

CAMBRIDGE POLICE DEPARTMENT

Title: *CRIMINAL INVESTIGATIONS* **Procedure: 4.200**

Date Issued:

Revised: **January 5, 2015**

POLICY:

To outline the administrative and operational guidelines for efficient and effective criminal investigations.

To outline the administrative and operational guidelines of the Criminal Investigations Division.

To establish a component within the police department to conduct follow-up investigations.

PURPOSE:

The function of the Criminal Investigations Division is to supplement the efforts of the Patrol Division by ensuring those follow-up investigations of criminal offenses are conducted by trained detectives. The Detective's responsibility begins when the Patrol Officer has reached a point in the preliminary investigation when he can no longer continue because of time, area, workload or specialized skills are needed. The Department's responsibility is to ensure that criminal offenses are thoroughly investigated and that the offenders are promptly and efficiently brought to justice.

PROCEDURE:

SUPERVISOR RESPONSIBILITY

1. The Criminal Investigations Division is under the direct supervision of the Administrative Lieutenant.

2. The Criminal Investigations Division Supervisor is under the command of the Administrative Lieutenant and is responsible for the direct supervision of all detectives and their activities as well as for their conduct and efficiency. The supervisor is to

ensure that all rules, regulations, policies and procedures are carried out by detectives and that the operation of the Division conforms to the highest ethical standards.

3. The supervisor shall ensure that all cases meeting the criteria for follow-up investigation are effectively and aggressively investigated in a manner that will facilitate the apprehension and prosecution of criminal offenders and/or clearance of reported crime.

4. The supervisor shall assign reports to individual detectives for follow-up based upon:

area of responsibility;
level of expertise;
individual case load.

5. The supervisor will review and approve all supplementary reports submitted by detectives.

6. The supervisor will ensure that all reports submitted are of the highest quality and correctly reflect the proper direction of the investigation.

7. Determine work schedules and ensure that an on-call schedule for detectives is maintained. A copy shall be given to the communications center and additional copies made available to all supervisors.

8. Ensure that the Chief of Police, through the chain of command is informed concerning all major investigations.

9. Submit monthly reports, to the Administrative Lieutenant indicating the number of cases assigned, and their status.

10. Cooperate with all other supervisors to ensure unity of Department goals, and achievement of organizational objectives.

11. Ensure that crime analysis, trends and general criminal information is disseminated to Patrol in a timely manner.

12. Ensure that investigation logs, records, and files are maintained and updated.

13. Annually evaluate all investigative personnel.

objectives of apprehension and prosecution of criminals and the recovery of property.

Collection of physical evidence on major cases, ensuring proper preservation and chain of custody.

Prepare cases for court, testifying at each stage of the trial process and cooperate with the prosecutor whenever requested.

Use a major case check list whenever assigned to a major or critical investigation.

Ensure civil treatment and the protection of constitutional rights of all persons coming within the scope of the investigation.

Submit daily and monthly activity reports on case assignments.

3. The Chief of Police may assign patrol officers temporarily, to the Criminal Investigations Division to benefit the Department in the following ways:

strengthen the investigation process;

improve criminal investigation reporting;

improve and provide more complete preliminary investigations;

create a pool of patrol officers with investigation experience; and

enhance career development for the individual officer.

DETECTIVE RESPONSIBILITY

1. A detective holds the rank of Detective First Class and is assigned to the Criminal Investigations Division by the Chief of Police.

2. Each of the following duties, responsibilities and tasks are performed on an ongoing basis:

Conduct follow-up investigations on each assigned case, until there is an approved disposition.

Investigate delinquent and status offenses committed by juveniles.

Inform the supervisor of all progress in cases assigned by promptly submitting detailed supplementary reports.

Develop intelligence information regarding criminal activity and identification, and forward such information to the Patrol.

Develop confidential sources of information to further investigative effectiveness.

Maintain a cooperative liaison with law enforcement agencies at the local, state, and federal levels, sharing information and cooperating in investigations whenever appropriate.

Assist and cooperate with other Department members in the investigation of offenses, toward the

CASE SCREENING

1. All reports shall be reviewed by the supervisor of the Criminal Investigation Division for review and assignment.

2. Utilizing the solvability factors, the Criminal Investigation Supervisor shall determine which offenses, shall be investigated.

3. The supervisor of the Criminal Investigations Division shall also consider the type of crime, seriousness,

frequency, impact on the community, research conducted by the Department and from other agencies, and documented experiences of the Department or from other agencies, when screening cases for follow-up.

4. All cases assigned to the Criminal Investigations Division shall be given a due date. Investigative supplements shall be returned indicating the case status.

5. All case extensions must be approved by the Criminal Investigation Division supervisor.

CASE ASSIGNMENT

1. The supervisor of the Criminal Investigations Division will assign cases to unit personnel.

2. Cases requiring specialized skill, knowledge, and ability should be assigned to personnel having those credentials.

3. All cases assigned shall be logged in the case assignment book.

4. The detective assigned a case for follow-up will become the primary detective and is responsible for the conduct and results of the investigation.

5. All supplementary reports, including records of statements, results of examinations of physical evidence, case report status and all other reports, shall be forwarded to the supervisor for review and approval.

6. In all major cases, i.e., murder, major sex offenses, arson, major burglary, drug cases, etc., or any case where there are extensive files involved, a major case folder will be constructed and maintained by the assigned detective.

7. The supervisor of the Criminal Investigations Division can authorize the suspension of an assigned case. The determination to suspend shall be based upon the following:

- All leads have been exhausted;
- unavailability of Department resources;

seriousness of crime; and

impact on the community.

8. All major cases suspended shall periodically be reviewed to determine if any new techniques, information or evidence has surfaced which would result in a reassignment.

9. In all cases where the investigation is suspended, administratively closed, the victim/complainant will be notified and advised of the change. This notification shall be documented in the supplemental report.

FOLLOW-UP INVESTIGATION PROCEDURES

1. After preliminary investigation and the determination that an investigation follow-up is required, the case will be assigned to a detective. The assigned detective is accountable for conducting the follow-up investigation. All follow-up investigations should practice acceptable methods of developing information through witnesses, victims, informants and other sources of available information. The following should be considered when conducting an investigation:

Information Development -- use department record systems, contact outside agencies and MILES/NCIC computer system for background, supportive and historical data.

Interview/Interrogations -- valuable information is obtained by interviewing victims, witnesses and officer that were at the scene. Interrogations of suspects and offenders will provide information on involvement, intent and knowledge of the crime.

Physical Evidence -- the collection and preservation of evidence is often critical in the prosecution of many cases. Every effort should be made to use the best available techniques for gathering evidence. The rules of evidence, proper packaging and chain of custody must be thoroughly understood and applied.

- Surveillance -- observations of suspects, offenders and fixed locations are helpful in documenting activities. Surveillance often detects criminal behavior and provides a basis for obtaining a search warrant.
2. When a case is received by a detective he shall notify the victim or complainant, and other principals involved.
 3. The detective should discuss the merits of the case, outline the basic course of the investigation and stress the importance of the victim's cooperation in any prosecution. The detective shall notify the victim any time there is a change in the status of their case.
 4. Follow-up investigation supplementary reports will be submitted within 2 days of assignment.
 5. The following steps shall be considered by officers when conducting a preliminary or follow-up investigation:
 - Review and analyze all reports from the preliminary phase,
 - conduct additional interviews and interrogations,
 - review Department records,
 - seek additional information (uniform officers, informants),
 - review results from laboratory examinations,
 - arrange for dissemination of information as appropriate,
 - plan, organize and conduct searches,
 - prepare cases for court presentations,
 - assist in prosecution,
 - identify and apprehend suspects,
 - collect physical evidence,

determine involvement of suspects in other crimes, and

check suspects criminal histories.

6. The following steps shall be considered by officers when conducting a preliminary investigation for a homicide or major case:

Upon arrival, enter the scene by the route least likely to disturb evidence, noting your route of travel.

Check the victim for signs of life.

Summon medical assistance if necessary.

Be aware of dying declarations. Ask the victim if they know who did this to them, if they can give a description and if they know that they may die.

If the victim is unconscious and being transported to a hospital an officer will remain with the victim at all times for the purpose of a dying declaration

If the victim must be removed from the scene and if possible, photograph the victim's position before removal. If not possible, note and sketch the victim's position.

Accompany the victim to the hospital to collect and mark items of evidence. If doctors and nurses are involved in the evidence recovery process, note the time recovered and identity of that person.

If the victim remains on the scene, secure the scene.

Prevent anyone from touching the body or disturbing anything, pending the arrival of the investigators, evidence technicians or the medical examiner /forensic investigator.

Detain and identify witnesses.

Prevent the destruction of fragile evidence such as footprints, tire tracks, etc.

7. Investigation personnel may, on occasion, request that a polygraph examination be conducted to aid an investigation. All such requests must be approved by the Criminal Investigations Supervisor.

8. Any detective who has received approval to use a polygraph examination shall only use the services of the State.

9. All constitutional rights, guaranteed suspects of crimes, shall be strictly adhered to by all sworn personnel. Sworn personnel of the department SHALL NOT:

use coercion for confessions or admissions;

unnecessarily delay a suspects arraignment;

fail to inform a suspect of his rights;

deprive a suspect of counsel;

release pretrial publicity tending to prejudice a fair trial.

BACKGROUND INVESTIGATIONS

1. The Criminal Investigations Division shall be responsible for conducting background investigations. Background investigations may be necessary to aid criminal investigations or identify organized crime figures.

2. The Criminal Investigations Division shall conduct pre-employment investigations.

3. The following sources of information will aid the detective during the background investigation:

F.B.I.
State Police

Credit Checks
I.R.S.
Utility Companies
Banks
State Welfare Agencies
Local Law Enforcement Agencies
Military Criminal Investigations
Educational Institutions

Associates -- neighbors, family, acquaintances
Employers
Social Security Number verification

4. Information obtained in a background investigation will be controlled through the Criminal Investigations Division Files will be separated from other police and investigation records, and shall not be distributed without the approval of the Chief of Police.

5. All information obtained as a result of a criminal background investigation shall be periodically updated and purged as circumstances dictate, and in accordance with State and Federal Law.

MAINTENANCE OF CASE FILES

1. Detectives will maintain a file on cases assigned for follow-up investigation. A typical case file may include reports and support documents.

2. Case assignment information will be logged in the master log book maintained by the CI D supervisor.

3. Detectives will be responsible for maintaining all copies of pertinent reports and documents in their case file. When an original document relating to the case comes into the custody of the detective he will make a copy for his file and forward the original to the Records unit for inclusion into the master file.

4. Only active cases will be kept by the detective and once the investigation is complete the case will be turned over to the supervisor for review and logging of the investigation into the master log book.

5. Access to investigation case files will be on a need to know basis, with permission of the assigned detective or Investigations supervisor.

6. Case files will be purged according to Departmental policy.

INVESTIGATION OPERATION FUNDS

1. The Department maintains a special fund to support operations by the investigative personnel. The Investigations

Division supervisor is responsible for the security, maintenance, records and accountability of this fund. Only the Investigations supervisor and the Chief of Police are authorized access to the fund.

2. Funds may be used for purchasing contraband as evidence, expenses for surveillance activities, and other related investigation assignments.

3. Fiscal and procedural management of this fund will include the following:

The Office of the Chief of Police is responsible for the fund, including acceptance of money into the fund account and disbursement of funds;

maintaining the fund in a secured location;

submission of requests for funds prior to use;

maintaining a ledger that identifies the date, amount and purpose of the expenditure;

annual financial statement of the fund.

4. The Chief of Police must give prior approval for all expenditures from the fund. If there is an emergency, and the Chief of Police cannot be reached, the Investigation unit Commander may authorize the expenditure. However, the supervisor will, as soon as possible, inform the Chief of Police of the expenditure. When the Chief of Police is out of town the supervisor will contact his designee for approval.

5. The Chief of Police, or his designee, will conduct periodic audits of the Investigation Operations Fund. These audits will check to ensure that funds are properly detailed, that the funds are maintained in a secure location, records of all transactions are documented, and funds have been disbursed for approved activities.

INVESTIGATION TASK FORCES

1. When members of this department take part in an investigation task force, the following concerns will be addressed:

The purpose is identified;

Responsibilities and authority are defined;

Accountability is established;

Available resources will be identified; and

Results of the task force and their continued necessity will be evaluated.

2. When other law enforcement agencies are involved in a long term task force for a specific reason, an intergovernmental agreement shall be adopted and address the above concerns.