




Cocoa Beach Police Department

Standard Operating Procedure



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Approving Authority: Chief of Police Wes Mullins		
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1. PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the proper investigation of all criminal cases handled by the Cocoa Beach Police Department and to ensure that each case assigned to the Criminal Investigations Division (CID) is properly documented, assigned, and recorded, and to outline the manner in which such assignments and recordings will be performed including interview situations.

2. SCOPE

This standard operating procedure shall apply to all members of the Cocoa Beach Police Department.

3. POLICY

It shall be the policy of the Cocoa Beach Police Department to conduct professional and thorough investigations regarding reported criminal activity, in accordance with the laws of the State of Florida and the Constitution of the United States of America. It shall also be the policy of this Department to investigate any other incident, as directed by the Chief of Police, which has the potential to affect the safety and security of the Citizens of Cocoa Beach.

4. DEFINITION(S)

- A. UNDERCOVER OPERATION - An operation conducted to avoid detection.
- B. DECOY OPERATION - An operation in which an officer, detective or designee poses as a potential victim.
- C. SURVEILLANCE - Close observation of a person or a location.

5. PROCEDURES

A. CASE MANAGEMENT AND REPORTING

- 1. Case Responsibility and Accountability- After initially being screened by a supervisor, incoming cases will either be assigned to a detective and/or officer, or designated inactive by the Criminal Investigations Division (CID) Sergeant or designee, according to solvability factors. The assigned detective will be the principal detective, case coordinator and accountable for their case. This does not preclude the assignment of more than one (1) detective or officer to a complex case. The purpose is to affix responsibility to one (1) person for each case. This is not intended to discourage the “team approach” to investigations. The CID sergeant, or designee, will forward assigned and screened case reports to the CID Administrative Specialist on a daily basis when possible. The CID Administrative Specialist will enter each case with designated assignments within the Criminal Investigation Division's computer records system (Detective Case Log).
- 2. Case Classifications- The following classifications will be used by the CID sergeant or designee, when reviewing cases that are received by the Division:

- a. Assigned Cases
 - (i) All criminal cases with one or more solvability factors and/or workable leads
 - (ii) All major cases such as homicide, robbery, and sexual battery cases regardless of solvability factors and/or workable leads
 - (iii) All high profile and/or sensitive cases where investigative follow-up would be in the best interest of the department
 - (iv) Cases where follow-up statements, affidavits, or accumulation of details are needed
 - (v) Endangered adults, or missing person(s) when foul play is suspected
 - (vi) Missing /Run away juveniles
 - b. Inactive - Criminal cases where no solvability factors or leads are present. These cases will be listed as inactive pending and maintained in the files. In some cases, a department letter will be sent out to the victim and/or complainant to solicit additional information.
 - c. Administrative – Cases that may have been referred to CID for information or intelligence purposes and no investigation is required. These may be solved or closed cases and/or incidents of a suspicious nature where no crime was committed. These reports will be reviewed and logged with notations on the case status sheet as to why CID did not accept the case.
3. Case Screening- The purpose of case screening is to establish a system of solvability factors for assigning follow-up investigations to a detective. Cases shall be evaluated for follow-up investigation based on the following solvability factors:
- a. Was there a witness to the crime?
 - b. Can a suspect be named?
 - c. Can a suspect be located?
 - d. Can a suspect be described?
 - e. Can a suspect be identified?
 - f. Can a vehicle, if involved, be identified?
 - g. Is there a significant method of operation (M.O.) present?
 - h. Is there significant physical evidence present?
 - i. Is there a significant piece of information that may lead to an arrest?
 - j. Is this crime of significant public interest to warrant further investigation?
 - k. Is there property that can be traced or located?
4. Case Assignment- Once a case has been assigned to a detective or officer, it is the detective's/officer's responsibility to make a "second contact" with the victim. The purpose of this "second contact" is to:
- a. Obtain any additional information; and
 - b. Advise the victim of the status of the investigation; and
 - c. Assure those affected by the crime that the department is making a concerted effort to solve the case and are concerned with the safety and welfare of the victim and other citizens associated with the case.
 - (i) Detectives or officers should make this "second contact" with the victim as soon as practical
 - (ii) Changes in case status should be brought to the attention of the victim by phone or in writing, and will be documented in the detective's or officer's investigative report
 - d. The following cases are automatically assigned for follow-up investigation:
 - (i) Homicide
 - (ii) Sexual Battery
 - (iii) Robbery
 - (iv) Aggravated Battery
 - (v) Auto Theft (when not recovered)

- (vi) Missing persons (juveniles) or missing endangered adults when foul play is suspected.
 - e. Due to the seriousness of these crimes, detectives at a minimum will approach the investigation in a systematic manner that affords every opportunity to solve the case. Likewise, the detective should cover every possible aspect and avenue that may present a lead.
 - f. The CID sergeant or designee may assign cases that receive inactive status to a detective to contact the victim to ascertain if there is any additional information that needs to be added to the original report. If there is none, the detective will advise the victim that the case will remain in the inactive status until new leads or suspects develop.
 - (i) All attempts to contact the victim or witnesses and information received will be documented on the supplementary narrative.
 - g. If the victim has additional information, the detective will record this information on a supplement report.
 - h. It will be the responsibility of the detective assigned the inactive case to obtain from the victim any numbers of serialized articles not on the original report and to have same entered into the NCIC/FCIC system.
 - i. When an officer or detective initiates a complaint, they will have Communications Center personnel assign a case report number to the case that shall be forwarded to a Lieutenant or designee for approval. The CID Administrative Specialist will enter each case with designated assignments within the Criminal Investigation Division's computer records system (Detective Case Log). Detectives/Officers who close or otherwise assume responsibility for a case, not originally assigned to them, will have reports approved by the Staff and Administrative Services Lieutenant or designee. They will then ensure that the CID Administrative Specialist is made aware of the change in assignment status in order to accurately reflect such change in the Criminal Investigation Division's computer records system (Detective Case Log).
5. Investigative Summary Criteria- The following criterion will be used by detectives during and at the completion of their investigations:
- a. Open Investigations
 - (i) Assigned Cases - These cases will contain a detailed narrative describing the facts of the investigation. In all follow-up cases, a typed supplement report will be completed and forwarded to Records.
 - (ii) Information Cases - The detective will document all investigative steps taken on a supplemental report form. Supplemental reports must be typed and forwarded to Records.
 - (iii) Administrative Cases - Except for Pre-employment Background Investigations that must also be typed, supplemental reports must be typed and forwarded to Records.
6. Case Status/Disposition- Upon completion of the investigation, all cases involving criminal activity will be forwarded to the CID Sergeant or designee for approval. One of the below listed disposition categories will be selected within the appropriate blocks of a supplementary report in the CID computer records system (Detective Case log) by the CID Administrative Specialist:
- a. Cleared by Arrest - A physical custody arrest was made
 - b. Capias - The case has been referred to the State Attorney's Office for prosecution
 - c. Inactive - A follow-up investigation was made on the case which failed to identify any suspect(s) or the victim in the case declines to assist further in the investigation and/or the identity of the offender(s) is unknown.
 - d. Cleared by Exception – An arrest cannot be claimed because there is some reason beyond law enforcement control that prevents the arrest from occurring.
 - e. Unfounded – No criminal violation exists
 - f. TOT Outside Agency – the investigation has been turned over to another agency to investigate

7. Records/Case Files
- a. NO ORIGINAL CASE REPORTS WILL BE FILED OR STORED IN CID. All original records are stored within the Records Division and available for review by detectives if necessary. The detective assigned to the case will keep copies of initial case reports and various information obtained including but not limited to: (CFA 15.01MA)
 - (i) Transcribed, written, video or audio recorded statements
 - (ii) Forensic examination reports, if completed
 - (iii) Property receipts
 - (iv) Witness Statements
 - (v) Supplemental reports
 - (vi) Any other reports or documents pertaining to the investigation, and/or contained in the original case report
 - b. All CID copies will be purged and shredded once the case has been resolved or suspended. Purging of official, original records will be the responsibility of the Records Division and follow the appropriate retention schedules.
 - c. Cases that are assigned and actively worked by respective detectives shall be maintained in manila jackets or folders with the CR# placed on the tabs. When not actively pursuing leads in the field and whenever possible, folders shall be left on the assigned detective's desk where they are available for other members of CID when the assigned detective is not available, and the case needs immediate attention. These files will be maintained in the Criminal Investigations Division. (CFA 15.01MB)
 - d. The Criminal Investigations Division is a restricted area. Unauthorized persons will be escorted while in CID. Detectives will use all reasonable care to prevent files from being viewed by unauthorized persons. (CFA 15.01MC)
8. Investigative Cash Funds- Records Personnel, Deputy Chief or designee will have access to cash funds maintained by the Records department for ongoing criminal investigative expenses. (CFA 5.02ME)
- a. Investigative funds are generally intended for use in the following instances:
 - (i) Purchase of illegal narcotics, stolen property and other contraband/evidence pertaining to a criminal investigation.
 - (ii) Purchase of special investigative equipment and other investigation-related expenses where the identity of the Department must be concealed.
 - (iii) Purchase of items from legitimate businesses to be used in storefront/fencing operations where the identity of the Department must be concealed.
 - (iv) "Flash money" to be used in effecting arrests and where no actual expenditure is anticipated.
 - (v) Expenses incurred by person(s) pertinent to an investigation.
 - b. The Records department is responsible for maintaining receipts for expenses and providing the Finance Department with a weekly cash report. (CFA 5.02MBF) A balance sheet/ledger identifying initial balance, credits and debits will be maintained. (CFA 5.02MA) The receipt (vouchers) will include: (CFA 5.02MD)
 - (i) Amount and purpose of payment
 - (ii) Officers/subject name
 - (iii) Property/material purchased
 - (iv) Purpose of payment
 - (v) Date
 - (vi) Case number
 - c. The Deputy Chief or designee will make requests to the Chief of Police for additional draws of cash to support the fund. The Deputy Chief or designee will make requests to the Chief of Police for

approval of all expenditures from the fund exceeding \$500 dollars prior to making that expenditure.
(CFA 5.02MC)

B. GENERAL INVESTIGATIVE PROCEDURES

1. Homicide

- a. The crime scene will be secured immediately. The Operations Major or designee, Detectives, Crime Scene Technicians, and Medical Examiner shall be notified to respond to all homicide scenes.
- b. The Operations Major or designee shall determine the need for additional detectives and other resources as needed, or referral to an outside agency, (Brevard County Sheriff's Office, F.D.L.E, etc.).
- c. The Operations Major or designee will ensure notification is made to the Deputy Chief and Chief of Police.
- d. A representative from the State Attorney's Office shall be notified as early in the investigation as possible.
- e. Ensure the crime scene is secure with appropriate personnel and physical barriers (cones, barriers, crime scene tape, etc.)
- f. Ensure someone has begun a crime scene log to establish and document who has entered the crime scene area
- g. Interview the person who called the police
- h. Identify any bystanders to determine if they saw anything and interview them if possible
- i. Find out if anyone saw the perpetrator and knows his/her identity
- j. Do not move or take anything from the scene until the Crime Scene Technician or assigned Detective has completed his investigation.
- k. Observe the location and condition of the body, any blood, weapons, footprints, clothing, trace, fiber, or other evidence that may be present. While Crime Scene personnel will collect the evidence, the detective should note its presence rather than wait to read a Crime Scene report days later.
- l. If you have a witness who can describe the perpetrator, contact Face Logics and have a composite sketch done as soon as possible.

2. Sexual Violence

Guidelines to follow regarding all complaints of Sexual Violence, Battery and/or Lewd, Lascivious, or Indecent Assault or Act Upon a Child as defined in Florida State Statutes are:

- a. Ascertain if the victim has any injuries, pain, or bleeding. This should be the first concern of the first officer on the scene. Get medical treatment if necessary.
- b. Determine, as quickly as possible, when and where the incident occurred if not known. This is necessary to establish jurisdiction and to protect the crime scene and any evidence. The information will be reflected in the written report that shall be completed by the officer.
- c. An incident report shall be done in all cases involving sexual violence.
- d. Notify State Attorney's Office Sexual Assault Victim Services Victim Advocates for counseling assistance and the hospital/approved center where the Sexual Battery Exam will be conducted.
- e. In most cases, the assigned Detective will be responsible for making arrangements for transporting the victim to the hospital and requesting a Sexual Battery examination. As stated in [F.S.S. 960.28](#), sexual battery victims will not be charged for medical expenses connected with an initial forensic physical examination.
- f. If the victim is a child of twelve (12) years old or younger, the Child Protection Team will be used for conducting examinations and interviews. Depending upon the situation, the CPT interview or examination may not be conducted immediately after the incident. However, the assigned Detective will still need to respond to interview witnesses and speak with the victim's parents regarding the investigative steps that will follow. The CPT interview will be attended by the assigned Detective.

- g. A Detective should be notified if there is a crime scene to process. If it is determined that a crime scene exists, it will be secured as soon as possible.
 - h. If the victim can be interviewed, ask him/her to describe in detail:
 - (i) The assailant's physical description
 - (ii) Events preceding and subsequent to the attack
 - (iii) Specific acts the assailant performed or had the victim perform. This area should be addressed graphically but delicately. Tact and patience are necessary at this stage in order to get the victim to trust and confide in the detective.
 - (iv) Specific words used or statements made by the suspect (maybe M.O.)
 NOTE: If the victim is a child twelve (12) years old or younger, do not attempt to do a detailed interview. This will be done by a member of the Child Protection Team. (Statements obtained from parents or family members are often a good source of information in these cases.)
 - (v) Ask the victim if he/she resisted and, if so, how. Note any injuries the victim may have inflicted on the assailant.
 - (vi) Determine if a firearm, other weapon, or force was used
 - i. Do not let the victim smoke, eat, or drink for at least 30 minutes prior to a sexual assault examination.
 - j. Do not let the victim change clothes or bathe.
 - k. A detective will be responsible for the collection of evidence at the scene. However, there may be a time when this responsibility is left up to the reporting officer, another detective, the Brevard County Sheriff's Crime Scene Unit and/or Florida Department of Law Enforcement. In addition to photographing and processing the scene for latent fingerprints, the detective should also collect bed covers, blankets and other items that may contain trace evidence. If the victim has already changed clothes, collect the clothing to include under garments. Handle each item as little as possible and only when wearing latex gloves.
 - (i) Each garment should be placed in a separate bag. Underwear, hosiery, slips and bras should be placed into small individual paper bags.
 - (ii) Wet stains, such as blood or semen, should be allowed to dry and then placed into paper bags and folded inward. If excessive moisture is still present at the time, the evidence needs to be collected, placed in an unsealed plastic bag and then into a paper bag. Labels should be affixed to the outside of the paper bag to alert the officer, detectives, or evidence personnel that wet evidence is present. Evidence will be dried before packaging for the lab or hand carried and noted as wet.
 NOTE: No member of the Cocoa Beach Police Department shall ask or require a victim of a sexual offense to submit to any truth verification instrument as a condition of the investigation.
3. Child Abuse
- a. Sexual offenses on children were previously addressed. In those cases, and in all other abuse cases, the State of Florida Division of Children and Families will be notified. Quite often they are called initially and, in turn, notify this Department. A cooperative effort is performed by the police, Children and Families and the State Attorney's Office in reviewing these kinds of cases. A designated attorney with the State Attorney's Office is in charge of the Child Protection Team (CPT) and reviews cases of child abuse for determining the need for investigation and prosecution. Medical examinations of children are done by a doctor designated by the CPT who is qualified in this area.
4. Robbery

- a. Banks - Notify the Federal Bureau of Investigations (FBI) as soon as possible and coordinate efforts with the Special Agent assigned to the case. Bank robbery is a federal crime as well as a state crime. Most banks will have made this contact before the detective arrives.
 - b. Obtain detailed statements
 - c. Have witnesses assist in the construction of a composite sketch of suspects
 - d. Determine if any surveillance video is available. Have the video processed so photographs can be obtained.
 - e. A Detective(s) will normally respond to all armed robberies
 - f. Transmit BOLO's, composites, etc. as soon as possible
 - g. Complete written reports
 - h. Investigate to determine if there are other robberies with similar methods of operation or suspects
5. Burglary
 - a. Interview the Victim - The detective may learn valuable facts about the victim.
 - b. Examine the Scene – Or re-examine the scene. Footprints, tire tracks, bits of fiber, pry marks, fingerprints and other things may have been overlooked.
 - c. Property List - It is necessary to get a detailed list of items stolen and any serial number available. Also, the victim should establish the value of the property within reason. FCIC/NCIC entries should be made on serialized items.
 - d. If a MO fits a known burglar, the detective should attempt to question that person and check out any alibis given.
 - e. Check appropriate databases for items and suspect information.
6. Auto Theft
 - a. Obtain the License tag and vehicle identification numbers if necessary to enter the vehicle in the FCIC/NCIC system. This is not the Detective's responsibility and should have been previously done by the initial reporting Officer.
 - b. Establish that there was no specific or implied consent for someone to take the vehicle. This is a particular problem with rented vehicles and when boyfriend/girlfriend or family situations exist. Caution must be used in assessing these situations.
 - c. Inquire about the possibility of repossession. Vehicles retrieved by court order are not stolen. Vehicles that have been self-help repossessed by the lien holder due to delinquent payments are not stolen. The situations are explicitly permissible by law. Repossessions are supposed to be reported to the affected police agency by the repossessing agent.
 - d. Request that a teletype BOLO be issued on the stolen vehicle.
 - e. Upon recovery of a stolen vehicle, attempt to have the vehicle processed for fingerprints and other evidence, and ensure that all FCIC/NCIC entries are canceled.
7. Theft
 - a. Obtain a complete list of items stolen, their description, serial numbers if applicable and value of items. Frequently, the detective receives a supplemental list of property from victims that was not discovered at the time of the original report.
 - b. Upon recovery of stolen items, ensure that all FCIC/NCIC entries are canceled
 - c. Complete documentation and the return of recovered property
8. Forgery
 - a. Establish the venue where forgery actually occurred
 - b. Collect and submit all documents suspected of being forged for laboratory analysis when applicable
 - c. Obtain handwriting exemplars from any suspects
 - d. Construct photo line-ups to show witnesses once a suspect has been established (see [SOP 100.59 Line-ups, Show-ups and live line-ups.](#))

9. Battery

- a. Interview the victim to determine the extent of injury if any, and the type of weapon used if applicable
- b. Interview the victim and witnesses for details of incident and description of perpetrator, and attempt to have a composite sketch done if the suspect is unknown
- c. Obtain medical records and take photographs of injuries
 - (i) In proving great injury or permanent disability or disfigurement, obtain medical proof of the extent of the injuries and treatment given. The doctor or the hospital will often release these records upon receiving an authorization for release from the victim. If not, the records will have to be obtained by court order by the State Attorney unless the victim obtains them.
 - (ii) It is also a good idea in any battery case for the detective to have any injuries photographed that are alleged to be the result of the attack. This should be done as closely following the report of the crime as possible. Photographs may need to be retaken again in 24-72 hours after bruising discoloration occurs.
- d. Take photographs of the whole person first, proceed to the extremity (arm, leg, face) and then the area of the body where the injury is located. (i.e. elbow, knee, eye)

C. GENERAL INVESTIGATIVE PROCEDURES

1. Electronic and Print Media- The media should be utilized as an investigative tool whenever the public's help is needed to identify perpetrators and/or witnesses of a crime which is under investigation.
 - a. An effort should be made to minimize the potential negative exposure reflected upon any victims or businesses that may be affected by media attention. Additionally, those victims or businesses should be contacted and advised of the media coverage prior to it occurring.
 - b. A request should be made to the media not to identify victims and businesses by name unless the release of such information is needed to further the investigation or ensure public safety. An example would be to identify potential witnesses who were at a certain location where the crime occurred and may have seen something or may have pertinent information regarding the crime. Another example would be a serious on-going situation where there is a need to warn the public to stay away from a certain location or be on the lookout for a certain described vehicle or suspect.
 - c. The release of photographic and video evidence regarding an on-going investigation will be done only in those cases where the identity of a perpetrator is unknown, and the public's help is needed to identify the unknown perpetrator.
2. Obtain Victim's Fingerprints - It may be necessary to obtain fingerprints of victims for elimination purposes when identifiable fingerprints have been recovered from a crime scene.
3. Construct Photo Line-ups - Whenever there are eyewitnesses to a crime, and a suspect exists, attempts should be made to have the witnesses identify the suspect in a photo lineup. Refer to [SOP 100.59, Lineups, Show-Ups and Live Line-ups for direction on utilizing photo line-ups.](#)
4. Subpoena
 - a. An investigative tool where the State Attorney's Office has the authority to subpoena witnesses. Immunity may be an issue; therefore, it is a good idea to utilize the subpoena for those witnesses that may be a suspect, as a last resort.
 - b. Subpoena Duces Tecum - An investigative tool where the State Attorney's Office has the authority to subpoena records, pictures, tapes, and other documents pertaining to a criminal investigation. This subpoena should be utilized in cases where the person or company who has custody of such records, tapes, pictures, and other documents, is unable to release them or requires a subpoena, and the release of this information would further the criminal investigation.

- c. Search Warrants - An investigative tool signed by a Judge giving the specified law enforcement agencies the authority to search for specified evidence as it relates to a crime.
- 5. Lie Detection Devices - An investigative tool to be utilized in conjunction with investigative leads and interviews of available suspects, victims, and witnesses. The lie detection device is used to test validity of statements, develop leads, and obtain case direction. Prior to utilizing the lie detection device, the Detective should have reason to believe that the victim, suspect, or witness is being deceptive. Only certified examiners would be utilized. (CFA 15.05M)
- 6. Forensic Analysis of Physical Evidence - When a Crime Scene Investigator examines physical evidence, it is usually for the purpose of identification and/or comparison of the evidence.
- 7. Forensic Examinations
 - a. Identification - The purpose of identification is to establish the physical or chemical identity of a substance within the parameters of current analytical techniques. Forensic Identification can be accomplished through:
 - (i) DNA - (Deoxyribonucleic Acid) It is the genetic “blueprint” of the human body. DNA is the molecule in every cell of the body that has the genetic information which makes every person distinct, determining individual characteristics such as sex, eye color, size, and skin pigmentation. Sources of DNA include:
 - 1. Skin and other tissue
 - 2. Blood
 - 3. Semen
 - 4. Saliva
 - 5. Urine
 - 6. Bone
 - 7. Hair with roots
 - (ii) Fingerprints - The most common method of scientific identification is the latent print analysis done by a Certified Latent Print Examiner. Latent prints recovered at the scene of a crime can be matched to a particular individual if the latent print possesses enough ridge points. The identification is done by:
 - 1. Matching latent prints with the fingerprints of a known suspect.
 - 2. Submitting the latent prints to the A.F.I.S. Computer located at the FDLE Crime Lab.
 - 3. The determination of whether the latent prints are of the quality to submit to either the Certified Latent Print Examiner or A.F.I.S. will be made by the Detectives handling the case.
 - b. Comparison - Comparison is the process by which suspect, and control specimens are examined in order to determine whether or not they have a common origin. Paint, firearm ballistics and hair examination are good examples of comparison analysis.
 - (i) Individual Characteristics - Evidence has individual characteristics when it can be linked to a common source with a high degree of probability. Good examples of this are the matching of striation marks on bullets, tool marks and the matching of irregular pieces of items such as broken glass, broken knife blades and torn cloth.
 - (ii) Class Characteristics - When evidence can only be shown to belong to a group as opposed to a single source, it has class characteristics. Examples of this would be automobile paint chips where it may be determined at best to belong to one car model and not a specific car and blood where it is determined to belong to a certain type.

D. LOCATING WITNESSES

When conducting an investigation, one of the difficult tasks is locating victims, witnesses and suspects and interviewing them. This section will provide some basic information on locating victims, witnesses or suspects who are hard to find and interviewing them after they are found.

1. *Neighborhood Canvas* - It is generally a good idea to canvass the surrounding neighborhood of a crime scene since curious neighbors and other unknown witnesses may be discovered who might not otherwise step forward. Newspaper carriers, postal carriers and lawn maintenance people are examples of individuals who might normally be in the area at the day and time of incident.
2. *Employers* - Present or past employers of a suspect, victim or witness can be valuable sources for obtaining addresses for the persons or others who might know where the persons can be found. Employee job applications are good sources of information.
3. *News Media* - Newspaper articles and the reporters who wrote them are good potential sources for leads on a person's whereabouts. This can also apply to radio and television media personnel.
4. *Online Leads* - Check the suspects' name online for telephone numbers, address and email address, etc.
5. *Postal Authorities* - This is an area which is governed by Federal Law. However, since the passage of the Freedom of Information Act, forwarding addresses can be obtained from the Post Office upon request. A formal written request may be required depending upon the local authorities.
6. *Last Known Address* - This is an excellent place to start looking for someone. Neighbors may know where the person who is a suspect or witness is now living or working. They may also be able to provide the name of the moving company, if any, which could provide the new address. Landlords may possess information not known to neighbors or others such as last known employer, forwarding address and names of references the subject provided.
7. *Check School Records* - School records can provide the new address of the subject being searched if the name of the child is known. It can then be determined at which school the child is currently registered and subsequently the new address obtained from the registration records.
8. *Utility Companies* - Gas, power and water utility companies are other possibilities. Since the company must have a current address for billing purposes, it may be possible to obtain this information if their policy permits its release. Normally a subpoena is required.
9. *Occupation or Profession* - Persons engaged in an occupation or profession which requires a license may be located through the government entity which is responsible for the licensing. Lawyers, doctors, real estate brokers and public accountants are some of the professions that must be licensed.
10. *Other Public Documents* - Documents on file with government agencies are basically open for examination and copying. Birth and death certificates, marriage records, school records, motor vehicle registrations, and divorce records are some of the many records available to the detective. Workman Compensation employment records are extremely beneficial since they will reflect where the person you are looking for was employed in the previous six-month period.
11. *Cross Reference Directories* - These provide names, addresses and published phone numbers of residents living in single family housing and apartment or condominium complexes.
12. *Law Enforcement Agencies* - Accident, arrest and other incident reports will generally show a person's address who has been mentioned. A check for criminal histories may reveal useful information from other agencies.
13. *Commercial Sources* - There are commercial sources of information such as various credit reference services that may be accessed for fees.
14. *Intelligence sources* - There are a variety of government intelligence sources available, such as: The Federal Bureau of Investigation, Drug Enforcement Administration, U.S. Customs and Border Protection, and other agencies that have appropriate intelligence capabilities.

E. INTERVIEWING WITNESSES

Suspects, victims and other witnesses are interviewed for the purposes of establishing what acts occurred, obtaining eyewitness accounts, identifying the perpetrator(s) and locating physical evidence.

1. Interview Preparation - Before interviewing someone, detectives should properly prepare for the interview by becoming familiar with the facts of the case and the content of all existing written or typed statements. If possible, determine which witnesses and victims are friendly and hostile. List them and prepare questions for each. It is helpful to know information about the witnesses' and victims' backgrounds before interviews are conducted.
2. When conducting an interview, do not interview more than one person at a time. The reason is that other people you wish to interview may hear statements that will influence their recollection of events that occurred. It is a good idea to make prior appointments to interview friendly witnesses but not with hostile ones.
3. Appointments can help assure the continued cooperation of a friendly witness, but a spontaneous interview with a hostile subject can be beneficial in that he/she cannot "prepare" the testimony he/she will give the detective. Also, the hostile subject may be conveniently unavailable when the interview time arrives.
4. Interview Environment - No hard and fast rules exist regarding the best places to hold an interview. Police stations, homes and places of employment are the most common places for interviews.
5. Interview Techniques - A detective's demeanor while dealing with a person being interviewed may decide the degree of success or failure of an interview. A friendly yet businesslike demeanor is preferable to a harsh, aggressive one. Chatting informally with the person being interviewed will help to "break the ice" and start the interview off on a good foundation. Also, it may indicate if the person will be helpful, hostile, or reluctant. Detectives should be a good listener, observer, impartial, patient, and sympathetic. Stay in control, don't show anger or abusive behavior, and avoid interjecting your personal values and beliefs. Don't ask leading questions and avoid providing too much information.

F. INTERVIEW OF SUSPECTS

It should be understood that different judges have varied interpretations and opinions regarding questioning suspects and the admissibility of statements obtained from them. Guidelines from the State Attorney should be followed in the area of interrogation. However, this section provides some information from standing U.S. Supreme Court decisions that may be beneficial.

1. Types of Interviews
 - a. Custodial Interview - Any interview or contact between a law enforcement officer and a suspect, where either the suspect is not free to leave, or the law enforcement officer's actions would lead a reasonable person to believe he/she is not free to leave.
 - b. Non-Custodial Interview - Any interview or contact between a law enforcement officer and a suspect where the suspect is free to leave, and the law enforcement officer's actions would not lead a reasonable person to believe he/she is not free to leave.
 - c. Miranda Warnings - Miranda Warnings must be given to all suspects during a Custodial Interview before the suspect can be questioned regarding his/her involvement in criminal activity. Once a suspect invokes the right to counsel or to remain silent, the questioning for that particular offense will cease. (CFA 15.06M)

G. Preserving Testimony

1. Written documentation and video and audio recordings are used to preserve testimonies obtained during investigations.
 - a. A written statement is the most common method of preserving testimony.
 - b. Video recording can provide much more detailed information as well as voice statements in addition to the visual identity of the person giving testimony and his or her physical and emotional actions and reactions.

- (i) A recording of a person being interviewed should not be stopped until completed unless absolutely necessary. This is to reduce legal challenges that the recorded testimony has been edited or otherwise altered or modified to achieve desired results. If it is necessary to interrupt the recording, such as tending to personal needs, the detective should state why upon resuming and indicate that there have been no statements made or questions asked relevant to the investigation during the interruption.
- (ii) State the date, time, place of interview, detective's name and the name, address, birth date of the interviewee. On the record indicate the case number and any/all other persons present. Preferably, the person being interviewed should state his or her personal information. No matter how the interview is preserved, the detective should make written notes of significant points addressed to help him/her compare testimony in the field and reflect on what was learned.

H. SPECIAL INVESTIGATIONS (CFA 15.11M)

Excluding exigent circumstances, prior to members of this agency conducting investigative operations such as covert undercover operations, surveillance or decoy operations, approval from a Sergeant or above must be obtained and an operational plan shall be developed to include, but not be limited to; (CFA 15.11MA)

- 1. Identifying the supervisory level at which such operations can be authorized. (CFA 15.11MA)
- 2. Designating a single person to command and oversee the operation. (CFA 15.11MB)
- 3. Establishing both routine and emergency means of communications, to include requesting medical assistance if necessary.
- 4. Notifying the patrol supervisor/shift commander responsible for the target area. (CFA 15.11MC)
- 5. Identifying a means for which the investigators may confirm the target location, prior to taking any action. (CFA 15.11MD)
- 6. Methods for identifying and contacting suspects. (CFA 15.11ME)
- 7. Completing an after-action report at the conclusion of the operations, regardless of the outcome. (CFA 15.11MF)

I. SURVEILLANCE OPERATIONS (CFA 15.11M)

- 1. It shall be the responsibility of the investigations unit supervisor to maintain an analysis of various crimes and their victims, and to identify probable offenders, habits, associates, vehicles, methods of operation and any other pertinent information. Background information, such as personal/criminal history and locations frequented, shall be gathered on identified probable offender(s).
- 2. Surveillance may involve a simple periodic check on a stationary subject or location conducted by one detective/officer or a continuous long term, multi-person, multi-vehicle operation. The following apply when conducting surveillance:
 - a. One supervisor shall be designated as the coordinator. (CFA 15.11MAB)
 - b. Procedures for observation, arrests, and tails should be established in advance.
 - c. All investigators shall familiarize themselves with the suspect, vehicles used by the suspect, and the neighborhood or target area. (CFA 15.11MDE)
 - d. Appropriate surveillance vehicles and equipment shall be utilized.
 - e. All legal problems and/or ramifications shall be reviewed by the supervisor in consultation with the State Attorney's Office or City Attorney when needed.
 - f. A method of routine and emergency communications shall be established between participants via hand- held radios, mobile telephones, or other means.
 - g. Participants may be supplied with expense funds, as needed.
 - h. The supervisor shall be kept apprised of all ongoing surveillance operations.
 - i. As needed, the supervisor shall arrange for relief personnel in long term operations.

- j. If the surveillance extends beyond the agency's jurisdiction, outside agencies shall be notified as required.
 - k. All involved personnel shall be notified when the surveillance is terminated.
 - l. All surveillance operations shall be properly documented. (CFA 15.11MF)
- 3. The following procedures should be followed to avoid detection by the suspect under surveillance:
 - a. The lead person should maintain visual contact with the suspect.
 - b. The lead person should be periodically switched to make detection more unlikely.
 - c. The exact location of the suspect should be communicated frequently. (CFA 15.11MD)
 - d. Whenever possible, visual contact should not be broken by the lead member until another member has confirmed visual contact. (CFA 15.11ME)
- J. UNDERCOVER/DECOY OPERATIONS (CFA 15.11M)

Certain investigations require undercover or decoy operations. When such an operation is warranted, the following apply:

 - 1. The Major or Designee shall approve all details of the operation to ensure agency guidelines are followed. (CFA 15.11MA)
 - 2. Victims, crimes, and crime locations shall be analyzed to determine appropriate locations, disguises, and methods for conducting the operation and to ensure maximum safety.
 - 3. Suspects shall be identified and analyzed when possible. (CFA 15.11ME)
 - 4. The area or target where detectives/officers may work shall be analyzed to determine appropriate locations for cover.
 - 5. Participants will be selected by the Major or designee. Factors to consider when selecting members include the following:
 - a. Ability to infiltrate and remain in the target area.
 - b. Familiarity with procedures and slang associated with the target area; and
 - c. Ability to establish rapport with offenders.
 - 6. Specific plans shall be made for suspect contact. Any such plans will address back-up manpower and other resources to ensure officer safety in the event the suspect is armed or becomes physically violent. The location, proximity to innocent persons, and light conditions are some factors which should be considered.
 - 7. Members shall not disclose the identity of any undercover sworn member without the express consent of said member or the Major or designee.
 - 8. All participants shall be briefed concerning the objective and details of the operation and their individual assignments.
 - 9. As needed, investigators shall be supplied with appropriate identification, disguises, or other credentials.
 - 10. Investigators shall be supplied with the proper equipment and expense funds to conduct the operation safely and effectively. All equipment shall be inspected to ensure that it works properly.
 - 11. Provisions for routine and backup emergency communications shall be determined in advance, i.e., handheld radio, body bug, mobile telephone, etc.
 - 12. Provisions for identifying participants shall be determined in advance.
 - 13. Undercover and decoy investigators shall be provided backup security.
 - 14. Legal ramifications shall be reviewed with the State Attorney's Office or City Attorney when needed.
 - 15. The patrol shift supervisor shall be notified of the operation and provide assistance as needed unless such notification would compromise the operation. (CFA 15.11MC)
 - 16. Procedures and guidelines for observation and arrest of the suspect(s) shall be planned in advance in order to mitigate risk to neighboring citizens and/or property.
 - 17. Evidence shall be collected and processed according to agency policy.
 - 18. All undercover/decoy operations shall be properly documented. (CFA 15.11MF)

6. REFERENCES

- A. [F.S.S 960.28 Victim Assistance: Criminal Procedure and Corrections: Payment for victims' initial forensic physical examinations](#)