company, policy number, effective date, financial reference (attach a financial disclosure statement), manager's name/address, three character references/address, applicant's signature

Taxicab driver's application: full name, address, telephone, age, DOB, weight, height, ATTACH TWO PHOTOS, date of photo, sex, hair/eye color, MD classified driver's license number, place of birth, length of citizenship, addicted to alcohol or drugs?, how long licensed?, license ever suspended or revoked?, physical or mental defects? (attach medical certification), past three years address, ever convicted of violation of law?, past employers, references, notary seal.

****E**Plumbing Permit for Water/Sewer**

Ask for: Plumbing Permit Application - Water Connection
Plumbing Permit Application - Sewer Connection

CONTAINS: subdivision, address, telephone, tax map location, post office, new or old building?, property classification (single family, townhouse, school, professional offices, warehouse, etc.), connection type, fee paid, plumber/applicant signature, license number, company name/address, owner signature/name/address.

****F**Rental Housing**

Ask for: Rental License Application

A Rental License Application must be completed by a landlord and on file with this office before occupancy by the tenants.

CONTAINS: Property address, apartment complex name, property owner, management company/agent, owner's telephone (business & emergency), management company/agent's telephone (home & business), resident agent/address (if corporation), agent's /responsible party's name/address, number of units, type/date of construction, questions about smoke detectors, utilities, heating system, hot water heater, water, sewage, date, signature, title, fee paid.

3.11 DIVISION OF INSPECTIONS & ENFORCEMENT

Department of Inspections, Licenses & Permits
3485 S. Chevrolet Drive
Ellicott City, MD 21042
(410) 313-1830

QUICK LOOK: Inspections (Rental Housing, Sign, Electrical,
Building, Plumbing, Sediment
Control, Fire/Safety for Liquor
Licenses)

Ask For: Electrical Permit
Sign Permit
Rental Housing Inspection Report
Field Inspection Report (Sediment Control)

This office does field inspections and issues electrical and sign permits. There is a place on most of the permit forms for the Inspector to record findings (a special block on the front or the back of the permit). If there are no problems noted during the inspection, the Inspector signs and dates the permit form. Problems are recorded on the back of the form as Inspector's Notes.

****A**Electrical Permit**

Ask for: Electrical Inspection Application

CONTAINS: inspection address, owner, occupant, building type, fee, equipment to be installed, NUMBER OF TELEPHONES, ALARM SYSTEMS, AND SIMILAR LOW VOLTAGE SYSTEMS (includes security devices), electrician's name/license number/signature/telephone.

****B**Sign Permits**

Ask for: Sign Permit Application/Inventory

CONTAINS: exact street address, business name, text on the sign, zoning classification, property owner's name/ address /telephone, sign owner's name/address/telephone, lessee's name/ /address/telephone, sign contractor's name /address /telephone, existing signs, sign materials, illumination, building dimensions, type of sign, property owner's signature, applicant's signature.

3.12 LIQUOR BOARD
3430 Courthouse Drive
Ellicott City, MD 21043
(410) 313-2008

QUICK LOOK: Liquor Licenses

Ask for: Liquor License Application

This office approves or denies applications for a liquor license. County police do a criminal and driving record background check. They maintain a file which includes a questionnaire form and fingerprints. Also, the Health Department does an investigation. A permanent file is kept for all applications.

The license application includes a section that is signed by the landlord which gives permission for an Inspector to search the premises at any time.

CONTAINS: corporate name, trade name, resident agent name/SSN/telephone/residence address/DOB, registered voter?, county resident for 2 years?, address of place to be licensed, square footage and floor plan, menu, owner's name/address, convicted of a felony?, ever had a liquor license suspended or revoked?, financial interest of applicant, applicant's other businesses, does applicant's spouse/children have financial interest in other liquor businesses?, list of stockholders, signature of owner and president, 3 references, attorney's name, notary seal (some counties include a Financial Information sheet)

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3.13 ENFORCEMENT DIVISION
PLANNING & ZONING ADMINISTRATION
3430 Courthouse Drive
Ellicott City, MD 21043
(410) 313-2393

QUICK LOOK: Zoning/Sign Variances
Special Exceptions (to the Zoning Plan)
Zoning Amendments
Zoning/Sign Violations

Ask for: (Zoning) Variance Petition
Sign Variance Petition
Special Exception Petition
Petition to Amend the Zoning Map/Regulations
Zoning Violation Reports

This office handles any changes or violations in the zoning laws. They respond to written complaints and have the right to inspect property (not inside the dwelling) where a violation may occur. It may be possible to take a law enforcement officer along on property inspections.

****A**Zoning and Sign Variances**

Ask for: Variance Petition (for Zoning or Signs)

A Zoning Variance Petition must be completed for any alteration that is not in conformity with the zoning plan. A Sign Variance Petition must be filled out to erect a sign that is not within the sign regulation limits (too large, etc.). A sign also has setback requirements and can't be on the county or state right-of-way.

CONTAINS: petitioner's name/address home and work telephone, attorney's name/address/telephone, property address, total acreage, election and zoning district, subdivision name, is petitioner owner or other?, if petitioner not the owner authorization is needed, detailed plan drawing, why variance is requested, signatures of petitioner, attorney, and 3 witnesses

****B**Special Exceptions**

Ask for: Special Exception Petition

A Special Exception can be requested to use property for a special purpose such as a gas station in a neighborhood shopping center, churches, and two family structures.

CONTAINS: (same as variance petitions).

****C**Amendments to the Zoning Map**

Ask for: Petition to Amend the Zoning Map
Petition to Amend the Zoning Regulations

CONTAINS: petitioner's name/address/home and work telephone, owner's name/address/home and work telephone, attorney's name/address/telephone, property address and zone location, petitioner's interest in property, reason for the requested amendment, present use of property, statement regarding mistake in zoning map or change in character of neighborhood, drawings, attorney/petitioner signatures, 3 witnesses/signature/date.

****D**Zoning Violations**
Ask for: Zoning Violation Report

CONTAINS: legal description of the property, original complaint, Inspector's observations and findings.

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3.14 Allegany County	(301) 777-5911 Switchboard
Animal Control	777-5930
Assessments Office	777-2109
Clerk of Circuit Court	777-5922
Environmental Health	777-5654
Environmental Services	777-5936 Way Tickets
Consumer Affairs	410-576-6550 Complaints
Economic Development	777-5967
Finance Office	777-5916
Licenses & Permits	777-5951 Permits
Inspections & Enforcement	777-5951
Liquor Board	724-6485
Plan & Zone Enforcement	777-5951
MD State Police Switchboard	729-2101
Sheriff Switchboard	777-5959

3.15 Anne Arundel County	(410) 222-7000	Switchboard
Animal Control	222-6690	
Assessments	974-5709	
Clerk of Circuit Court	222-1397	
Environmental Health	222-7441	
Environmental Services	222-6109	Landfill
	222-6100	Complaints
	222-6177	Way Tickets
Consumer Affairs	222-1530	Complaints
Economic Development	222-7410	
Finance Office	222-1144	Water Bills
	222-1306	Cash Receipts
Licenses & Permits	222-7788	
Inspections & Enforcement	222-7784	
Liquor Board	222-1148	
Plan & Zone Enforcement	222-7446	
MD State Police Switchboard	761-5130	
	974-3301	
County Police Switchboard	222-8050	¹
Sheriff Switchboard	222-1189	

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3.16 Baltimore County	(410) 887-0000	Switchboard
Animal Control	887-5961	
Assessments Office	321-2272	
Clerk of Circuit Court	887-2601	
Environmental Health	887-7128	
Environmental Services	887-2000	
Consumer Affairs	528-8662	Complaints
Economic Development	887-8000	
Finance Office	396-5352	Water Bills
	887-2480	Cash Receipts
Licenses & Permits	887-3900	
Inspections & Enforcement	887-3953	Building
	-3620	Plumbing
	-3960	Electrical
	-4032	Rental Housing
Liquor Board	887-3195	
Plan & Zone Enforcement	887-3351	
MD State Police Switchboard	686-3101	
County Police Switchboard	887-2214	
Sheriff Switchboard	887-3151	

¹ Contact County PD for referral to city police departments

3.17 Calvert County	(410) 535-1600	Switchboard
Animal Control	535-0460	
Assessments Office	535-8850	
Clerk of Circuit Court	535-1600	
Environmental Health	535-5400	
Environmental Services	535-5206	
Consumer Affairs	528-8662	Consum.Protect.
Economic Development	535-4583	
Finance Office	535-1600	
Licenses & Permits	535-2155	
Inspections & Enforcement	535-2155	
Liquor Board	535-1600	X306
Plan & Zone Enforcement	535-2348	
MD State Police Switchboard	535-1400	
Sheriff Switchboard	535-2800	

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3.18 Caroline County	(410) 479-0660	Switchboard
Animal Control	479-2374	
Assessments Office	479-5850	
Clerk of Circuit Court	479-1811	
Environmental Health	479-3666	
Environmental Services	479-0520	
Consumer Affairs	-----	
Economic Development	479-1418	
Finance Office	479-0660	
	479-2050	Water Bills
Licenses & Permits	479-1418	
Inspections & Enforcement	479-1418	
Liquor Board	479-1418	
Plan & Zone Enforcement	479-1418	
MD State Police Switchboard	479-3101	
Sheriff Switchboard	479-2515	

3.19 Carroll County

(410) 848-4500 Switchboard

Animal Control	848-4810	
Assessments Office	857-0600	
Clerk of Circuit Court	857-2985	
Environmental Health	876-1884	
Environmental Services	857-8137	
Consumer Affairs	-----	
Economic Development	857-2070	
Finance Office	857-2000	Water Bills
	857-2971	Cash Receipts
Licenses & Permits	857-2115	
Inspections & Enforcement	857-2653	Electrical
	857-2108	Plumbing
Liquor Board	857-2094	
Plan & Zone Enforcement	857-2982	
MD State Police Switchboard	848-3111	
Sheriff Switchboard	848-9666	

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3.20 Cecil County

(410) 996-5200 Switchboard

Animal Control	398-9555	
Assessments Office	996-0525	
Clerk of Circuit Court	996-5373	
Environmental Health	996-5160	
Environmental Services	996-5266	Landfill
Consumer Affairs	996-5237	
Economic Development	996-5300	
Finance Office	996-5387	Water Bill
	996-5385	Cash Receipts
Licenses & Permits	996-5235	
	996-5230	Electrical
	996-5259	Grading
Inspections & Enforcement	996-5235	
Liquor Board	996-5215	
Plan & Zone Enforcement	996-5225	
MD State Police Switchboard		398-8101
Sheriff Switchboard	996-5504	

3.21 Charles County (301) 645-0550 Switchboard

Animal Control	932-1713	
Assessments Office	932-2440	
Clerk of Circuit Court	932-3202	
Environmental Health	934-9294	
Environmental Services	743-5544	Landfill
Consumer Affairs	-----	
Economic Development	932-6066	
Finance Office	645-0570	
Licenses & Permits	645-0627	
Inspections & Enforcement	645-0627	
Liquor Board	645-0555	
Plan & Zone Enforcement	645-0627	
MD State Police Switchboard		645-1500
Sheriff Switchboard	932-2222	

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3.22 Dorchester County (410) 228-1700 Switchboard

Animal Control	228-3090	
Assessments Office	228-3380	
Clerk of Circuit Court	228-0480	
Environmental Health	228-1167	
Environmental Services	228-1167	
Consumer Affairs	-----	
Economic Development	228-0155	
Finance Office	228-1700	Co Commissioner
	228-4343	Treasurer
	228-5440	Water-Cambridge
Licenses & Permits	228-3234	Rural
	228-1955	Cambridge
Inspections & Enforcement	228-3234	Rural
	228-1955	Cambridge
Liquor Board	228-1700	
Plan & Zone Enforcement	228-3234	
MD State Police Switchboard	228-3101	
Sheriff Switchboard	228-4141	

3.23 Frederick County	(301) 694-9000	Switchboard
Animal Control	694-1546	
Assessments Office	694-2040	
Clerk of Circuit Court	694-1976	
Environmental Health	694-2165	
Environmental Services	694-1035	Landfill
Consumer Affairs	694-1071	
Economic Development	694-1058	
Finance Office	694-1111	
Licenses & Permits	694-1081	
	694-1090	Building
	694-1099	Electrical
Inspections & Enforcement	694-1081	
Liquor Board	694-1156	
Plan & Zone Enforcement	694-1134	
MD State Police Switchboard		663-3101
Frederick City PD Switchboard	694-2100	
Sheriff Switchboard	694-2071	

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3.24 Garrett County	(301) 334-8970	Switchboard
Animal Control	334-3553	
Assessments Office	334-1950	
Clerk of Circuit Court	334-1937	
Environmental Health	334-8980	
Environmental Services	334-3988	
Consumer Affairs	791-4780	Hagerstown
Economic Development	334-1920	
Finance Office	334-1980	Water Bills
Licenses & Permits	334-1950	Plumbing
	334-1920	
Inspections & Enforcement	759-6502	
Liquor Board	334-1925	
Plan & Zone Enforcement	334-1920	
MD State Police Switchboard	387-5511	
Sheriff Switchboard	334-1911	

3.25 Harford County (410) 638-3000 Switchboard

Animal Control	638-3505
Assessments Office	836-4800
Clerk of Circuit Court	638-3000
Environmental Health	838-1500
Environmental Services	638-3636 Landfill
Consumer Affairs	528-8662 Baltimore
Economic Development	638-3000 X3254
Finance Office	638-3000 X3311 Water Bill
Licenses & Permits	638-3103
Inspections & Enforcement	638-3366
Liquor Board	638-3028
Plan & Zone Enforcement	638-3103
MD State Police Switchboard	838-4101
Sheriff Switchboard	838-6600

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3.26 Howard County (410) 313-2319 Switchboard

See 3.1 to 3.12

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3.27 Kent County (410) 778-4600 Switchboard

Animal Control	778-3648
Assessments Office	778-7447
Clerk of Circuit Court	778-7460
Environmental Health	778-1361
Environmental Services	778-7439 Landfill
Consumer Affairs	-----
Economic Development	778-4600
Finance Office	778-7478
Licenses & Permits	778-7475
Inspections & Enforcement	778-7475
Liquor Board	778-7429
Plan & Zone Enforcement	778-7475
MD State Police Switchboard	778-1101
Sheriff Switchboard	778-5946

3.28 Montgomery County	(301) 217-6500	Switchboard
Animal Control	279-1823	
Assessments Office	279-1355	
Clerk of Circuit Court	217-7778	
Environmental Health	217-7272	
	738-3110	Env. Protection
Environmental Services	840-2370	Landfill
	217-2410	Trash Complaints
Consumer Affairs	217-7373	
Economic Development	217-2345	
Finance Office	217-2919	
	206-4001	Water Bills
Licenses & Permits	738-3110	
Inspections & Enforcement	738-3040	
Liquor Board	217-1999	
Plan & Zone Enforcement	738-3093	
MD State Police Switchboard	424-2101	
County Police Switchboard	279-8000	
Sheriff Switchboard	217-7000	

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3.29 Prince George's County	(301) 952-3000	Switchboard
Animal Control	499-2828	
Assessments Office	952-2500	
Clerk of Circuit Court	952-3330	Bus. License/ Notary
	952-3352	Land Records
	952-4895	Fin. Statements
	952-3352	Certif. of Inc.
	952-3240	Civil
	952-3344	Criminal
	952-3259	Tax Liens
Environmental Health	794-6800	
Environmental Services	952-4636	Landfill
	952-4750	Trash Complaints
Consumer Affairs	952-4700	
Economic Development	386-5600	
Finance Office	952-3740	
Licenses & Permits	925-6016	
Inspections & Enforcement	952-4456	
Liquor Board	699-2770	
Plan & Zone Enforcement	925-6130	
MD State Police Switchboard	568-8101	
County Police Switchboard	336-8800	
Sheriff Switchboard	952-4000	

3.30 Queen Anne's County (410) 758-0322 Switchboard

Animal Control	758-2393	
Assessments Office	758-2183	
Clerk of Circuit Court	758-1773	
Environmental Health	758-2281	
Environmental Services	758-0920	Landfill
Consumer Affairs	-----	
Economic Development	758-0371	
Finance Office	758-0414	
Licenses & Permits	758-1258	Permits
Inspections & Enforcement	758-1258	
Liquor Board	758-3133	
Plan & Zone Enforcement	758-1255	
MD State Police Switchboard	758-1101	
Sheriff Switchboard	758-0770	

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3.31 St. Mary's County (301) 475-4461 Switchboard

Animal Control	884-4702	
Assessments Office	475-4620	
Clerk of Circuit Court	475-4567	
Environmental Health	475-4321	
Environmental Services	863-8400	Landfill
Consumer Affairs	-----	
Economic Development	475-4405	
Finance Office	475-4469	
Licenses & Permits	475-4558	
Inspections & Enforcement	475-4449	
Liquor Board	475-4543	
Plan & Zone Enforcement	475-4449	
MD State Police Switchboard	475-8955	
Sheriff Switchboard	475-8008	

3.32 Somerset County (410) 651-0320 Switchboard

Animal Control	651-0986
Assessments Office	651-0868
Clerk of Circuit Court	651-1555
Environmental Health	651-0822
Environmental Services	651-9641 Landfill
Consumer Affairs	-----
Economic Development	651-0500
Finance Office	651-0440
Licenses & Permits	651-1555
Inspections & Enforcement	651-1424
Liquor Board	651-1144
Plan & Zone Enforcement	651-1424
MD State Police Switchboard	651-3102
Sheriff Switchboard	651-9225

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3.33 Talbot County (410) 822-2807 Switchboard

Animal Control	822-0107
Assessments Office	822-3190
Clerk of Circuit Court	822-2611
Environmental Health	820-8213
Environmental Services	974-7281
Consumer Affairs	-----
Economic Development	822-7039
Finance Office	822-2332 Sewer
	822-6110 Water-Easton
	745-9535 Water-St. Michaels
Licenses & Permits	822-5873 Blg. Permit
	822-7012 Grading Permit
	822-5873 Sign Permit
	822-5873 Electric Permit
Inspections & Enforcement	822-8300
Liquor Board	822-1700
Plan & Zone Enforcement	822-8300 Inspections
	822-2030 Enforcement
MD State Police Switchboard	822-3101
Sheriff Switchboard	822-1020

3.34 Washington County	(301) 791-3000	Switchboard
Animal Control	733-2060	
Assessments Office	791-3050	
Clerk of Circuit Court	733-8660	
Environmental Health	791-3270	
Environmental Services	791-3101	Landfill
Consumer Affairs	791-8660	
Economic Development	791-3080	
Finance Office	791-3011	
Licenses & Permits	791-3070	
Inspections & Enforcement	791-3070	
	797-6820	Sediment Control
Liquor Board	797-4591	
Plan & Zone Enforcement	791-3065	Planning
	791-3070	Zoning
MD State Police Switchboard	739-2101	
Sheriff Switchboard	791-3020	

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3.35 Wicomico County	(410) 548-4800	Switchboard
Animal Control	749-7603	
Assessments Office	543-6623	
Clerk of Circuit Court	543-6551	
Environmental Health	546-4446	
Environmental Services	548-4935	Landfill
Consumer Affairs	-----	
Economic Development	749-1251	
Finance Office	548-4840	
	548-3115	Water Bills
Licenses & Permits	548-4810	
Inspections & Enforcement	548-4810	
Liquor Board	749-5721	
Plan & Zone Enforcement	548-4860	
MD State Police Switchboard	749-3101	
Sheriff Switchboard	548-4891	

3.36 Worcester County	(410) 632-1194 Switchboard
Animal Control	632-1340
Assessments Office	632-1196
Clerk of Circuit Court	632-1221
Environmental Health	632-1100
Environmental Services	632-3177 Landfill
Consumer Affairs	-----
Economic Development	632-3110
Finance Office	632-0686
	641-2770 Water Bill-Berlin
	289-8221 Water Bill-O.City
	632-1630 Water Bill-O.Pines
	957-2531 Water-Pocomoke
	632-2080 Water-Snow Hill
Licenses & Permits	632-1200
Inspections & Enforcement	632-1200
Liquor Board	632-1200
Plan & Zone Enforcement	632-1200
MD State Police Switchboard	641-3101
Sheriff Switchboard	632-1111

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3.37 Baltimore City	(410) 396-3100 Switchboard
Animal Control	396-4694
Assessments Office	333-4630
Clerk of Circuit Court	333-3722
Environmental Health	396-4411
	396-4424 Restaurants
	396-4428 Odors/Noise
Environmental Services	396-5134 Trash Complaints
	396-3772 Landfill
Consumer Affairs	528-8662
Economic Development	837-9305
Finance Office	396-4940
	396-5398 Water Bills
Licenses & Permits	396-3360 Bld.Permits
	396-1276 Sign Permits
Inspections & Enforcement	396-4176 Housing Insp.
	396-3481 Bldg.Inspection
Liquor Board	396-4377
Plan & Zone Enforcement	396-4126
City Police Switchboard	396-2525

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MISCELLANEOUS RESOURCES

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4.1 COMMERCIAL PROPERTY - BUSINESS INSPECTIONS

The Supreme Court has recognized that the Fourth Amendment's prohibition on unreasonable searches and seizures is applicable to commercial premises, as well as private residences. "This expectation exists not only with respect to traditional police searches conducted for the gathering of criminal evidence but also with respect to administrative inspections designed to enforce regulatory statutes." (Marshall v. Barlow's, Inc., 436 U.S. 307, 312-313 (1978)).

"An expectation of privacy in commercial premises, however, is different from, and indeed less than, a similar expectation in an individual's home." (Donovan v. Dewey, 452 U.S. 594, 598-599 (1981)). The Supreme Court declared in Marshall v. Barlow's, Inc: "Certain industries have such a history of government oversight that no reasonable expectation of privacy, see Katz v. United States, 389, U.S. 347, 351-352 (1967), could exist for a proprietor over the stock of such an enterprise." 436 U.S., at 313.

If your investigation requires that you GAIN ACCESS TO A COMMERCIAL PROPERTY/BUSINESS, it MAY be possible for you to:

- (1) accompany a County, State or Federal Inspector who has a legal right to enter the premises in order to carry out the purposes of the agency
- (2) share information with a government agency that has the legal right to make inspections.

There are several government agencies that have the power to inspect commercial property/businesses. These agencies may be able to assist a law enforcement investigation in several ways:

- (1) Meet with the Inspector prior to a planned inspection. Ask him to watch for specific things while he is making the inspection.
- (2) Accompany the Inspector on the inspection.

The following agencies have inspection powers to enter private property:

<u>Entry Number</u>	<u>Agency Name</u>
1.11	MD STATE BOARD OF BARBER/ COSMETOLOGIST Reason for inspection: new salon or regular inspection
1.12	MD ELEVATOR SAFETY Reason for inspection: annual safety inspection
1.24	MD OCCUPATIONAL SAFETY & HEALTH Reason for inspection: on-the-job safety inspections
1.26	MD DEPT OF THE ENVIRONMENT Reason for inspection: pollution complaints
1.27	MD DEPT HEALTH - FOOD CONTROL Reason for inspection: contaminated food in processing plants/markets complaints
1.29	MD STATE FIRE MARSHALL Reason for inspection: fire safety (routine and complaints)
1.31	U.S. NATURAL RESOURCES DEPARTMENT Reason for inspection: wildlife, sediment/storm water, mining
2.2	U.S. COAST GUARD Reason for inspection: vessel safety
2.3	U.S. FOOD & DRUG ADMINISTRATION Reason for inspection: cleanliness of food, drugs, blood products, animal feeds; safety of medical devices, radiation emitting equipment
3.1	COUNTY ANIMAL CONTROL Reason for inspection: insure well being of an adopted animal

- 3.4 COUNTY ENVIRONMENTAL HEALTH
Reason for inspection: cleanliness of private property for trash, rats, odors, bugs; of restaurants & food services, public swimming pools, septic tanks, well water, stream discharge, chemical containers & SYRINGES, quarantined dogs
- 3.10 COUNTY INSPECTIONS & ENFORCEMENT
Reason for inspection: conformity to codes for housing, buildings, electrical work, plumbing work, signs, sediment control, fire/safety for liquor licenses
- 3.11 COUNTY LIQUOR BOARD
Reason for inspection: conformity to liquor establishment regulations
- 3.12 COUNTY ENFORCEMENT DIVISION -
PLANNING & ZONING
Reason for inspection: zoning violations
- 4.11 UTILITY COMPANIES
Reason for inspection: install/repair/line check (telephone - with owner's consent); read meter/repairs (steam heat)

4.2 BETTER BUSINESS BUREAU
2100 Huntingdon Avenue
Baltimore, MD 21211
(410) 347-3982 CALL FIRST (ASK FOR) Vice President for
Administration

hours: 0845-1630

QUICK LOOK: Complaints Against Local Businesses
Complaints Against Local Charities

Ask for: Complaint File

This office maintains a complaint file for all Maryland
counties except the 5 below:

Montgomery, Prince George's, Charles, St. Mary's & Calvert

These counties and Washington DC are served by the office at:

1012 - 14th Street NW - 14th Floor
Washington, DC 20005
(202) 393-8015

CONTAINS: company name, address, contact person name,
telephone, type of business, business start date, how long in
business, date of complaint, complainant's name.

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Both positive and negative information about national non-
profit organizations is kept by the national office of the
BBB:

4200 Wilson Blvd. - Suite 800
Arlington, VA 22203
(703) 276-0100

Ask for: Non-disclosure List (organizations who have refused
to provide information about themselves)

4.3 MAPS

Do you need a highway map of Maryland or one of the surrounding states to aid your investigation?

Maryland	(301)	321-3518
Pennsylvania	(717)	787-6746
Virginia	(804)	786-2838
Delaware	(302)	739-4348
Washington DC	(202)	724-4091
West Virginia	(304)	558-2868
Annapolis	(410)	263-7949
New Jersey	(800)	537-7397

State maps for other states are usually available through the state Department of Transportation, State Highway Division. Call the Information Operator for the capital of the state you're interested in - (area code) + 555-1212. Ask for the number for the Department of Transportation and the section that handles maps.

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4.4 TELEPHONE BOOKS

Do you need a set of telephone books for every county in Maryland? Call your local C & P Telephone Business Office and request an "ALL COUNTY" set of books (no charge).

The ONE BOOK (Baltimore metropolitan area and Washington DC metropolitan area) is available free by calling (800) 544-0266. There are street maps, zipcodes, government offices in the front of the book.

If you need a telephone book (no charge) for COLUMBIA, LAUREL, CARROLL County, CATONSVILLE, OLNEY, or GREENBELT, call Patuxent Publishing Company, (301) 725-2005.

The MARYLAND STATE POLICE Telephone Book is available for MSP personnel and other law enforcement agencies by calling (410) 486-3101 (Telecommunications Division).

4.5 INFORMATION OPERATORS

FEDERAL GOVERNMENT

Federal Operator (800) 347-1997 "5"

CITIES:

Annapolis Operator (410) 263-7940

Baltimore City Operator (410) 396-3100

Cumberland Operator (301) 722-2000

Frederick Operator (301) 694-1440

Gaithersburg Operator (301) 258-6300

Hagerstown Operator (301) 790-3200

Laurel Operator (301) 725-5300

Ocean City Operator (410) 289-8221

Rockville Operator (301) 309-3000

Westminster Operator (410) 848-9000

District of Columbia Operator (202) 727-1000

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4.6 SERVICE WORKERS

(Informal requests for information)

- Real Estate Agent (person who recently sold the property)
- Janitor Services
- Lunchroom Personnel
- Copy Machine Repairman
- Window Washer
- Painter
- Carpet Cleaner
- Telephone Repairman
- Pizza Delivery Person
- Trash/Garbage Removal Person
- Office Furniture Rental/Movers
- Office Supplies Delivery Person
- Locksmith
- Newspaper Delivery
- Sign Installer
- Cash Register Salesman

- 4.7 WESTERN UNION
(201) 818-5343 (ASK FOR) Senior Director - Corporate Security
(201) 818-5000 - General number

QUICK LOOK: Telegraphic Services

Can help with any transaction relating to Western Union service; call if a credit card transaction is traced to Western Union; they can help you determine where to serve a subpoena.

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- 4.8 MARYLAND ASSOCIATION OF CERTIFIED PUBLIC ACCOUNTANTS
(301) 727-5735 (ASK FOR) Chairman - Litigation Support
Services Committee

QUICK LOOK: Accounting Services

Ask for: Financial questions you want a CPA to answer
Financial information on companies who may be
involved in a fraud investigation

Willing to help investigators with financial information needed for an investigation, especially if fraud is suspected.

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- 4.9 NATIONAL INSURANCE CRIME BUREAU (NICB)
(301) 647-2477 (ASK FOR) Baltimore Representative

QUICK LOOK: Insurance Fraud

They investigate insurance fraud (no life insurance cases) and are willing to assist law enforcement agencies with cases where insurance fraud may exist.

The NICB is comprised of two former groups: the National Auto Theft Bureau (NATB) and the Insurance Crime Prevention Institute.

4.10 EXPRESS DELIVERY SERVICES

DHL - (415) 593-7474 (ASK FOR) Corporate Manager-
Security and Loss Control
before 0730 CA time - (415) 595-4447
(after the voice, dial 2113)
24 hour page - 1-800 SKY PAGE code 78723

Call for advice, assistance, controlled delivery
(number of pieces, shipping container, shipper/recipient
name/address/telephone, insured value, package
pickup/drop off location, billing instructions).

* * *

Federal Express - (301) 507-6894 (ASK FOR) Senior Security
Specialist

(800) 238-5355 General Number

Call for advice, assistance, controlled delivery

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UPS - (301) 604-4546 (ASK FOR) Loss Prevention Representative

(800) 346-0106 General Number

Call for advice, assistance, controlled delivery

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4.11 UTILITY COMPANIES

****A****Bell Atlantic Network Services, Inc.
2980 Fairview Park Drive
Falls Church, VA 22042
(800) 834-0362 (ASK FOR) Security Manager

This company has access to property with the consent of
the owner.

They do repairs and line checks.

****B****Baltimore Thermal Energy Corporation
1400 Ridgely Street
Baltimore, MD 21230
(410) 625-2222 (ASK FOR) Vice-President, Marketing

This company operates a steam heating service for mostly large buildings in Baltimore only. They have the right to enter the property to read the meter. Law enforcement officers may be able to go along as "escort service".

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****C****Water Companies: Their access stops at the curb. Any repairs from the curb into the business or residence are done by a plumber and paid for by the owner.

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****D****Baltimore Gas & Electric: Their repairmen routinely enter all areas of the state. A "justifiable" reason for a law enforcement officer to accompany the repairmen cannot be suggested at this time.

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4.12 TEMPORARY SERVICES

Some temporary services will answer law enforcement inquires. Ask about business name, address, telephone number, hours of operation, number of temporary employees.

4.13 SAFE DEPOSIT BOXES

An business or individual can rent a safe deposit box in any bank. In some areas, safe deposit boxes are limited, so they are reserved for bank customers. A good first step is to check the suspect's bank to see if he has a safe deposit box there. You will need the name of his bank. Here are some suggestions for getting the bank name:

- (1) Business Guide - Section 1.9 If the individual or business happens to be insured for workers' compensation through the Injured Workers Insurance Fund, the application will list the name of their bank.
- (2) Business Guide - Section 2.5 You could try doing a postal mail cover to see which bank is sending statements to the suspect. Also watch for mail from an insurance company that may be insuring the contents of the box.
- (3) Business Guide - Section 3.5 If the business happens to be a small hauling/dumping operation, the County Department of Public Works may have the bank name on their credit application.
- (4) Business Guide - Section 3.8 The County Finance Office can trace back the bank name if the suspect has ever paid a County bill by check.
- (5) Search warrant - Look for a safe deposit box receipt.
- (6) Suspect's key ring (safe deposit box keys are a distinctive shape)
- (7) Surveillance (of the suspect or local banks near his home or office)

There is no central listing of safe deposit box renters. A subpoena is needed to allow the bank to tell you whether someone has a safe deposit box and to open the box.

The Maryland State Police - Asset Seizure Unit maintains a Maryland Association of Bank Security (MABS) contact list for large banks and banks primarily in the Baltimore area. These bank security people may be able to assist you in your search for a safe deposit box. Call the supervisor of the Asset Seizure Unit to access the MABS contact list:

(410) 290 - 0873

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LIBRARY BUSINESS DIRECTORIES

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5.0 LIBRARIES - GENERAL INFORMATION

****ALL PUBLIC LIBRARIES HAVE BUSINESS DIRECTORIES MATERIALS. THEY ALL ACCEPT TELEPHONE REQUESTS TO LOOK UP INFORMATION IN ANY OF THEIR DIRECTORIES****

At the county level, there are quite a few libraries that have good business reference collections. The Columbia Library in Howard County will serve as an EXAMPLE of what you will find in the business reference section of a public library.

Columbia Library (Howard County)
10375 Little Patuxent Parkway
Columbia, MD (410) 313-7850 FAX 313-7864

Hours: 0900-2100 M-TH
0900-1730 FRI-SAT
1300-1700 SUN (during the school year)

Reference Department location: upstairs, left
Some books are kept at the Reference Desk - Ask.

MOST OF THE REFERENCE MATERIALS OWNED BY THE COLUMBIA LIBRARY ARE DUPLICATED BY LIBRARIES IN OTHER COUNTIES AND STATES.

The Columbia Library can help you if you need reference information from another state (example: a criss cross directory). They will tell you the name and phone number for the nearest main library in that city or state. Some out-of-state libraries will FAX to you or to the Columbia Library.

A big city or large college library will have a more extensive collection of business reference materials. Their Reference collections are usually open to the public.

The Standard Industrial Classification Code**SIC code**refers to the type of business (food service, novelty items, lumber, etc.).

DO NOT be intimidated by the Library's Reference Section. Your tax dollars built and support it. It's yours to use. Some Librarians are more knowledgeable or helpful than others. You'll soon discover which ones they are. However, all Reference Librarians will show you where to look and how to use the reference materials. You are not bothering them. It's their job to help people find what they came in for. Ask to speak with the Head Reference Librarian if you don't find what you need.

?? UNANSWERED QUESTIONS ??

GOVERNMENT REFERENCE SERVICE
Enoch Pratt Library (Baltimore)
(410) 396-4042

The Library offers a special reference service for any State employee. These experienced librarians will research your information request. Access is usually through an Agency Coordinator. Maryland State Police requests may be directed to:

Criminal Intelligence Division
Librarian (410) 290-0780 X139

BUSINESS DIRECTORIES - COLUMBIA LIBRARY

** covers small businesses

- 5.1 Dun's Regional Business Service (5+ employees) - covers Baltimore-DC areas - listed by business name or by industry **

CONTAINS: company name, address, telephone, type of business, # employees, annual sales, name of parent company, key officer names, year business started.

- 5.2 Contacts Influential - similar to Dun's - covers more companies but has less detailed information - Baltimore vicinity/DC and suburban MD/Northern VA areas -very small businesses are covered, including one man shops like a dentist - you can look up information: (1) by name of business OR (2) by SIC code (type of business) OR (3) by zipcode OR (4) by key individual OR (5) by telephone number **

CONTAINS: company name, address, telephone, type of business, type of location, key executives, size of business.

- 5.3 Howard County Chamber of Commerce Business List - lists chamber members (small front section) and non-member county businesses (rest of book) **

CONTAINS: company name, address, telephone, chief corporate officer, # employees.

- 5.4 Maryland Industrial Directory - lists MD manufacturers by geographic, type of business (SIC code), and alphabetic categories - also lists all MD Chambers of Commerce.

CONTAINS: company name, address, telephone, principal officers, # employees, sales, type of business, square feet, private/public owned.

- 5.5 Dun's Microcosm - lists local businesses - Baltimore-DC areas including Frederick and Northern Virginia - a loose leaf notebook of microfiche for you to use on the Library's microfiche reader **

CONTAINS: company name, trade name, address, telephone, owner, # employees, type business, executive name.

- 5.6 Standard & Poors - national directory - mostly large companies - \$500,000+ sales.

CONTAINS: company name, subsidiaries, affiliates, merged companies, name changes, chief officers, corporate background, stock data, earnings and financial information.

- 5.7 Ward's Directory - national directory of private companies with sales less than \$50,000 - listed by alphabetic, geographic and type business (SIC code).

CONTAINS: company name, address, telephone, sales, total assets, # employees, company type, parent company, year founded, chief officers, description of product or service.

- 5.8 Directory of Corporate Affiliations - "who owns whom" - the family tree of every major corporation in America - listings are alphabetical and by parent company name.

CONTAINS: company name, address, telephone, year founded, financial information, business type (SIC code), chief officers, board of directors, legal and accounting firms, divisions, subsidiaries.

- 5.9 Brands and Their Companies/Companies and Their Brands - look up something by brand name.

CONTAINS: trade name, description of the product, company name, address, telephone.

- 5.10 Thomson Savings Directory - lists Savings & Loans and Savings Banks.

CONTAINS: company name, address, telephone/fax, date established, # employees, financial data, key officers.

- 5.11 Dun's Principal International Businesses - lists major international businesses located worldwide.

CONTAINS: company name, address, telephone, type of business (SIC code), # employees, annual sales, name of parent company, key officers, year business started.

- 5.12 Directory of Foreign Firms Operating in the United States - lists 1600 foreign firms and the 2500 businesses they own in the USA.

CONTAINS: company name, address, CEO, phone/fax/telex numbers, # employees, service or product, percentage of foreign ownership.

- 5.13 Lusk's - Howard County Assessment Service (microfiche)
Real Estate Sales Directory (directory book)
Lists real estate sales for Howard County - Jan-June available in the library in August; Jan-Dec available in the library in March - indexed by: (1) street name, (2) owner's last name, (3) zoning map number, (4) subdivision name, (5) vacant/agricultural/commercial.

Weekly guide available from Lusk's: 410-683-6677- covers 90% of Maryland - listed by county - approximately \$100-\$400 per county for the service:

- (a) reports transfers
- (b) verifies property ownership

CONTAINS: address, subdivision, seller (grantor), buyer (grantee), libre/folio, price, mortgage type and amount, land area, date of sale.

- 5.14 Radio Amateur Callbook - lists 537,000 names/addresses/call letters for licensed radio amateur operators in the USA - second volume has international listings.

LIBRARY COMPUTERS

- 5.15 INFO-LAN - lists 13 different databases including newspaper abstracts (8 large city papers from 1987-present), periodical abstracts (over 450 general interest magazines with brief summary of each article, 1986-present), Computer Select (indexes 150 journals - 40 have full text), Corporate and Industry Research Reports (reports and newsletters issued by investment firms, 1979-present) - ask librarian for assistance, if needed.

- 5.16 MICROCAT - lists holdings from MD public, college and special libraries -full text available for some articles - you can order books/magazine articles from these MD libraries (Inter-Library Loan) - if necessary, ask for RUSH service - call Inter Library Loan Coordinator (410-313-7839) A second Microcat computer located in the Periodicals Department has an index for Baltimore Sun (indexed since 1/90).

- 5.17 Community Information Service - lists 1400 community organizations in Howard County.

CONTAINS: organization name, address, telephone, type of service they provide, contact name, day/hour of meetings, parent organization, type funding, who is eligible to use the service or join the group.

- 5.18 Business Periodicals On Disk - lists 800 business journals - 300 journals have full text available.
- 5.19 General Periodicals on Disk - lists 450 popular magazines and journals - 200 have full text available.

MISCELLANEOUS LIBRARY RESOURCES

- 5.20 PHONE FICHE - microfiche telephone books for major U.S. cities
- *** Pratt Library (Baltimore)*** has several bookshelves of telephone books (national and a few international) you can look through or call the Government Reference Service (410-396-4042) for assistance
- 5.21 ANNUAL REPORTS - mostly for large companies (vertical file) lists highlights of the year, directors/officers photo and brief biography, financial reports, shareholder information
- 5.22 LOGIN - Local Government Information - fill out a form at the Reference Desk to request information on any topic which other government agencies may have already researched
- 5.23 Lloyd's Registry of Shipping - 1991-92 is available at the University of Maryland, McKeldin Library - Floor 2M, (near Mall area of the college), College Park, MD (301) 405-9286
- 5.24 CRISS-CROSS DIRECTORIES - Public libraries have criss-cross directories for their local areas. The Pratt Library (Baltimore) has criss-cross directories for Baltimore City and County (Reference Room) and for Montgomery, Prince George's, Howard, Harford, Anne Arundel, Frederick and Carroll counties (Maryland Room). To determine whether a criss-cross directory exists for a particular area call:

Haines & Company	(301) 736-2720
Hill Donnally Corporation	(813) 837-1009

CRIMINAL JUSTICE LIBRARIES

- 5.25 Drugs & Crime Data Center & Clearinghouse
1600 Research Boulevard
Rockville, MD 20850
(800) 666-3332
- 5.26 Drug Enforcement Administration (DEA) Library
700 Army-Navy Drive
Arlington, VA 22202
(202) 307-7977
- 5.27 FBI Academy Library
Quantico, VA
(703) 640-1135
- 5.28 MAGLOCLLEN
850 Bear Tavern Road
West Trenton, NJ 08628
(800) 345-1322 (member agencies)
- 5.29 Maryland State Police (MSP) Academy Library
1201 Reisterstown Road - Building C, Room 108
Pikesville, MD
(410) 653-4370
- 5.30 National Criminal Justice Research Service (NCJRS)
1600 Research Boulevard
Rockville, Maryland 20850
(301) 251-5500
- 5.31 National Institute of Corrections (NIC) Library
1860 Industrial Circle - Suite A
Longmont, CO 80501
(303) 682-0213

* * * * *

DATABASES

* * * * *

- 6.1 ALCOHOL, TOBACCO & FIREARMS (ATF)
Intelligence Division
(202) 927-7900 (ASK FOR) Analyst in Program Area

National database clearinghouse for these program areas:

- (1) Gangbusters - Jamaican posse members
- (2) Outlaw Motorcycle Organizations (OMO)
- (3) Crips & Bloods Street Gangs
- (4) Miscellaneous Street Gangs
- (5) Asian Organized Crime/Traditional O.C. Groups
- (6) Extreme Terrorist Groups

- 6.2 DRUG ENFORCEMENT COORDINATING SYSTEM (DECS)
Maryland State Police (administered by)
(410) 290-0780 (member agencies)

Drug suspect intelligence information.

- 6.3 DIALOG (400 Databases)
Columbia Library - Reference Department
Fill out a Request form at the Reference Desk. Your subject will be searched through 400 different databases. The Library will pay the first \$10 of the cost; you are responsible for the remaining cost.

If you are unable to pay the cost of a DIALOG search, you may contact the FBI Academy Library in Quantico, VA (703-640-1135) - they will do a free DIALOG search for you.

- 6.4 EL PASO INTELLIGENCE CENTER (EPIC)
El Paso, TX 79908
(member agencies)

Access is through your agency Coordinator.
12 Federal agencies contribute to build this law enforcement database - you can check all 12 by making one inquiry to EPIC -includes information on both individuals and businesses:

Bureau of Alcohol, Tobacco and Firearms
Drug Enforcement Administration
Federal Aviation Administration
Federal Bureau of Investigation
Internal Revenue Service
U.S. Coast Guard
U.S. Customs Service
U.S. Department of Defense
U.S. Department of State

U.S. Immigration and Naturalization Service
U.S. Marshals Service
U.S. Secret Service

6.5 LAW ENFORCEMENT ASSISTANCE UNIT (LEAU)
Civil Aviation Security Division
AMC 700 - DCT - FAA
P. O. Box 25082
Oklahoma City, OK 73125-4937
(405) 954-3784

6.6 LEXIS/NEXIS - 1-800-543-6862 - Call for product description
and charges

CONTAINS: Legal documents, case histories, rulings (LEXIS) -
newspaper clipping service plus extra services such as an
international library of countries/governments (NEXIS).

If you do not have any other access to LEXIS NEXIS service,
the following library will do a free search if it is a law
enforcement request:

FBI Academy Library (703) 640-1135

6.7 TRW - Social Search - \$2 per inquiry - free for MSP personnel
Criminal Intelligence Division - Maryland State Police
(410) 290-0780 X138 (ASK FOR) TRW Coordinator

You provide a name: (individuals only - no businesses -
not all files contain full information)

CONTAINS: You will get back: social security number, spouse's
first and middle initial, date and business name+address+
telephone of recent credit transactions, previous and current
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1.10
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1.28B
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G

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H

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I

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1.10
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J

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K

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L

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M

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1.27
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3.4B
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O

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1.23
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4.5
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Q

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T

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Please report any additions or changes to:

Maryland State Police
Criminal Intelligence Division
Analytical Section
7175 Columbia Gateway Drive
Columbia, MD 21046
(410) 290-0780 X139

The following information should be added/changed:

Comments about the Maryland Business Guide for Law Enforcement Investigators:

Thank you!