



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

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POLICY TITLE: *Criminal Investigation
Division*

STANDARD/REF #: 2.1.4; 12.1.4; 41.2.5E,F;
42.1.1; 42.1.2; 42.1.3; 42.1.4;
42.1.5; 42.1.6; 42.2.1; 42.2.2;
42.2.3; 42.2.4A,B,C,D;
55.2.3D; 55.2.4F; 81.2.4F

APPROVED BY: *David Dostal, Chief*

REVIEWED DATE: 3/17/2025

REQUIRED REVIEWERS: *CID Captain*

REVISED DATE: 3/17/2025

POLICY/PURPOSE:

It is the policy of the Cedar Rapids Police Department (CRPD) that most preliminary investigations be conducted by uniformed patrol officers. Follow-up investigations will be conducted by uniformed patrol officers to the point of resolution, or the nature of the investigation is of such seriousness, intensity, or logistic challenges that follow-up should be turned over to the Criminal Investigation Division (CID).

As police service is highly diversified, it is not possible to draft an outline for every situation that might arise. It will be the duty of all supervisors assigned to thoroughly review the activities of their subordinates, as they are ultimately responsible for their function. This directive will relate to the investigative function performed by uniformed and non-uniformed officers. Whenever it is practical, at least one CID Commander will attend the Patrol roll call and relay any pertinent information to CID personnel. Furthermore, emails, intelligence bulletins and incident summary reports will be sent to relay information whenever necessary. [12.1.4; 42.2.3]

DEFINITION:

Duty to Disclose:

The landmark decision of *Brady v Maryland* (1963) places an affirmative constitutional duty of a prosecutor to disclose exculpatory evidence to a defendant. This duty has been extended to police agencies through case law, requiring law enforcement agencies to notify the prosecutor of any potential exculpatory information.

Exculpatory Evidence:

Evidence that is favorable to the accused; is material to the guilt, innocence, or punishment of the accused; and/or may impact the credibility of a government witness, including a law enforcement officer or other agency employee.

PROCEDURE:

Preliminary Investigations:

Under normal circumstances, preliminary criminal investigation is often sufficient to bring the case to a satisfactory conclusion. In addition, follow-up criminal investigation will be conducted by the initial responding uniformed officer whenever possible, to the point of resolution, or until their ability to investigate the case is exceeded, at which point the case will be forwarded for follow-up by CID [42.1.4]. The guidelines below will serve as a checklist for officers in conducting a preliminary investigation:

- Respond to the scene promptly, but safely and provide aid to the injured and establish control of the scene.



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- Circumstances will exist where assistance from outside agencies may be needed during a call for service. Assistance may be available from such agencies as:
 - Area Ambulance
 - Cedar Rapids Fire Department
 - Cedar Rapids Streets Department
 - Iowa Department of Transportation (IDOT)
 - Linn County Medical Examiner's Office
 - Local Utilities

When any outside services are needed, contact Joint Communication Agency (JCA), advise them of the need. JCA will make the required notifications for services.

- Observe all conditions, events, and remarks to determine whether an offense has been committed, and if so, the nature of the offense. [42.2.1a]
- Determine the identity of the suspect(s) and affect an arrest if it can be accomplished at the scene, or obtain and disseminate suspect information for other units.
 - Description of suspect(s) and vehicles if any
 - Method and direction of travel
 - Possible destination
- Locate, identify, interview, and complete information on witnesses, and victims. Obtain written or recorded statements as soon as practical. [42.2.1b, d]
- Maintain/protect the crime scene and arrange for the collection of evidence this could include [42.2.1c]:
 - Photographs of scene
 - Photographs of injuries
 - Property damage
 - Any other physical evidence. Until completed or relieved by the crime scene unit or an investigator.
- Officers should keep a chronological record of their activities at the scene. For serious crimes, this would include:
 - Crime scene log/packets
 - Description and times of significant events
 - Names and times of all arrivals and departures
 - Possibly a notation of weather, lighting, vehicles in the area.



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- Complete all required paperwork, including initial/supplemental reports, packets, citations, and/or complaints.
- There are a number of investigative packets available to all officers that may be used on the crimes/calls that they pertain to. They are located in Police Shares: [42.2.3]
 - Burglary Checklist
 - Child Infant Death Guide
 - Critical Incident
 - Decedent Information
 - Domestic Assault Packet
 - Homicide Packet
 - Sexual Assault Interview Guide
 - Serious Sexual Assault
 - Suicide Packet
- Officers will request a supervisor through JCA for the following incidents. [81.2.4f]
 - Any event that would generate high public interest
 - Abductions
 - Armed robbery with injuries or shots fired
 - Fatal accidents
 - Homicides
 - Officer involved shootings and accidents
 - Public disasters

Investigator Response:

CID shall consist of the following components:

- Crimes Against Persons
- Crime Analysis Unit (CAU)
- Crime Scene Unit (CSU)
- Homeland Security/Intelligence
- Mobile Assist Team (MAT)
- Narcotics and Vice Unit
- Property Crimes
- Property and Evidence Unit



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- Taskforces

The CID will have primary responsibility for investigating all Part I Crimes (as defined by the US Department of Justice). This responsibility will also include crimes committed by and against juveniles, as well as any other cases requiring follow up by non-uniformed personnel. This includes investigations of long duration, inordinate complexity, or those that cross jurisdictional boundaries. Case responsibilities include the location and apprehension of suspects, identification and seizure of stolen property, and the preparation of criminal cases for prosecution once offenders have been identified.

The CID will provide 24-hour service, initiated by contacting an investigative commander. A weekend on-call roster will be available online. [42.1.1]

Crime Scene Unit (CSU) Response:

The Crime Scene Unit is available and staffed with qualified personnel twenty-four hours a day. Generally the unit should not be called out for relatively minor crimes or those with evidence that is readily retrievable by a uniformed officer or investigator. Follow the Evidence, Crime Scene Directive for proper procedure on use of this unit and proper evidence collection.

Follow-up Investigations: [41.2.5f]

Follow-up investigations will be conducted by CID on cases where the additional investigative requirements are not practical for uniformed officers to continue with a case, or the nature of the investigation is of such seriousness or intensity that follow-up should be turned over to and conducted by CID [42.1.4]. The decision as to who investigates cases is determined by supervisory personnel. Each investigating officer should review and analyze all reports, evidence, photographs which exist having to do with the case they are assigned. [42.2.2a]

- Plan, organize, and conduct searches for evidence, and or obtaining a search warrant as needed. [42.2.2d]
- Obtain any additional information the primary officer or an informant may have to offer. [42.2.2c]
- Obtain background information of suspects, witnesses, victims that may be pertinent to the investigation, such as criminal history, prior reports, prior calls for service leading up to the offense, including witness reliability, etc. [42.2.2g]
- Conduct follow-up interviews with the victim, and witnesses, clarifying the details of the offense to ensure that all elements of the offense are met. [42.2.2b]
- Verify the identity of the suspect. Check all available records to ensure the correct identification of the suspect, ascertain the suspect's involvement in other crimes. [42.2.2f]



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- Identify and apprehend suspect when applicable law allows, or file the appropriate paperwork with the Linn County Attorney's Office for review or a warrant request. [42.2.2e; 55.2.4f]
- Prepare all reports, statements, and evidence for court presentation. [42.2.2h; 55.2.4f]
- Maintain regular contact with the victims and witnesses and make sure they have a means to contact the investigator to supply more information when necessary. Ensure that the victims are provided information on victim's rights as required [41.2.5e; 55.2.3d]
- CID will identify habitual offenders who are involved in any current or active case. [42.1.5b] CID will work habitual offender cases. CID investigator will work with the Linn County Attorney's Office for case preparation. [42.1.5c] Iowa code section 902.8 lays out the criteria to be considered a habitual offender [42.1.5a]. Additionally locally convicted sex offenders and parolees from the Iowa Department of Corrections shall be considered habitual offenders.

Exculpatory Evidence: [42.1.6]

Officers are required to document all investigative activity involved in an investigation, including exculpatory information.

- All official reports involving an investigation will be submitted to the prosecuting authority prior to actual prosecution of the case.
 - Any department employee who discovers evidence, in active investigations or post-conviction, that is potentially exculpatory in nature will immediately document the discovery in a supplement and forward that documentation to the prosecuting authority and to Police Records for inclusion with the case file.

The department will meet with the prosecuting authority's office to establish a procedure whereby the intent of this policy is carried out. The department may conduct additional meetings with the prosecuting authority's office to discuss investigative strategies, follow-up investigations, and prosecution of criminal cases.

Case Screening:

Uniformed officers or investigators assigned cases will continue to assess solvability factors when determining whether to continue or suspend an active investigation. The extent of follow-up investigation to be conducted is based on the documented experiences and research of the department and other law enforcement agencies, and involves the continued application of solvability and degree-of-seriousness factors, along with input from periodic reporting by officers on the progress of the cases. These criteria include but are not limited to the following: [42.1.2]

- The seriousness of the known or potential offense
- The availability of investigative resources



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- Whether there is a reliable witness to the crime
- Whether a suspect can be identified, named, and located.
- Whether a suspect vehicle can be identified
- Whether stolen property is traceable, or has been recovered
- Significant physical evidence is present
- Whether there is unique modus operandi

Supervisors will continually monitor follow-up cases being conducted by officers and investigators and will periodically evaluate cases to determine if continued investigation is prudent. This evaluation will be conducted using the screening methods and the following additional criteria:

- Lack of further leads or solvability factors
- Lack of investigative resources (internally and externally)
- Insufficient degree of seriousness

Case File Management:

Cases forwarded to CID may be active for extended periods of time. To assist in accountability the following procedure will be used:

- All reports and case management are kept on I-LEADS records management system. This includes all open/closed/inactivated cases.[42.1.3a, c]
- All investigators will have access to I-LEADS, and will use it to document any action on cases.[42.1.3d]
- CID Sergeants periodically checks investigators' open cases to ensure they are proceeding appropriately. [42.1.3b]
- For serious crimes the sergeants may keep a link to the case on I-LEADS organizer for easy viewing and access.
- Records Section will maintain control of the purging of files per the departments Records directive [42.1.3e].

INVESTIGATIVE TASK FORCES:

The CID commander will be responsible for coordinating and planning all task force activities directed by this department or when members of this department are requested to participate in an outside agency task force's operations. Task force activities will be planned prior to implementation. Guidelines for task force operations include:

- Identifying the purpose of the task force [42.2.4a]
- Defining authority, responsibilities and written agreements



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- Responsibility for task force operations lies with the initiating agency. When assisting agencies, act in a support role. When members of this department are operating under the direction of supervisors from an outside agency, they will keep the CID commander informed of their activities and abide by the rules and regulations of this department. Accountability within the task force will be clearly established. [42.2.4b]
- Identifying resources available for the use in task force operations to include personnel, equipment, funds, and time as permitted. The commitment of departmental resources shall in no way restrict the delivery of police services to citizens with the City of Cedar Rapids.[42.2.4d]
- The CID commander shall be informed of the activities of personnel while they are participating in task force operations. Ongoing results will be periodically evaluated and the need for continued operation(s) will be determined. At the conclusion of such operations, a debriefing and review session will be conducted. [42.2.4c]

REQUESTS FOR FEDERAL ASSISTANCE: [2.1.4]

All requests for federal assistance with an investigation will follow the CID chain of command. Once approved, requests will be submitted through the proper CRPD Federal Task Force Officer to the appropriated federal agency.