



Policy 1008

Subject

INVESTIGATIVE OPERATIONS

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to thoroughly investigate all crimes. Sworn and civilian members of the BPD will utilize recognized law enforcement best practices in the performance of their duties to bring swift closure to crimes and to ensure the successful prosecution of criminal offenders.

GENERAL

1. The investigative efforts of patrol officers, detectives and Crime Laboratory Technicians are mutually supportive and interactive.
2. A preliminary investigation begins when an incident or crime is initially brought to the attention of a police officer, either through direct contact with a citizen or through a call for service.
3. The follow-up investigation starts after the preliminary investigation and encompasses a wide array of activities including a secondary canvass for witnesses, leaving contact cards and assessing locations for CCTV cameras. In addition, the complainant/victim shall be re-contacted in person or by a telephone to determine if any additional information has surfaced.

NOTE: Members shall strive to re-contact complainants/victims on the next day. However, contact will be made no later than **48-hours** after the date of the initial report.

4. Supervisory response to the scene of significant and noteworthy Part One Offenses and other complex investigations is necessary to provide supervision, ensure officers handle all situations professionally and ensure adequate resources are available.
5. The primary investigative unit tasked with investigating specific crime categories will be contacted prior to conducting any investigative action.
6. Calls for service take priority over follow-up investigations except when the outcome of the investigation may be jeopardized by delay.

REQUIRED ACTION

Member, Patrol Division

As first responders, police officers assigned to the Patrol Division are responsible for conducting the preliminary investigation. This includes authoring the offense report for the following types of investigations:

1. Death Investigations.
2. Robberies.
3. Burglaries.

NOTE: It is important to distinguish that most burglary arrests are initiated by personnel assigned to uniform patrol during their initial response to the scene or during the course of the preliminary investigation.

4. Aggravated Assaults (DDU will respond immediately for life-threatening injuries).
5. Common Assaults.
6. Purse Snatchings.
7. Auto Thefts and Unauthorized Use.
8. Larcenies, including Shoplifting.
9. Non-fatal Dog Bites.
10. Missing Persons cases not investigated by the Missing Persons Unit. (See Policy 714, *Missing Persons*).

Preliminary Investigative Responsibilities

1. Upon arrival, ensure that the scene is safe.
2. Render aid and request medical assistance when necessary.
3. Request a supervisor respond to the scene of any significant or noteworthy incident.
4. Request the appropriate investigative section of the Criminal Investigation Division (CID) to respond to the scene and be guided by the highest ranking member of CID.
5. Establish the boundaries of the crime scene /controlled perimeter by utilizing crime scene tape as a physical barrier.
6. Conduct a comprehensive on-scene preliminary investigation.
7. Ensure all suspect information is obtained and immediately broadcast via Communications.
8. Interview the victim/complainant, and any known witnesses, in an attempt to obtain additional information.
9. Search the crime scene and escape routes to see if there are CCTV cameras in the area or surveillance cameras from businesses or residences that could have captured the event.
10. Request a Crime Laboratory Technician to respond to process the crime scene and collect physical evidence at the direction of investigators.
 - 10.1. The assigned primary investigative unit shall submit all requests for analysis to the Lab.

11. When necessary, recover and submit any evidence in accordance with established procedures.
12. Ensure that all witnesses are identified, separated and made available for interview by detectives.
13. Document the preliminary investigation by completing the appropriate field report reflecting all relevant information obtained, evidence recovered, suspects identified, and other actions taken.
14. Attempt to identify any serial numbers or unique identifiers associated with all reported stolen property. If a serial number or other unique identifying characteristic is provided by the victim or reporting party, include that information in the initial Crime Incident Report Form 04/008, or on a Supplement Report, Form 04/007. Leave the Citizen Supplemental Reporting, Form 309A/05 (Appendix A), in the event that the complainant discovers additional property or any additional information missed during the initial report.
15. While speaking with a complainant, stress the importance of re-contacting the appropriate investigating CID unit if additional information becomes available, to include but not limited to:
 - 15.1. Additional missing property discovered.
 - 15.2. Serial numbers or other unique identifiers.
 - 15.3. Suspect information.
 - 15.4. Witness information.
 - 15.5. Undiscovered physical evidence located.
16. All follow-up investigative activity shall be documented on a Supplement Report, Form 04/007, regardless if any new information is obtained.
17. Conduct a thorough area canvass of the neighborhood in an attempt to locate witnesses.
18. Maintain a Crime Scene Log and submit it with the incident report.
19. Contact the Pawn Shop Unit when you receive additional information regarding property with known serial number, unique identifying characteristic, or item that is unusual or unique in nature.

NOTE: The Pawn Shop Unit and/or the District Detective Unit (DDU) may assume the responsibility of any investigation as directed by the Chief, Criminal Investigation Division.

Supervisor/OIC

1. Respond to noteworthy incidents and/or significant situations within your sector, including all homicides, rapes, sexual assaults, robberies, aggravated assaults, and burglaries.
2. Upon arrival at the scene, ensure the incident is handled in an appropriate and professional manner.
3. Provide guidance and direction, as needed, to subordinates conducting preliminary investigations.
4. Review all field reports for accuracy and completeness.

5. Ensure that follow-ups are completed in the designated **48-hour** time frame.
6. Ensure follow-up investigations are turned over to the relieving shift for investigation, within the initial 24 hour period of occurrence when appropriate.

Shift Commander

1. Respond to noteworthy incidents and/or situations within the District when the immediate supervisor is unavailable, or when it is apparent the presence of a higher authority is necessary for the successful resolution of the situation.
2. Review and initial all Part One reports.
3. Ensure the proper assignment and timely completion of all follow-up investigations.
4. When patterns are identified, shift commanders should consult with CID and develop a crime plan structured to address the problem.

Member, Criminal Investigation Division (CID)

Assume responsibility for conducting follow-up investigations of the following reported offenses:

1. Burglaries.
2. Robberies.
3. Rape, including Related Sex Offenses.
4. Homicide.
5. Shootings.
6. Aggravated Assault (where injury is critical or death is likely to occur).
7. Physical Child Abuse/Neglect and Sexual Child Abuse.
8. Threats on Police Officers.
9. Kidnapping.
10. Arson.
11. Bombings.
12. Bribery.
13. Embezzlement.
14. Escape (from Correctional Facilities).
15. Extortion (including Blackmail).
16. False Pretenses (All Bad Checks).

17. Fencing Operations (Major Cases).
18. Forgery (Worthless Documents).
19. Fraud.
20. Fugitives (Related Offenses).
21. Incest.
22. Larceny by Trick (Flim-Flam Operations).
23. Perjury.

Member, Regional Auto Theft Task Force (RATT)

Assume responsibility for monitoring cases to identify trends and patterns linked to the following offenses:

1. Auto Theft.
2. Heavy Equipment Thefts.
3. Chop Shops.
4. Salvage Rackets.

Member, District Detective Unit (DDU)

1. Conduct follow-ups related to all district DNA and fingerprint hits.
2. Enter crime data into Lotus Notes or other databases as designated by the Chief, CID.

Chief, Criminal Investigation Division (CID)

Work with the Chief, Patrol Division to coordinate the use of light duty personnel for data entry when needed.

Commanding Officer, Analytical Intelligence Section (AIS)

1. Maintain a comprehensive detailed tracking mechanism regarding intelligence sharing of violent offenders, pattern burglaries and robbery cases.
2. Develop a list of priority offenders known for their consistent involvement in Burglary & Robbery incidents and lesser linked crime types like theft. Maintain intelligence related to arrests, persons on parole & probation and known recidivists linked to the above crime types who live or have prior connections to locations near crime occurrences.
3. Develop, in concert with the Pawn Shop Unit, a comparison system that examines the names of persons pawning property to the list of known offenders.
4. Provide reporting as necessary to ensure the appropriate investigative and operational entities possess all relevant intelligence.

Crime Scene Science / Evidence Section

Provide service to members conducting preliminary and follow-up investigations in accordance with the current Technical Procedures of the Crime Scene Unit.

ASSOCIATED POLICIES

Policy 703, *Death and Serious Assault Investigation*
Policy 708, *Rape and Sexual Assault*
Policy 709, *Kidnapping/Extortion/Abduction/Investigations*
Policy 714, *Missing Persons*

APPENDICES

A. Citizen Supplemental Reporting, Form 309A/05

RESCISSION

Remove and destroy/recycle Policy 1008, *Investigative Operations*, dated 1 July 2016.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Commanders are responsible for informing their subordinates of this policy and ensuring compliance.

APPENDIX A

Citizen Supplemental Reporting Form (309A/05)

Baltimore Police Department
c/o 242 West 29th Street
Baltimore, Maryland 21211
(410) 396-2525

**CITIZEN SUPPLEMENTAL REPORTING FORM
FORM 309A/05**

The Baltimore Police Department has developed this form in an effort to provide you with the best service possible. This form will allow you to give investigators information that may not have been available at the time you reported the crime/incident to the original responding Police Officer. **The responding Police Officer will fill in blocks 1, 2, 8 and 9 for you.** Please complete this form and return it to the Baltimore Police Department if you have any further information regarding this crime/incident. This completed form will be given to the investigating detective/officer for further action in solving your case. If you need additional room, please attach any additional pages, then fold, staple and mail this form.

Please Type or Print

1. Police Report Number (central complaint no.)		2. Date and Time of Original Report	
3. Your Name (Last, First, Middle)		4. Daytime Phone No.	5. Evening Phone No.
6. Your Home Address			
7. City, State and ZIP			
8. Crime/Incident Reported		9. Officer's Name and Assignment	
10. Where did this crime / incident occur?			
11. Describe the additional information you want to report (include additional property taken with make, model, serial number and value of the item described).			
12. Your Signature		13. Today's Date	

BE ADVISED: Knowingly Providing False Information Is A Crime And May Result In Criminal Prosecution