

Criminal Investigations Division

604.1 CRIMINAL INVESTIGATIONS DIVISION SECURITY

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The Criminal Investigations Division offices are considered a secure (restricted) area and are off limits to non-Departmental members.

Officers of the Department shall escort all non-members who enter, or are brought into CID.

If a person is a suspect or under arrest, and is to be placed in a holding room, the person and the holding room shall be searched for weapons and contraband, prior to being placed in a holding room. If the person is a suspect or under arrest, the person shall be handcuffed to the security bar/chain provided in each holding room. When the person is left unattended in the holding room, the door shall be locked (remain closed).

The name of the person and the holding room number shall be entered in the CID holding room logbook.

Any member, who must interview or interrogate a person in a holding room or interview room, shall secure and lock their weapon in the weapon lock boxes located within the Criminal Investigations Division. The lock box key shall be secured in a safe location. Under no circumstances shall a member leave a weapon box key in plain view.

Visiting law enforcement personnel will be briefed on CID security procedures, when necessary.

604.2 RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS DIVISION SUPERVISORS

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At the beginning of their respective shift, supervisors will check the Case Management System for new cases that have been entered and are not yet assigned to detectives.

Cases shall be assigned to detectives utilizing the electronic Case Management System.

Supervisors should assign an up to date disposition for cases within the Case Management System.

Investigative assignments will be made on the basis of detectives' expertise. The following factors will be considered when making assignments:

- (a) Type of case (e.g., burglary, larceny, homicide, assault, etc.).
- (b) Complexity of the investigation.
- (c) Skills, knowledge, and abilities of the detective.
- (d) Relationship to other cases assigned to the detective.
- (e) Active caseload of the detective.

Supervisors may also utilize the Case Management System to perform functions that include but are not limited to:

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- (a) Assign tasks to be completed on cases.
- (b) Review information and work progress on cases.
- (c) Compile and print statistical reports.

Reviewing and approving investigative reports.

Registering informants and maintaining informant records.

Inspecting personnel, vehicles, equipment, and facilities.

Compiling activity reports and performance statistics.

Maintaining, in coordination with the Commanding Officer of the Criminal Investigations Division, liaisons with the investigations supervisors of other law enforcement agencies in order to:

- (a) Exchange intelligence and information.
- (b) Facilitate multi-jurisdiction investigative efforts when appropriate.

Conduct inspections of warrant files to ensure that warrants held by the Department are executed expeditiously.

Prepare monthly and annual reports of Unit or Section activity. Reports shall be submitted as directed by the Commanding Officer of the Criminal Investigations Division.

604.3 CASE TRACKING/ACTIVITY REPORTS

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Mandatory information that must be added to the system for each case include:

- (a) DR number.
- (b) Victim name.
- (c) Notification date and time.
- (d) Investigation type (e.g.; burglary, robbery, etc.).
- (e) Reported To information (CID 1, 2, 3).
- (f) Case status (e.g., open, cleared-arrest, cleared-no prosecution, unfounded, etc.).

Additional information that should be added if available includes but is not limited to:

- (a) Incident occurred date and time.
- (b) Call source.
- (c) Address of occurrence.
- (d) Victim name, address, and contact phone number.
- (e) Suspect(s) information.
- (f) Arrested person(s) information.
- (g) Witness information.

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- (h) Evidence Technician.
- (i) Patrol officer making the notification, if applicable.
- (j) Evidence recovered, if applicable.
- (k) Property stolen or recovered and its value, if applicable.
- (l) Any additional pertinent comments may be added in the comments section.