

## Criminal Investigations Division

### 610.1 POLICY

#### Agency Content

The purpose of this policy is to define and guide the operation of the Criminal Investigations Division.

It is the policy of the Syracuse Police Department to place case responsibility for felony crimes against persons and property, serious or unusual incidents, homicides, suspicious deaths, and any other cases as authorized by the Chief of Police with the Criminal Investigations Division. Personnel and criminal investigation cases shall be assigned within the Division on the basis of expertise. Police officers assigned to conduct criminal investigations shall be titled detectives and issued a Syracuse Police Department detective's badge.

### 610.2 DEFINITIONS

#### Agency Content

**Surveillance** - The secretive, continuous, or periodic observation (above and beyond ordinary police operations) of persons, vehicles, places, or objects for the purpose of obtaining information regarding the identity and activities of individuals committing crimes.

**Stakeout** - The tactical deployment of officers in anticipation of the commission of a crime at a specific location or the apprehension of a fugitive.

**Raid** - The lawful invasion of a building or locality for the purpose of apprehending a suspect, seizing evidence, and/or recovering stolen property.

### 610.3 CRIMINAL INVESTIGATIONS DIVISION

#### Agency Content

The Criminal Investigations Division is a specialized Division within the Investigations Bureau. Officers assigned to the division are responsible for:

- (a) The continuation or follow up investigation of felony crimes and serious incidents following the initial response and investigation by uniform officers.
- (b) Conducting or assisting in preliminary investigations of certain crimes and other investigations as directed.
- (c) Monitoring the collection and preservation of physical evidence.
- (d) Recovering stolen property.
- (e) Executing arrest and search warrants.
- (f) Conducting intelligence operations and informant management.
- (g) Administering the Department's warrant service and apprehending fugitives.
- (h) Acting as liaisons with representatives from federal, state, and other municipal agencies.

# Syracuse Police Department

## Policy Manual

### *Criminal Investigations Division*

---

- (i) Developing and exchanging information concerning known criminals and the coordination of investigations where feasible, and with prosecuting agencies to coordinate information during investigations for court cases.
- (j) Clearing crimes consistent with established closure criteria.
- (k) Conducting background investigations.
- (l) Providing investigative support to other Departmental Divisions during critical incidents.

See procedure for: [CRIMINAL INVESTIGATIONS DIVISION SECURITY](#)

#### **610.4 RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS DIVISION DETECTIVES**

##### **Agency Content**

Detectives in the Criminal Investigations Division shall be responsible for:

- (a) Thoroughly investigating all cases assigned to them.
- (b) Monitoring cases for habitual and serious offenders and notifying a supervisor when a suspect is identified. A person convicted of two or more felonies shall be considered a persistent felony offender pursuant to the NYS Penal Law.
- (c) Conducting interviews of victims and witnesses.
- (d) Reviewing physical evidence obtained from the crime scenes.
- (e) Reviewing the results of laboratory examinations.
- (f) Preparing and submitting detailed investigative reports in a timely fashion.
- (g) Identifying, questioning, and apprehending suspects.
- (h) Notifying a supervisor prior to conducting or executing a search warrant, surveillance, stakeout, or raid.
- (i) Attending Roll Calls in order to exchange information.
- (j) Review and analyze all previous reports prepared during the preliminary investigation.
- (k) Review Departmental records, computer databases, all other files, records, and resources, for possible connections to the case.
- (l) Seek additional information from other sources such as other officers, agencies, or informants.
- (m) Search for and collect additional physical evidence.
- (n) Recover stolen property.
- (o) Arrange for dissemination of case information (NCIC/DCJS, crime analysis bulletins, patrol information bulletins, news releases, etc.) as appropriate in accordance with applicable procedures.
- (p) Plan, organize, conduct searches.
- (q) Determine involvement of offenders in other crimes.
- (r) Check suspect criminal histories and wants/warrants.

# Syracuse Police Department

## Policy Manual

### *Criminal Investigations Division*

---

- (s) Prepare the case for court presentation.
- (t) Assist in case preparation.
- (u) Notify the victim of any change in the administrative status of the case.

#### **610.5 CASE STATUS NOTIFICATIONS**

##### **Agency Content**

Crime victims should be notified as to any change in the administrative status of their case. Whenever possible, this notification should be made within forty-eight (48) hours of the status change.

#### **610.6 VIDEO RECORDING SUSPECT STATEMENTS AND CONFESSIONS**

##### **Agency Content**

Refer to the Investigation, Scene Processing and Prosecution policy, Custodial Interrogation Requirements section and the relevant sub-sections.

#### **610.7 RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS DIVISION SUPERVISORS**

##### **Agency Content**

Criminal Investigations Division supervisors shall be responsible for:

- (a) Case intake and screening based on solvability factors.
- (b) Supervisors will review solvability factors and assign cases to detectives as appropriate, using the Case Management System.
- (c) Solvability factors will be determined by the Deputy Chief of Police of the Investigations Bureau.
- (d) Examples of solvability factors may include, but are not limited to:
  - (e) Suspects name.
  - (f) Suspect description.
  - (g) Reliable witness available.
  - (h) Vehicle identified.
  - (i) Physical evidence.
  - (j) Undeveloped leads.

See [procedures for: RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS DIVISION SUPERVISORS](#)

#### **610.8 RESPONSIBILITIES OF CRIMINAL INVESTIGATIONS DIVISION COMMANDING OFFICERS**

##### **Agency Content**

The Commanding Officer of the Criminal Investigations Division shall be responsible for the administration and operation of the Criminal Investigations Division, including but not limited to:

# Syracuse Police Department

## Policy Manual

### *Criminal Investigations Division*

---

- (a) Managing major investigations.
- (b) Reviewing investigation reports and cases.
- (c) Conducting staff meetings.
- (d) Scheduling personnel.
- (e) Maintaining related personnel records.
- (f) Oversight of the distribution of confidential funds.
- (g) Inspecting personnel, equipment, and facilities.
- (h) Making staffing and budget recommendations to the Chief of Police.
- (i) Maintaining a liaison with the Onondaga District Attorney's Office regarding criminal cases submitted and the successful prosecution of those cases.
- (j) Compiling Division statistics and submitting statistical reports as required.

#### **610.9 CASE TRACKING/ACTIVITY REPORTS**

##### **Agency Content**

The Criminal Investigations Division utilizes an electronic Case Management System by PTS Solutions to maintain a record of all cases received and investigated by detectives. Access to the system is restricted to designated personnel.

When receiving a case notification, personnel assigned to the CID front desk will enter the information into the Case Management System.

[See procedure for: CASE TRACKING/ACTIVITY REPORTS](#)

#### **610.10 COLD CASE EVALUATION**

##### **Agency Content**

Cold Case is defined as a criminal case where all leads have been exhausted and there are no new investigative leads to follow-up on.

Review Responsibility:

- (a) The Homicide Unit Supervisor is specifically responsible for the periodic evaluation of all cold cases involving crimes of physical violence.
- (b) Any detective or detective supervisor may review any cold case when a possibility of reopening criteria exist.
- (c) Any employee has a duty to bring to light any circumstance where a cold case needs to be reviewed and possibly reopened per evaluation criteria.

Evaluation Criteria: A cold case may be re-opened and investigated upon learning of new leads, reviewing the evidence and resubmitting evidence for new examination procedures, i.e. DNA or any other new developments that may develop or any other new information that may be relevant to the case and its resolution.

# Syracuse Police Department

## Policy Manual

### *Criminal Investigations Division*

---

Recording of Investigation Actions: the same documentation and reporting requirements for active investigations shall be followed.

#### **610.11 CASE INVESTIGATION RECORDS**

##### **Agency Content**

Detectives are required to make all open and on-going investigation files available to other working detectives during any period of unavailability.

All notes constitute “Rosario Materials”, which must be turned over to the District Attorney’s Office as required by CPL 245. At the conclusion of each case, detectives shall photocopy their notes for that case and submit them to the Records Division under the appropriate DR#.

All e-JusticeNY Integrated Portal and CCH printouts shall be purged pursuant to the procedures governing record management as described in the Department’s policy manual.

Original reports and case records of on-going major investigations (i.e. homicide, rape, etc.) may be temporarily maintained within the Criminal Investigations Division. The Commanding Officer of the Criminal Investigations Division shall be responsible for the security of such records and shall forward all original reports to the Central Records Division as soon as practical.

The Criminal Investigations Division shall maintain a copy of original reports and all other case reports for all unsolved homicide investigations. Homicide case records shall be maintained within filing cabinets in a secure area. Access to open homicide files is restricted to members of the Criminal Investigations Division, Deputy Chiefs of Police, and the Chief of Police.

#### **610.12 STAFFING**

##### **Agency Content**

The Chief of Police shall staff the Criminal Investigations Division with as many detectives, supervisors, and Command Personnel as may be necessary.

The Chief of Police may make temporary assignments of personnel to any Bureau, Division, Section, or Unit in order to meet the emergent needs of the Department.

#### **610.13 INVESTIGATIVE TASK FORCES**

##### **Agency Content**

The Department may, when appropriate and with approval of the Chief of Police, participate in multi-agency investigative task forces.

#### **610.14 TRAINING**

##### **Agency Content**

Officers assigned as detectives to conduct follow up investigations within the Criminal Investigations Division, Special Investigations Division, Youth Enforcement Unit and the Abused Persons Unit shall receive specialized and in-service training to improve and maintain their investigative knowledge, skills, and abilities.

# Syracuse Police Department

## Policy Manual

### *Criminal Investigations Division*

---

The management and administration of specialized training shall be the responsibility of the Training Division. Division Commanders shall recommend personnel for specialized training as needed.