

DEPARTMENT GENERAL ORDER 07-14

OFFICE of the CHIEF OF POLICE
REPLACES: General order 99-58/99-58A
SOP 502.03.00/502.04.00
502.07.00/502.12.00

DATE: January 12, 2007

CRIMINAL INVESTIGATION: ADMINISTRATION

I. PURPOSE.

To establish administrative guidelines to ensure the efficient operation of the Criminal Investigations Division. This shall include standardized case review and management practices, as well as delineating functional responsibility for preliminary and follow-up criminal investigations.

II. PERSONNEL ASSIGNMENT.

The Criminal Investigations Division is a sub-unit of the Investigations and Support Bureau, the purpose of which shall be to serve as the department's primary criminal investigations function. The unit shall be staffed by a commander, a supervisor, and a specified number of detectives. However, the number and/or rank of the personnel assigned to the unit shall be determined by the Chief of Police.

Transfer to the Criminal Investigations Unit shall be a change of assignment only, contingent upon the approval of the Chief of Police. Such assignments shall be temporary in nature, with unit personnel serving at the pleasure of the Chief of Police. In addition, while personnel attached to the Criminal Investigations Division shall be expected to use the title "Detective," their actual rank classifications and accompanying salary ranges shall be identical to those utilized by sworn members of the Field Operations Bureau.

Non-exempt officers will receive specialty pay during their tenure in CID in accordance with the guidelines presented in Department Memorandum 99-1. However, the fact that CID personnel receive specialty pay shall not preclude the transfer of the unit's members to another bureau or division within the department.

III. DUTY AND ON-CALL SCHEDULE.

The duty schedule for detectives assigned to the Criminal Investigations Division shall be established at the direction of the unit supervisor. Detective personnel will generally work a rotating shift schedule where some are assigned to four weeks of day watch and two weeks of evening watch. However, the established rotation schedule may be altered as circumstances require. As regular assigned duty hours do not provide for continuous twenty-four hour, seven day-a-week, coverage, a call-out list is incorporated within the duty schedule in the event a detective is needed to respond to an incident during non-regulation hours. Detectives shall rotate this assignment consecutively for one week periods.

ECDC shall be apprised of each updated on-call schedule by FAX and will utilize same to have a detective respond to the city as needed. To facilitate emergency contact, detective personnel assigned to be on-call will carry a pager and have it available at all times.

IV. CASE SCREENING.

It shall be the responsibility of the supervisor of the Criminal Investigations Division to review all newly documented criminal cases and assign a priority to each case. To this end, each case will be prioritized according to the following solvability factors:

1. Significant leads/suspect information.
2. Interviews with subjects (victims, witnesses, etc.) identified in the original report.
3. Seriousness of case (to include potential impact on community).
4. Undeveloped leads.
5. Pattern and frequency of crime.

Criminal investigations such as Homicide, Rape, Robbery, and Arson shall be addressed immediately. Investigation into other felony offenses and/or those incidents which are deemed to be high priority will be initiated within three (3) working days of the date the incident was reported.

Investigation into those offenses classified as low priority will commence within three (3) to five (5) working days from the date the incident was reported. The focus on low priority cases will be to ascertain:

1. If the information contained within the original Incident Report is correct and thorough.
2. If any new leads or suspect information have been developed since the

report was taken.

3. If the victim still desires prosecution in the case.

Detectives assigned such cases will be expected to follow-up on any new or unresolved information.

The CID supervisor will also keep the division commander apprised of current operations with day-to-day status reports.

V. CASE ASSIGNMENT.

The supervisor of the Criminal Investigations Division shall be responsible for the assignment of cases to subordinate investigative personnel. As part of this process, the supervisor will first log all assigned reports (cases) on a Case Assignment Control Sheet. This shall include:

1. Date assigned.
2. Report number.
3. Type of offense.
4. Name of victim.
5. Location of occurrence.
6. Name of detective assigned to case.

Once a case has been recorded on the assignment log, the following procedures shall govern how same is administered:

- A. A copy of the Incident Report will be placed in a folder and delivered to the assigned investigator. Should the report be a priority case, the folder containing same shall be stamped as such. Once this has been accomplished, the computerized report file for the case shall be amended to reflect which detective has been assigned to conduct the follow-up investigation.
- B. The assigned case shall remain on "Active" status until:
 1. The investigator informs the supervisor otherwise.
 2. The CID supervisor will determine if all leads have been investigated. Should he/she determine that work remains to be done, the case will be returned to the investigator along with specific instructions concerning the unresolved leads. In such instances the status of the case shall remain "Investigation Continuing."
 3. In the event the supervisor determines a case has been satisfactorily completed (without being cleared by arrest or exceptionally cleared), the CID supervisor will access the department's main computerized report system and amend the status of the case in question to "Investigation Complete/Unsolved."

4. Should the supervisor of CID determine that a case has been satisfactorily concluded via an arrest or other extenuating circumstances, the supervisor will access the department's main computerized report system and amend the status of the case to "Investigation Complete/Solved." The computer entry shall also include the date the change in status was made.

To ensure that reports are being investigated in a timely manner, the CID supervisor will maintain periodic checks on the progress of all assigned cases which are classified as "active."

Those cases which have been designated as low priority shall be assigned in a fair and impartial manner so as to ensure an equitable workload among the detectives assigned to the division. However, as part of the case assignment process, the supervisor shall allocate case assignments according to each individual detective's area of expertise (homicide, juvenile, computer/white collar crime, etc.), if possible. The current caseload held by each detective will influence such directed assignments.

VI. CASE FILE MANAGEMENT.

To properly manage the investigative efforts of the Criminal Investigations Division, the following procedural process has been developed to track the status of various cases and to ensure the confidentiality of such files.

- A. In addition to recording case assignments on an internal Case Assignment Control Sheet, those Incident Reports which are under investigation are tracked by report number and cross-referenced with the names contained within the report.
- B. The Case Assignment Control Sheet provides the primary mechanism to monitor internal case management and control. The status of each case at the time same is assigned is "Investigation Continuing."
- C. Detectives shall be responsible to develop a working case file of each assigned case. The working case file may contain, but not be limited to: a copy of the original report, copies of supplemental and lab reports, statements, criminal history records, investigator's notes, etc. Original reports will be maintained in the department's computerized record file, while other original documents associated with the case will be placed in the report's file jacket.
- D. During the course of their investigation, detectives shall be responsible to document their findings via supplemental Report and submit same to either the supervisor or division commander for review. Should a change of case status be included in such documentation, the division supervisor or commander must approve same before the report is forwarded to the Administrative Division. Status classifications shall vary

between internal designations and those established by the Uniform Crime Reporting System.

Internal and UCR Case status classifications are:

1. Report Pending - Incident report is in process of being filed/drafted.
2. Investigation Continuing - The case is open and under investigation.
UCR Status - Active.
3. Investigation Complete - The case is no longer actively being investigated (solved/unsolved).
UCR Status (solved) - a. Cleared by Arrest.
b. Cleared by Exception.
c. Unfounded.

UCR Status (Unsolved) - Active.

E. Types of Records

The Criminal Investigations Division will maintain the following types of records:

1. Working Case Files.
2. Case Assignment Control Sheets.
3. Confidential Informant Files.
4. Intelligence Records.
5. Evidence Records.
6. Bad Check Files.
7. Background Investigation Files.

Accessibility to such files shall be limited to department personnel assigned to CID, the bureau commander and the Chief of Police. Certain files, such as those involving informants, intelligence records, evidence records, and background investigations shall be secured at all times.

F. Purging of Files

Files shall be purged in accordance with the Missouri Records Retention Manual, and the General Order that addresses Index and Records Files.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 42.1.1/42.1.2/42.1.3
42.2.5