

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	6.02
		Original Issue Date	Reissue/Effective Date
		11/19/19	1/3/20
<p>Order Title:</p> <p>CRIMINAL INVESTIGATIONS OPERATIONS</p>		Accreditation Standard: POSTC: 2.5.2, 2.5.3, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.4.7, 3.7.1	Section 6
		<p>Section Title INVESTIGATIVE FUNCTIONS</p>	
<p>Rescinds: 1.3.36</p>		<p>Armando J. Perez, Chief of Police</p>	

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 that describes the operations of the Bridgeport Police Department's criminal investigation function.

II. POLICY

It is the policy of the Bridgeport Police Department to develop operational guidelines to assist officers in their efforts to conduct efficient, effective, and thorough criminal investigations. These guidelines shall include procedures for conducting preliminary and follow-up investigations; investigative briefings; and the use of task forces, instruments of detection, and informants.

III. PROCEDURES:

A. Procedures Used in Criminal Investigations

Investigating officers will fairly and impartially investigate all cases assigned to them. They will conduct their investigations in the most discreet manner possible and will be mindful not to endanger or damage the reputation of any person under investigation. Investigating officers will contact victims and witnesses promptly upon receiving an investigation and will contact the complainant within the guidelines established in this General Order, and related General Orders. Procedures used in an investigation may include, but are not limited to, the following:

1. Information Development

Information may be developed from an unlimited number of sources. These may include witnesses, victims, neighbors, friends, public agencies, other law enforcement agencies and informants. All information will be gathered in compliance with the policies and procedures contained in this manual. Generally, these sources of information fall into three groups as follows:

- a. *Information from persons:* Victims, witnesses, suspects, other police officers, and other people, all are potential sources of information. Some people will furnish information openly and voluntarily, while others may desire to have their identity protected. This latter group can, at best, only be considered as sources of information, which can merely serve as an investigative lead. Others, who desire complete anonymity, but have credible and reliable information that can be of investigatory or prosecutorial value, are “confidential sources”, and in some instances, may be paid for information that they furnish.
- b. *Information from physical properties:* Physical evidence can be obtained from the scene of the crime, the victim, and the suspect and his/her environment.
- c. *Information from books, records, video and audio recordings and other sources:* Information can be obtained from an unlimited number of written and computerized records, such as bank and credit card statements, diaries, business and travel logs, telephone records, and data that may be contained on the computer system of a business, victim, or suspect.

2. Interviews and Interrogations

- a. Interviews may be conducted with persons who may have knowledge about a certain aspect of a criminal investigation. An interrogation is a technique of systematic questioning that may be used for suspects and those persons directly involved in a criminal investigation, but who are reluctant to disclose information in their possession which is pertinent to the investigation, and/or may be a suspect in a criminal matter.
- b. Interviews and interrogations will be conducted in conformance with the guidelines established to protect the rights of a person.

Department Personnel are not to enter into plea negotiations with a suspect. Plea negotiations should be handled by the prosecutors and should not directly involve police officers.

3. Collection, Preservation, and Use of Physical Evidence

- a. Physical evidence may be searched for, collected, and preserved when investigating any crime scene in compliance with General Order 6.03, Collection of Evidence Collection – Administration, and General Order 6.04, Collection of Evidence – Operations. Investigators will be mindful of physical evidence that is collected from a crime scene and ensure that it is used in the development of the case.

4. Background Investigations

- a. Criminal background investigations frequently involve intelligence information, white-collar crime, organized crime, vice or narcotics offenses, and other sensitive subjects. Additionally, the licensing of some businesses requires background investigations of persons. Such investigations, due to their sensitive nature, will be conducted discreetly and with special precautions in order to protect the integrity of the investigation and prevent undue harm to any person's reputation named in the investigation.
- b. Background investigations will only be conducted in connection with an on-going criminal investigation or as a prerequisite to being hired as an sworn employee .
- c. Standard sources of information include:
 - F.B.I.
 - N.C.I.C.
 - S.P.B.I
 - D.M.V.
 - Additional Police Agencies
- d. All information collected will be documented on the appropriate report form.
- e. All background information will be released in accordance with Freedom of Information regulations.
- f. Use of investigatory results will follow all constitutional guidelines, as well as abide by State and Federal court rulings.

5. Surveillance

- a. Surveillance may be used in the investigation of a crime when it is necessary to observe suspects or conditions in an unobtrusive manner.

Surveillance may create additional information involving the investigated crime, gather additional intelligence information, or observe new crimes being committed.

B. Steps to be Followed During Preliminary Investigations

All criminal complaints occurring within the City of Bridgeport will be recorded on an incident report, even if the complainant does not wish to file charges.

1. Objectives of a Preliminary Investigation

The objectives of a preliminary investigation are:

- a. To establish the responsibility and accountability for the collection of information basic to the reported offense
- b. To allow patrol officers to pursue initial investigations to their logical conclusions within the constraints of time, geography, and expertise
- c. To allow Detectives to concentrate on the collection of information that will support, verify, and extend the information collected during the initial investigation
- d. To allow for the early closure of cases that show little potential for being cleared through a follow-up investigation

2. Officers conducting preliminary investigations are responsible for completing the following steps, when appropriate, based on the nature and circumstances of a particular complaint:

- a. Observing all conditions, events, and remarks surrounding the complaint
- b. Identifying, locating, and interviewing all victims and witnesses relative to the complaint
- c. Transmit information to other police units that may aid in the immediate apprehension of the suspect
- d. Provide necessary aid to victims
- e. Interviewing the suspect(s), if appropriate
- f. Securing the crime scene in order to protect any physical evidence
- g. Collection of physical evidence, including requesting assistance from a Detective, when deemed necessary and with supervisory approval
- h. Affecting the arrest of suspect(s) in conformance to state and local ordinances
- i. Documenting the incident, including full and accurate completion of all incident reports and related reports
- j. Obtain and record complete descriptions of the property taken (i.e.,

make or brand name, serial and model numbers, size, color, initials, owner applied identification, and other distinguishing marks)

- k. Continue the preliminary investigation until:
 - 1) All useful information has been obtained from victims, witnesses, and others
 - 2) All useful physical evidence at the crime scene and in the immediate area has been identified and preserved
 - 3) The case has been solved or all leads have been exhausted
 - 4) The case has been assigned to another officer for follow-up responsibility
- l. At the conclusion of the preliminary investigation, the responding officer will complete a detailed report and conduct all follow-up investigations as required. The nature of some incidents may require an officer to conduct the investigation over varying increments of time.

3. Preliminary Investigations – Supervisor’s Responsibilities

- a. Shift Commanders, and designees, shall conduct an initial review of the incident report and associated paperwork as soon as possible, to ensure that the patrol officer has conducted a thorough preliminary investigation and completed follow-up investigations on assigned cases. It is the Shift Commander’s responsibility to ensure that Patrol Officers devote an appropriate amount of time to initial investigations in order to conduct a thorough investigation.
- b. If a determination is made that the initial report is incomplete, inaccurate, or lacking critical information, the Shift Commander shall ensure the return of the report to the reporting officer with instructions to correct the report.
- c. Shift Commanders, upon determining that a particular case requires follow-up investigation, must decide whether the follow-up investigation will be assigned to the original reporting officer, another Patrol Officer, or referred to a Detective Unit for follow-up investigation.
- d. Cases will not be referred to a Detective Unit solely on the basis that it is an unpleasant case to investigate, or because an officer does not wish to work a particular case, or because the reporting officer is scheduled to go off-duty, or on days off. In the later case, the Shift Commander shall consider the possibility of having the officer remain on duty, or assign the case to another Patrol Officer.

- e. If in the Shift Commander's opinion, an immediate follow-up investigation would substantially increase the likelihood of apprehension or case clearance, the Shift Commander may assign the case for an immediate follow-up investigation. If immediate follow-up investigation by patrol is not possible and the Shift Commander feels that a Detective should be immediately assigned to conduct the investigation, the Shift Commander will follow the procedures listed in General Order 6.01, Section F.2.
- f. If the Shift Commander determines that the preliminary investigation cannot be completed during the reporting officer's tour of duty for any reason, e.g., a thorough neighborhood canvass for witnesses cannot be conducted at the time of the initial investigation due to the hour of the day, or that the property owners are unavailable to identify completely the stolen items, the reporting officer will complete as much of the offense report as possible, duly noting the incomplete investigative tasks in the report, and submit the incomplete offense report during that tour of duty to the Shift Commander. Under such circumstances, the Shift Commander must determine whether it will be appropriate to:
 - 1) Delay additional follow-up investigation until the reporting officer returns to duty
 - 2) Assign the case to another officer on the shift for follow-up investigation
 - 3) Coordinate additional follow-up with the Shift Commander of the oncoming shift, or
 - 4) Refer the case to the Detective Division Commander for review and assignment.

Additional guidelines and procedures for conducting preliminary investigations are specified in General Order 6.01.

C. Steps to be Followed During Follow-Up Investigations

1. Introduction

- a. Follow-up investigations are an extension of preliminary investigations. Their purpose is to provide additional information in order to close a case, arrest an offender, and/or recover stolen property.
- b. When conducting follow-up investigations, officers will follow the steps listed below in order to ensure that a comprehensive and

thorough follow up investigation is completed. Although each of these steps may not be necessary in all investigations, they should be used to the extent that they are necessary and appropriate, based on the circumstances and factors involved in the case.

2. Responsibility for Follow Up Investigations

- a. Responsibility for conducting follow-up investigations remains with the originally assigned officer until the case is assigned to an investigator or other officer. Such assignments will be made in accordance with guidelines established in General Order 6.01.

3. Follow-up Contacts

- a. In those criminal cases not yet cleared, the reporting officer, or the Patrol Officer/Detective assigned to conduct a follow-up investigation, is to make a second contact with the principals (complaint, witness, etc.) within three working days of the report being taken. Additionally, the investigating officer will maintain contact with the principals of the case, as necessary, throughout the investigation. The purpose of follow-up contacts is to:

- Keep the victim apprised of the status of an investigation
- Obtain additional information
- Build public confidence as well as indicating that the Department is genuinely concerned about the welfare of the victim and other citizens associated with the case
- Notify the victim when a case is being closed, and that it may be reopened at a later time should new information be developed that could be helpful to the investigation.

4. Activities for Follow-up Investigations

Follow-up investigations may include, but are not limited to, the following activities:

- a. Reviewing and analyzing all:
 - Previous reports prepared in the preliminary investigation
 - Departmental records for case/suspect connections
 - Results from laboratory examination
- b. Reviewing any previous statements (written, audio taped, videotaped, etc.) involving the principals of the case, and conducting additional

interviews of victims, witnesses, suspects, and arrestees.

- c. Seeking additional information from all available sources applicable to the investigation or offense, including:
 - Other officers and investigators
 - Informants
 - Neighborhood canvas
 - Friends, co-workers, relatives, and other people
 - Criminal records, financial records, court records, and employment records
- d. Planning, organizing, conducting searches, including collecting, preserving, analyzing, and evaluating evidence, and the recovery of stolen property
- e. Identifying, locating and apprehending the offenders
- f. Determining involvement of suspects in other crimes
- g. Checking the criminal history of any suspects
- h. Preparing case for court presentation, including contacting the prosecutor

D. Checklists to Aid Officers Conducting Investigations

1. Investigative checklists can assist officers and ensure that critical areas of an investigation are not overlooked. Properly prepared case reports will, in most instances, serve as a satisfactory checklist for most investigations. More complicated investigations require additional efforts on the part of an investigating officer. Therefore, the Department provides officers with various checklists for use as needed in such investigations.
2. Each investigator is issued a copy of the National Forensic Science [Technology Center's Crime Scene Investigation Guide](#). This manual provides general guidelines for investigations, as well as a variety of checklists to be used for conducting investigations into a variety of criminal offenses.
3. In addition to the *Crime Scene Investigation Guide*, the following forms and checklists are available and may be utilized as needed:
 - a. *Case Assignment and Investigative Plan*

E. Investigator Positions and Titles

1. The rank and salary structure for investigative positions shall be governed by the terms of the *Collective Bargaining Agreement*. Employees assigned permanently to the Detective Unit, or assigned to the Unit on an acting basis to fill a temporary vacancy, shall be entitled to any salary differences as stipulated in the *Collective Bargaining Agreement*. This pay differential shall not apply to personnel who are assigned to work with Detectives on a particular case, or a series of investigations, on a short-term basis.

F. Briefing Periods for Patrol Officers and Investigators

1. Attendance at Patrol Roll Call

- a. Each patrol shift begins with a pre-shift briefing, or roll call. Department Detectives should also attend roll call on a regular basis, to enhance communication and improve working relationships and to disseminate information as needed.
- b. It is further the responsibility of Detectives to read the CAD Journal so as to keep herself/himself informed. In addition, Detectives will keep current with information and notices posted on/in the various bulletin boards, blackboards, clipboards, crime analysis bulletins, etc.

2. Daily Detective Briefings

- a. The Detective Division Commander should conduct a daily briefing of activities, normally held at the beginning of the workday, for on-duty Investigators. When the Detective Commander is absent, a designee will conduct the Detective briefing. The purpose of the daily briefing is to:
 - 1) To inspect and evaluate the readiness of each Detective to begin work
 - 2) Brief Detectives regarding recent activity, with particular attention to unusual situations, serious incidents, actual or potential hazards, status of wanted missing persons, wanted persons, stolen vehicles and major investigations
 - 3) Determine special needs of individual Detectives related to specific cases
 - 4) Discuss and review specific cases as deemed necessary
 - 5) Assign new cases
 - 6) Determine pertinent information that needs to be shared with

patrol and other units of the department

- 7) Brief Detectives on information relative to new directives and other administrative matters
- 8) Brief Detectives on community-based initiatives
- 9) Provide training and discuss training related needs
- 10) Changes or requests to change work schedules

G. Investigative Task Forces

1. When the Bridgeport Police Department participates in any investigative task force, the agreement to participate shall be in writing and will be considered a directive of this Department. Such agreement shall contain, at a minimum, statements defining the following elements:
 - a. The purpose of the task force
 - b. The authority, responsibilities, and written agreements of the task force
 - c. The establishment of accountability for the actions of the members of the task force
 - d. The identification of resources available to the task force
 - e. The methodology used to evaluate results and determine the need or justification for continuing the task force
 - f. The criteria governing the use of the task force

H. Use of Truth Verification Equipment and Procedures

1. The use of truth verification equipment in criminal investigations includes polygraph instruments and the computerized voice stress analyzer (CVSA). The Department shall utilize such equipment, within the statutory authority, as a means of determining deception, when appropriate, during the course of certain investigations. Truth verification equipment shall only be applied by trained personnel of the Connecticut State Police, other police agencies, or outside examiners who are certified as operators in the use of such equipment.
2. The type of investigation that is being conducted may determine the preferred instrument to be used. Use of the CVSA or polygraph in criminal investigations requires the prior approval of Detective Division Commander. If the Department will incur a fee for these services, the examination must have the prior approval of the Chief of Police.
3. Requests for utilization of a CVSA or polygraph examination must be authorized by Detective Division Commander.

4. Any officer arranging for a polygraph or CVSA examination to be conducted is responsible for providing the polygraph operator with all necessary case records, as the final results of truth verification examinations are usually based, in great measure, upon the thoroughness of the investigation prior to having the person take the examination. Necessary case records include:
 - a. All crime reports of suspected offense(s)
 - b. Investigation reports to date
 - c. Background information of the person to be examined
 - d. Any statements or denials made by the person
 - e. All physical evidence, when possible and requested by the examiner, should accompany the investigator to the polygraph office

I. Use of Informants

1. The use of informants and confidential informants can be a valuable investigative resource. The Department strongly encourages officers to develop such sources of information that may possibly aid in investigations and reduce criminal activity in the community.
2. Bridgeport Police Officers shall follow the guidelines and procedures set forth in General Order 6.08, Confidential Informants.

J. Intelligence Function

1. The Intelligence function involves the coordination of crime-related information developed by Department staff. It is imperative that the information be reviewed and disseminated to personnel, when appropriate.
2. All agency personnel are encouraged and responsible for ferreting out information related to criminal matters and documenting such information.
3. The Detective Division Commander will coordinate the Intelligence and make information available to Department staff to the extent possible and appropriate. Supervisors from the Detective Division and Patrol Division will share information. Staff from both units are encouraged to share information and work together to clear cases. Information may be received from citizens, informants, or other police personnel and will be reviewed by the Detective Division Commander for reliability.
4. All Intelligence information will be securely stored with the Detective Division Commander, who will conduct an annual review of policies and procedures. He/she will also review Intelligence files on an annual basis to identify files that may be purged. Any files purged will be shredded.

5. The Detective Division Commander will assure that information collected is related to criminal conduct or relates to activities that potentially threaten the jurisdiction.