



Colorado Springs Police Department

General Order

1190 Civilian Criminal Investigator (CCI) Program

Section 1100 – Investigative Functions

Effective Date: 3/26/2022

Supersedes Date: 1/15/2015

.01 Purpose

The purpose of this directive is to detail the responsibilities of the department's Civilian Criminal Investigator (CCI) program.

.02 Cross-Reference

[GO 190 Direct Line Reporting & Internet Crime Report](#)

[GO 1663 Uniforms and Appearance](#)

[GO 1704 Chief's Letter of Appointment](#)

[DL-1020-32 Patrol Checks](#)

[P1-15 Police Service Representatives](#)

[P1-46 Patrol Report Process](#)

[P1-70 Patrol Preliminary Investigations](#)

.03 Discussion

The CCI program utilizes specially trained, non-sworn personnel to perform some duties that have been traditionally performed by sworn investigations personnel. CCIs perform a wide variety of duties and activities of routine non-sworn law enforcement investigative functions in support of the police department, which do not require the carrying of a weapon or arrest authority. A CCI will investigate crimes of all types that have already been reported and an initial investigation has been completed by patrol.

.04 Policy

A CCI is a non-sworn member of the department who has limited powers and as such, the scope of their assignment is limited to those responsibilities granted using the chief of police's special appointment powers and processes.

CCIs who are designated as part-time employees will not work more than 29 hours a week.

.05 Definitions

Civilian Criminal Investigator (CCI): Non-sworn employees of the Colorado Springs Police Department (CSPD) who have the authority to investigate criminal offenses under the guise of the Chief of Police's letter of appointment powers and department processes. While beneficial to the position, CCIs do not have to be POST certified.

Soft uniform: For the purpose of this policy, a soft uniform is defined as a standardized uniform comprised of a polo shirt that identifies the unit the CCI is assigned to but does not bear any police insignia or a department badge and department approved pants.

.10 Authority

A CCI's authority is granted using the Chief of Police's letter of appointment processes. A CCI will adhere to the responsibilities outlined in their letter of appointment.

A CCI will request the assistance of a sworn officer for any situation that exceeds their capabilities and/or authority.

.20 Primary Duties

Those selected as a CCI will be assigned to a division to work shifts as determined by the commander of the division where they are assigned. A CCI's duties may include but are not limited to:

- Reviewing assigned unsolved cases and document and follow-up on potential investigative leads.
- Collecting and submitting evidence to be processed to the CSPD Crime Lab/CBI for DNA evidence or other evidence of probative value.
- Documenting and submitting reports of the findings of said investigations in a thorough and timely manner.
- Conducting interviews of witnesses and victims.
- Participating in the physical search of locations, vehicles, records, or electronic devices.
- Testifying in court and/or participating in other court preparation activities.

.22 Investigative Responsibilities

Depending on the assignment, a CCI may conduct any of the following types of investigations:

- Sexual assault

- All assault cases, including those involving domestic violence.
- Other cases involving persons, property crimes, or financial crimes assigned by unit supervisor.
- Assist sworn personnel in cold case investigations..
- Missing persons, runaway investigations.
- Other investigations at the direction of the chain of command.

.24 Authorization to Conduct Suspect Interviews

While a CCI may conduct suspect interviews, they should be limited. A CCI must obtain permission from a supervisor prior to conducting a suspect interview. Supervisors receiving such a request should consider the critical nature of the interview, the type of investigation being conducted, and the potential danger to the CCI.

If a CCI is authorized to conduct a suspect interview, a sworn detective must be present throughout the entirety of the interview, either directly (e.g., in the room) or indirectly (e.g., observing remotely).

.26 Prohibited Activities

A CCI is prohibited from engaging in the following activities:

- Stopping, detaining, or hindering a person from moving freely
- Making arrests
- Citing violators of any state law or municipal ordinance
- Being the affiant on any probable cause affidavit, arrest warrant, or search warrant.
- Participating in the execution of search or arrest warrants
- Entering a scene that has not been secured by a sworn officer
- Carrying or using a firearm, either concealed or unconcealed
- Carrying or using any non-lethal weapon

.30 Chain of Command

A CCI will adhere to the chain of command, which includes:

- Division commander
- Section/shift lieutenant

- Unit sergeant

.40 Appearance

In the daily performance of the CCI functions, it is imperative that CCIs present a neat, clean, and professional appearance that is in accordance with department policy.

.42 Attire

CCIs will dress in business casual attire.

Each division may allow the CCI to wear an approved soft uniform. Any soft uniform purchase will be at the expense of the employee.

.50 Vehicles

Vehicles used are standard unmarked vehicles used within the division. CCIs will not be assigned their own unmarked vehicle.

.60 Seniority

CCI seniority is based on the date the employee was hired. When more than one CCI is hired on the same date, the results of the rank order of the testing process will be used to determine seniority, as provided to Human Resources by the selecting authority.

.62 Assignment

CCIs will be placed at the location of greatest need at the time of hiring. If CCI openings in other divisions occur, employees may request to move to the open spot. This will only be accomplished with the approval of the chain of command at the open location and will be determined based on factors such as prior performance, fit, skills and abilities, as well as experience. In the situation where two current employees apply for the same position and both are considered equally acceptable, the move will be based on seniority.

.70 Training

CCIs will be required to successfully complete a training regimen determined by each specific division. This training will provide the CCI with the skills, knowledge, and abilities to successfully perform the assigned duties and responsibilities of the job assignment. The training plan will include items that are specifically related to the work that will be done by the CCI in their respective division. The training should include familiarity training for Colorado State law, as needed.

CCI training that is completed will be signed off by both the detective providing the training, as well as the employee receiving the training.

Training records will be sent to and maintained by the training academy.