

	BRIDGEPORT POLICE DEPARTMENT	Distribution ALL PERSONNEL	General Order Number 6.01
	POLICY AND PROCEDURE GENERAL ORDER	Original Issue Date 11/19/19	Reissue/Effective Date 12/27/19
Order Title: CRIMINAL INVESTIGATIONS ADMINISTRATION		Accreditation Standard: POSTC: 1.2.1, 1.2.6, 1.7.6, 3.2.1, 3.4.3	Section 6
		Section Title INVESTIGATIVE FUNCTIONS	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this policy is to establish a written directive, which describes the administration of the Bridgeport Police Department's criminal investigation function.

II. POLICY

It is the policy of the Bridgeport Police Department to develop administrative guidelines to enable the Department to conduct efficient, effective, and thorough criminal investigations. These guidelines will include: fixing specific accountability for preliminary and follow-up investigations, utilizing a specific case screening process to determine which cases will be assigned for follow-up investigation, a case management system, and identification of habitual and/or serious offenders.

III. PROCEDURE:

A. Detective Division - General

1. Patrol officers shall be the primary responders to all reports of crimes or incidents.
2. The preliminary investigation begins when the first police unit arrives at the scene.
3. The primary responsibility of the Detective Division of the Bridgeport Police Department shall be to conduct investigations of increased complexity and/or duration requiring specialized skills, knowledge, and abilities.

4. The Detective Division Commander supervises the daily operations and administration of the Detective Division. The Detective Division Commander shall be assigned by the Chief of Police.
5. The Detective Division contains the following units:
 - a. General Investigations Unit.
 - b. Special Victims
 - c. Homicide Unit
 - d. Identification Unit
 - e. Fugitive Task Force
 - f. ATF Task Force
 - g. DIVIRT Unit
 - h. Robbery/ Burglary Unit
6. The Chief of Police will assign supervisors to the Detective Division as needed.
7. Patrol officers may be temporarily assigned to the Detective Division when appropriate, due to specialized skills or information, as well as to be given the opportunity to gain additional investigative experience. The Chief of Police, has the responsibility of selecting an officer in an acting capacity, based on seniority, for temporary assignment in the Detective Unit.

B. Notification of Investigator Required

1. The investigation of certain crimes that are serious or complicated in nature sometimes warrants the assignment of investigators to the scene of the crime as soon as possible. In those cases, Detective Division personnel should be notified within one hour. This allows the Detectives to assist Patrol in securing the crime scene, preserve and process evidence that may be otherwise lost, and interview witnesses or participants to/in the crime. It also allows Detective Division personnel to maintain their responsibilities as "First Responders" in providing police services to the City of Bridgeport.
2. If the decision is made to call in the Detective Division, upon their arrival, the Patrol Officer/Supervisor shall:
 - a. Relinquish responsibility for the investigation upon request;
 - b. Brief the investigator on all action taken and information known;
 - c. Obtain adequate information in order to properly complete his/her report.
3. In order to assist the Detective Division's preliminary investigation, and add continuity to follow-up investigations, the on-duty Supervisor shall notify the Detective Division Commander when any of the following complaints are

received and verified as being founded:

- a. Any death investigation, including homicides, suicides, industrial, fatal traffic deaths, etc.
 - b. Sexual Assaults
 - c. Armed or aggravated robbery
 - d. Serious injury assaults
 - e. Kidnapping or abduction
 - f. Bombings
 - g. Extortion
 - h. Physical or sexual child abuse that involves any of the following:
 - Serious physical injury to the child
 - The need for emergency removal of the child from the residence
 - The need to conduct an immediate in-depth interview with the child
 - i. Any serious injury that could result in death that is the result of unusual, suspicious, or unexplained circumstances, including industrial accidents of questionable cause which have resulted in or may result in death
 - j. Residential or commercial burglaries where significant loss or damage to property has occurred, a home invasion, or the modus operandi would indicate the offense is a serial crime or appear otherwise significant. (Note - significant loss/damage is any loss or damage exceeding \$5,000).
 - k. Any other complaint deemed necessary by the Supervisor
4. The Narcotics and Vice Commander should be contacted regarding narcotics activity.
 5. The Chief of Police shall be notified of in the following situations:
 - a. Homicide and attempted homicides
 - b. Police related-shootings
 - c. Abduction/Kidnapping
 - d. Home invasions
 - e. SWAT call out
 - f. Officer sustaining serious injuries (hospitalized)
 - g. Any other critical incident as determined by a Supervisor or above

C. Investigator On-Call Schedule

1. Introduction

The Department does not schedule and staff Detectives on a 24-hour basis. Specific procedures, however, have been adopted to ensure than an

investigator is available on a 24-hour basis. These procedures include the distribution of cell phone numbers to call back to duty an investigator when needed.

2. Cell Phones

Investigative personnel, including Supervisors, are assigned cell phones. Assigned cell phone shall be carried during time off to enable them to respond to calls without delay, or to notify the department and the Emergency Operations Center where they may be reached, if needed.

3. Investigator Availability

The Department maintains Detectives contact numbers (home and cell phone) in the event he/she needs to be called back to duty. This list is available to personnel in the Emergency Operations Center. In the event that a Detective becomes aware that he/she will not be available for a call-in on any particular day, the Detective Commander should be advised.

If no Detectives are available for a call-in assignment, the Detective Commander will determine what action shall be taken, including having another agency handle and investigate the incident.

4. Call Back Procedure for Detectives

a. When an officer believes it is necessary to have a Detective respond to a particular incident, the officer will first consult their Supervisor, who will determine that an investigator should be called to the scene. If such determination is made, the Shift Commander, or designee, shall make such notification as follows:

- If a Detective is on duty, the Shift Commander shall speak to the Detective's Supervisor directly.
- If no Detective is on duty, the request shall be forwarded to the Detective Commander, or designee, and upon being advised of the circumstances, will determine if an investigator is required.

b. In each instance, the decision to determine which Detective(s), if any, will be sent to a scene, including those called back to duty, will be based upon circumstances and factors as follows:

- The nature, seriousness, and/or complexity of the investigation
- The degree of specialization and/or expertise that may be required
- Solvability factors known to be present

- Resources, skills, abilities, etc. available by patrol personnel
 - Extent of crime scene processing required
 - The geographical location of the incident
 - The time of day and/or proximity to an investigator's normal duty hours
 - The caseload distribution of personnel
 - The need for immediate or in-depth interviewing of victim's, witnesses or suspects
 - The number of interviews to be conducted
 - The need for immediate, extensive, or special investigative effort or skills (i.e., large neighborhood canvas, out-of-town follow-up, suspect composite, sexual assault, child interview, etc.)
 - Leads indicating a significant modus operandi or serial crime
 - Arrest of an individual wanted for questioning or suspected of being involved in other offenses
 - Other pertinent factors, as determined by the Detective Commander
5. Based on the severity and needs of the particular crime scene specialized investigators from the Crime Scene Unit are available to provide the following crime scene processing services:
- a. Recovery of latent fingerprints;
 - b. Photography;
 - c. Sketch of scene;
 - d. Collection and preservation of evidence; and
 - e. Processing crime scenes
6. Whenever there is a transfer of custody of physical evidence such transfer will be documented in a report.

D. Case Screening System and Criteria for Follow-Up Assignment

1. Case Screening

- a. Case screening is a process that involves screening preliminary investigative reports for specific solvability factors known to enhance the chances of being solved through follow-up investigative efforts. Therefore, it is critical that initial responding officers completely and thoroughly document information in preliminary reports, including all investigative action taken by the officer.
- b. Responsibility for case screening begins with each Shift Commander, or designee, who will review each police report and determine one of

the following courses of action:

- If it should be forwarded to the Detective Division for additional follow-up consideration
 - If it should be followed up by a Patrol Officer
 - If it should be suspended, without further investigation.
- c. The Patrol Sergeant will review reports forwarded them for purposes of identifying those cases that require additional follow-up investigation or whether cases should be returned to the responding patrol officer for further preliminary investigation.
- d. Patrol Officers will not send cases directly to the Detective Division for follow-up investigation, nor will they advise victims or other persons that a case is being assigned to a specific Detective for follow-up investigation, unless that information is known to them at the time. This does not prohibit an officer from speaking directly with an investigator to seek advice or share information about a case.

2. Solvability Factors

- a. A solvability factor is information about a crime that can provide the basis for determining who committed that particular crime. Research has shown that when a preliminary investigation or second contact fails to disclose sufficient solvability factors, the case will have very little chance of being solved.
- b. The objective in using solvability factors is to make the best possible use of available resources by directing investigative efforts to those offenses that have the best opportunity for success. When circumstances dictate, solvability factors may be used as a guide to the amount of resources to be committed to a given investigation.
- c. The Detective Supervisor will conduct a review and assessment of solvability factors as part of the case screening process. The specific solvability factors utilized to screen and assign cases include those describing the suspect, the suspect's vehicle, and the estimated range of time of occurrence.
- d. The Department utilizes a system that assigns a weight for each solvability factor, and if used, the combined weight of all the factors will serve as a general guide when determining which cases will receive follow-up investigation. Generally, if the sum of all factors is less than 7, then the case should be suspended, unless the case is an exception.

SOLVABILITY FACTORS	WEIGHING FACTOR
Suspect arrested	10
Suspect known/named	10
Suspect locatable	7
Usable fingerprints lifted	7
Suspect described	6
Reliable witness(es) to crime	5
Suspect vehicle registration known	5
Suspect vehicle described	3
Evidence found and recovered	1
Property stolen / missing that is traceable	1
Estimated range of time of occurrence	
• Less than 1 hour	5
• Between 1 to 12 hours	2
• Between 12 to 24 hours	1
• More than 24 hours	0

3. Case Assignments

- a. Generally, Patrol Officers will conduct the investigation of cases to which they responded or were assigned. If Patrol Officers maintain the responsibility for conducting the investigation, the Patrol Officer becomes the principal investigator. The Detective becomes the principal investigator of any case to which he/she is directly assigned. Assignment of a principal Detective fixes accountability for the investigation. In many instances, having a principal Detective assigned is sufficient to carry out the entire investigation. However, the assignment of a principal Detective does not preclude the assignment of more than one person to a particular investigation.
- b. Assignment of cases for further investigation will be based on the seriousness of the offense, the solvability factors present, investigative workload and other factors such as special skills, knowledge, or experience needed to conduct a particular investigation. During the case screening process, cases may:

- Be assigned to the Detective based upon the above criteria.
- If the Detective Commander or Detective believes that a particular case is not appropriate for follow-up, or that it requires additional preliminary work, it shall be referred back to the submitting Shift Commander for assignment to the original reporting officer, or reassignment to another officer.
- If the Shift Commander disagrees with the assignment, the matter shall be brought to the Division Commander, who will make a determination as to who will be responsible for the follow-up investigation.
- The case may be immediately suspended if not enough solvability factors are present, however, a case may also lack solvability factors and still warrant follow-up investigation based on exceptional factors. The exceptional factors to be reviewed include:
 - **Community importance** – example, cemetery desecration or hate crime with limited or no solvability factors.
 - **Case linkage/serial offense** – example, cat burglaries with limited or no solvability factors.
 - **Management Exception** – example, crimes likely to generate intense media coverage with limited or no solvability factors, or offenses including potential danger to complainants, witnesses, or other persons.
 - **Investigative Exception** – example, investigative intuition, such as identification of a suspect based on history of known modus operandi or intelligence information.

4. Suspending and Closing Cases

The investigative effort will continue as long as it is reasonable to do so based on the aforementioned factors. Active cases are those that are open and continue to be assigned for investigation. Inactive cases will be classified either as closed or suspended.

- a. **Closing a Case:** A case may be closed when any of the following is applicable:
 - The case is cleared by the arrest of the offender(s)
 - The case is closed by the obtaining of an arrest warrant for the offender(s)
 - The investigation shows that an offense did not occur and there are sufficient reasonable grounds to support this premise (in

these instances, the case shall be reclassified to a non-criminal offense)

- The investigation shows that the offense occurred in another jurisdiction (in these instances, the case shall be reclassified to “assisting another department”, or similar classification)
- The victim has declined prosecution or refuses to cooperate with the investigation
- The Prosecution has declined to proceed with charges
- Extradition of the suspect(s) has been denied

b. **Suspending a Case:** A case may be suspended when any of the following is applicable:

- Results of pending forensic examinations are needed before the investigation can proceed
- Judicial matters must be resolved before the investigation can proceed
- The workload of the investigator is such that other cases must receive first priority
- Measures have been exhausted to recover all property for which the location is known
- The case lacks sufficient leads for follow-up investigation, or all available leads have been exhausted, and there is little, or no chance of additional leads being developed

Suspended cases may be reopened whenever new information or evidence is discovered that may lead to the clearance of the case.

E. Case File Management

The Detective Commander shall utilize the NexGen Case Management System in RMS, which shall include, at a minimum, provisions for:

1. Case Designations

- a. **Open:** Indicates that the case is assigned to an officer and investigative efforts are active.
- b. **Suspended:** Indicates that all available leads have been exhausted but the case has not been brought to a satisfactory conclusion, and the investigative efforts may be resumed. Cases may only be inactivated when approved by the supervisor.
- c. **Closed:** Indicates that case has been satisfactorily concluded.

2. Case Status Control

- a. The Detective Commander will assign all cases within Case

Management in RMS, including the following information:

- Complaint number
 - Type of investigation
 - Investigator assigned
 - Date assigned
 - Solvability factors present on date assigned
 - Exceptional factors present on date assigned, and
 - Identification of the originally assigned officer, if different from the assigned investigator.
- b. The Detective Commander, or designee, will check Case Management each workday for any cases having been assigned 10 days or more, and to determine if a follow-up report is due. Shift Supervisors will also check the files each workday for cases assigned to Patrol Officers for investigation to determine if a follow-up report is due. Such cases will be reviewed with the Shift Commander/Patrol Officer to:
- Ensure that the case has been initially worked on, that the victim has been contacted, and that a follow-up report has been completed within 10 days of being assigned to an investigator
 - Ensure that the case has been updated within each 10 succeeding days
 - Determine if the case has been closed within 30 days
 - Determine whether the solvability factors have increased or decreased
 - Determine the future course of the investigation
 - Determine whether the case should remain open, be assigned to another investigator, or be suspended
 - Determine if the victim has been notified of any changes in the status of the investigation
- c. The date that each case has been reviewed shall be recorded in RMS Case Management.
- d. When a case has been cleared or suspended, the Detective will submit the final supplement to the Detective Commander. All working copies shall be retained with the Detective to be used as reference, or used if the case becomes reopened.
3. Types of Records to be Maintained
- a. Detectives/Patrol Officers assigned to conduct follow-up investigations shall maintain investigative case files on all active cases. The case files should contain a copy of all preliminary investigative reports, records of statements, results of examinations of physical

evidence, case status reports, detective/officer notes, and other reports and records needed for investigative purposes. A typical major case file may include copies of some or all of the following types of reports and support documents:

- The original report and all supplemental reports
 - Written Statements
 - Evidence/Property Custody Documents
 - Crime Lab reports
 - Mug shot or other photographs
 - Autopsy reports
 - Search warrant/inventory returns
 - Vehicle impound and inventory sheets
 - Other documents related to the case
- b. Detectives/Patrol Officers shall not maintain any original police reports in the investigative case file, including signed statements of victims, witnesses, and defendants; miscellaneous forms and records; and any handwritten investigative notes. Upon the clearance or suspension of a case, Detectives/Patrol Officers shall check the case file and ensure that all original reports have been forwarded, including investigator follow-up reports, for filing in the Records Room.

4. Accessibility to Case Files

- a. Access to active case files will be on a need to know basis, and will be limited to:
- Chief of Police or designee
 - Division Commander
 - Detective Division Commander
 - Detective Division personnel and other department members designated by the Chief of Police or Detective Division Commander on a case by case basis.
 - Assigned Detective(s)/Patrol officers
 - Members of other law enforcement agencies who have been authorized by the Chief of Police or designee to review said records.
- b. Others are prohibited from accessing investigative case files without the express permission from one of the above.

5. Procedures for Purging Files

- a. Once a case is fully investigated and a final disposition made as outlined by the assigned Detective/Patrol Officer, the case file will be processed as follows:

- If an arrest is made, the case shall be forwarded within RMS to the Records Folder and all paperwork to the Records Division.
- If an arrest is made, and there are additional suspects still at large, the case shall be forwarded within RMS to the Records Folder, all paperwork to the Records Division, and a copy of the case shall be kept by the investigating officer.
- If a warrant is obtained for the suspect(s), a copy of the Signed Warrant Affidavit and Case file shall be placed in the Warrant File
- If the case is suspended, the working copy shall be placed in the RMS Detective Division Folder, where it shall be retained for a minimum of three (3) months, and then sent to the Records Folder within RMS at the discretion of the Detective Commander.

F. Accountability for Preliminary and Follow-up Investigations

1. Responsibility for Preliminary Investigations

- a. Officers responding to initial calls for service requests normally conduct the preliminary investigation. In most situations though, the dispatched officer will have responsibility for all aspects of an investigation of a complaint/crime until such time that:
 - The investigation is solved
 - All leads have been exhausted
 - It has been reassigned to another officer by a Supervisor
 - Has been forwarded to the Detective Division for follow-up investigation
- b. In many cases, the dispatched officer will retain overall responsibility for an investigation, but may receive assistance from other officers or Detectives to complete certain tasks associated with the investigation, such as conducting a neighborhood canvas, locating potential witnesses, etc. Receiving assistance from another officer does not relieve the original officer of overall responsibility for the investigation.

2. Responsibility for Follow-up Investigations

- a. The decision to assign a Detective or Patrol Officer to conduct a follow-up investigation will be based on numerous factors, including but not limited to, the following:
 - The seriousness of the crime, e.g., major felonies, except as

noted below

- Skills, knowledge, ability, and experience of the officer originally assigned
 - Skills, knowledge, ability, and experience of other officers on the shift, or another shift, who may be available to assist the officer originally assigned or to continue the investigation
 - Potential effort needed to complete the investigation, i.e., extensive travel out of the City to complete the investigation, the scope or complexity of the follow-up investigation, including the extent of the neighborhood canvass, number of witnesses, etc.
 - Call load and personnel resources available
 - Presence of solvability factors
- b. Occasionally, in cases assigned to a Patrol Officer for follow-up, additional investigation will be required at the end of the tour of duty of the assigned officer. In such cases, the assigned officer's Shift Commander will determine whether the investigation should be postponed until the assigned officer's next tour of duty or continued by officers on the oncoming shift. Except in cases where the investigation would be jeopardized by its postponement, it shall remain the responsibility of the assigned officer.
- c. When an element of immediate need exists at the end of the shift, the assignment of continuing investigation shall be made by the Shift Commander of the oncoming shift.
- d. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion he/she works on it. These supplemental reports will be completed within RMS for inclusion in the case file of the investigation. Supplemental reports must be approved by a supervisor.
- e. The status of cases submitted to the Detective Division and returned to the Patrol Services Division for follow up, will be reviewed by patrol Shift Commanders. Shift Commanders will meet with the assigned officers in their respective shifts to discuss the status of the cases. Supplemental reports will be submitted as required.

3. Forwarding Cases for Follow-up to Investigative Units

- a. As a general rule, the following cases should be forwarded to the Detective Division for follow-up:
- Felonies that cannot be practically follow-up and investigated by Patrol Officers.

- Misdemeanors that either necessitate going out of town for further follow-up, or that require resources or time that are beyond what is practical for Patrol Officers.

7. Responsibilities of the Shift Commander

The Shift Commander will:

- a. Ensure that an adequate and complete preliminary investigation has been made; Ensure that the crime scene is properly secured and protected as quickly as possible
- b. Review and either approve or return to the reporting officer for preparation all initial and supplemental reports;
- c. Decide whether a follow up should be made by uniformed personnel or Detectives;
- d. Request the assistance of the Detective Division if an offense under investigation is of sufficiently serious nature to warrant it;
- e. Request the assistance of any other specialized units (i.e., Dive-Rescue, K-9) if needed.

8. Victim Notification

The investigating officer/Detective may apprise the victim of any changes in the status of an investigation, when feasible, including:

- a. Transfer of investigation to another officer;
- b. Transfer of investigation to another agency;
- c. The arrest or referral of a suspect;
- d. Suspension of the investigation.

G. Habitual and Serious Offender Classification

The Department has established the following elements as part of its classification of habitual and serious offenders, including:

1. Defining Habitual/Serious Offenders

Investigators shall be familiar with Sec. 53a-40, as amended, of the Connecticut General Statutes, which defines the various categories of habitual/persistent offenders.

2. Identification of Cases Involving Habitual/Serious Offenders

Department investigators shall be alert to identify, verify, and document individuals who have qualified for consideration as a serious offender according to the Connecticut General Statutes.

3. Notification of Prosecutor Regarding Habitual Offender Cases

Investigating officers shall notify the prosecuting attorney in all habitual offender cases that may be coming before the court.