

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

NUMBER:

42.1

SUBJECT: CRIMINAL INVESTIGATIONS ADMINISTRATION

EFFECTIVE DATE: 10/01/09

REVISED DATE: 05/28/24

REFERENCE ILEAP: OPR.02.01
OPR.02.04
OPR.02.05

INDEX AS:

- 42.1.1 INVESTIGATIVE COVERAGE
- 42.1.2 CASE SCREENING
- 42.1.3 CASE FILE MANAGEMENT
- 42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS
- 42.1.5 CRIMINAL INTELLIGENCE

PURPOSE:

The purpose of this policy is to establish general guidelines for case assignments, staffing, general administration, and use of the investigations function.

DEFINITION:

Criminal Intelligence: The end product of a process that converts individual pieces of information into either evidence or, more often, insights, conclusions, or assessments that can help form the basis for law enforcement strategies, priorities, policies, or investigative tactics regarding a specific crime, suspect, criminal organization, etc. The intelligence process includes the systematic collection of raw information that, after collation, evaluation, and analysis is disseminated to appropriate units of the Department.

POLICY:

42.1.1 INVESTIGATIVE COVERAGE

- A. Detectives are available during regularly scheduled duty hours, typically from 7:00 a.m. to 5:15 p.m., Monday through Friday.
- B. When detectives are on duty and an investigator is needed, notification will be made by contacting an Investigations supervisor who will be responsible for the assignment of a detective.
 - 1. In situations where detectives are on duty, but no Investigations Division Supervisor is available, the assigned detective will be responsible for contacting an Investigations Division Supervisor as soon after an assignment as is practical.
- C. When there are no detectives on duty, a request for a detective will be made through the on-call Investigations Supervisor. Upon notification, the requesting supervisor and the on-call Investigations Supervisor will confer to determine whether or not an immediate response is necessary based on the

circumstances. If an immediate response is needed, the on-call Investigations Supervisor will contact the on-call detective (and/or back-up on-call detective) to make the assignment. Investigations Supervisors may decide to notify additional detectives for incidents requiring the need for greater follow-up investigation.

42.1.2 CASE SCREENING

- A. On a routine basis, Investigations Division supervisors will review all case reports initiated by this Department. Supervisors will review the reports in an effort to direct investigative resources toward:
 - 1. The most serious crimes.
 - 2. Crimes with the greatest potential of being solved.
 - 3. Patterns of criminal behavior.
 - 4. Incidents that are, or may become, sensitive in nature.
- B. In making the determination as to which cases should be assigned, Investigations Division Supervisors shall consider, but not be limited by, the following factors:
 - 1. The elapsed time from occurrence to the time of report.
 - 2. The existence of witnesses.
 - 3. The existence of physical evidence.
 - 4. The ability to identify a suspect.
 - 5. The ability to identify a suspect's vehicle.
 - 6. The impact of the incident on the community.
 - 7. Investigative leads.
- C. All homicides and suspicious deaths will be assigned for further investigation. Suicides, armed robberies, burglaries over \$10,000, and fatal traffic accidents will be reviewed and assigned for further investigation by an Investigations Supervisor on a case-by-case basis.
- D. When a case is assigned for investigation, the Investigations Supervisor responsible for assigning the case shall designate one detective as the lead investigator. The lead investigator will assume responsibility for the completion and documentation of the investigation. More than one detective may be assigned to a case that is large in magnitude or complex in nature.

- E. When a case is to be assigned for follow-up investigation, Investigations Supervisors shall use a variety of factors to determine which detective will be assigned as the lead investigator. These factors include, but are not limited to:
1. Investigative experience, specialized skills, training, or knowledge.
 2. The availability of staffing and current work schedules.
 3. Current caseloads.
- F. The suspension of an investigation must be approved by an Investigations Supervisor. Investigations may be suspended or cleared for a variety of reasons, including, but not limited to the following:
1. A lack of investigative leads.
 2. A lack of credibility on the part of victims or witnesses.
 3. The statute of limitations.
 4. A decision by the State's Attorney's Office not to prosecute.
 5. The determination that a crime has not occurred or that a case is unfounded.
 6. The determination that a crime did not occur within the Department's legal jurisdiction or that an outside agency is better suited to handle the investigation.
 7. A lack of cooperation from the victim.

42.1.3 CASE FILE MANAGEMENT

- A. Cases referred to the Investigations Division shall be reviewed and coordinated by an Investigations Supervisor who will determine the need for a follow-up investigation.
1. If the determination is made to assign a case for investigation, a supervisor will assign a detective and then forward the case file to the Investigations Division Administrative Assistant for entry into the Tyler Record Management System (Tyler RMS). In the absence of the Investigations Division Administrative Assistant, an Investigations Division Supervisor may enter the assigned case file into Tyler RMS.
 2. Upon completion of the investigation, the assigned detective shall recommend a final case disposition. The investigative reports shall be forwarded to the appropriate Investigations Supervisor.
 3. If the Investigations Supervisor, after reviewing all submitted reports and materials, determines that the case should be closed, a final disposition shall be entered into the Tyler RMS. If the supervisor does not concur with the detective's decision to

close the case, he shall return it with instructions for additional follow-up.

- B. Cases shall be assigned a National Incident-Based Reporting System (NIBRS) case status in Tyler RMS.
1. The NIBRS case statuses shall be as follows:
 - Administratively Closed
 - Charged by SAO – No Arrest
 - Cleared by Arrest
 - Cleared by Arrest, Juvenile
 - Exceptional Clearance
 - Inactive
 - Pending Investigation
 - Pending Prosecution
 - Pending Warrant
 - Referred
 - Unfounded
 2. Subcategories of the designation of Exceptional Clearance include:
 - Death of Offender
 - Extradition Denied
 - Juvenile/No Custody
 - Not Applicable
 - Prosecution Declined
 - Referred to Student Discipline
 - Victim Refused to Cooperate
- C. The Investigations Division maintains files on all cases in which investigative activity is ongoing. These case files contain a copy of the preliminary investigative report and records of follow-up activity. Case files may also include records of statements, case status reports, and other records and reports as needed for investigative and prosecutorial purposes.
- D. Upon assignment for follow-up investigation, the case report copies shall be placed in a folder, labeled with the case number, and forwarded to the assigned detective.
1. Detectives are responsible for maintaining all copies of pertinent reports and documents in their individually assigned case folders. When an original document related to the case comes into the custody of the assigned detective, the detective shall scan a copy into the Tyler RMS case file and submit the original into evidence or forward it to the Records Division, as appropriate.

2. All reports generated by a detective shall be entered into Tyler RMS in a timely manner. Investigations supervisors have the authority to mandate a reasonable deadline for entry into the Tyler RMS. Detectives will make every effort to provide timely reports to the State's Attorney's Office when necessary for review for court proceedings.

E. File accessibility.

1. Original documents, when necessary for further investigation, may only be removed from Records or Evidence through proper procedures.
2. Investigative case files shall only be accessible to law enforcement personnel at the discretion of the assigned detective or an Investigations Supervisor.
3. It is recognized that some criminal investigations contain sensitive information that could compromise the eventual outcome of the investigation. Investigations Supervisors may authorize reports involving such cases to be locked for restricted viewing in Tyler RMS. For paper case files, Investigations Supervisors may authorize reports involving such cases to be kept securely within the Investigations Division. The Investigations Division Commander is responsible for auditing case files maintained in this fashion and returning them to the Records Division.

F. Monitoring and purging files.

1. The Investigations Division supervisors will monitor the status of assigned cases by reviewing offense reports and supplemental reports by discussing the case with detectives, and by analyzing the case summary reports. Supervisors will conduct a quarterly audit of assigned cases with each of their assigned detectives. When a case is closed or suspended, all files shall be consolidated into the central records system.

42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

- A. Patrol officers will conduct preliminary investigations. Preliminary duties include, but are not limited to:
1. Interviewing victims, witnesses, and complainants.
 2. Observing and noting conditions, events, and activities surrounding the incident under investigation.
 3. Reporting the incident completely and accurately.
 4. Locating and identifying all witnesses and offenders at the scene.
 5. Interviewing or interrogating suspects when appropriate.

6. Maintaining the integrity of the crime scene, identifying and securing possible evidence, and maintaining a crime scene log when appropriate.
7. Effecting the arrests of suspects when circumstances permit.
8. Requesting a supervisor or other assistance when appropriate.

B. Follow-up investigations may be conducted by patrol officers when:

1. They can perform tasks that would significantly contribute to the successful conclusion of a case, and they have the approval of a supervisor.
2. They have been assigned to conduct a follow-up investigation by a supervisor.

C. In cases where patrol officers conduct follow-up investigations, the patrol officer will file supplemental reports, lab requests, and other reports as needed. All other follow-up investigations will be the responsibility of the Investigations Division.

D. Detective's responsibility.

Investigations Division personnel shall document incidents and conduct preliminary investigations on all self-initiated cases and cases assigned by a supervisor.

42.1.5 CRIMINAL INTELLIGENCE

A. The Investigations Division Commander is responsible for the administration and coordination of the Department's intelligence function. Criminal intelligence information is not typically related to current criminal investigations. The Investigations Division Commander shall ensure that information gathered is related to criminal conduct, suspicious conduct, or a potential threat to the community. Examples of criminal and suspicious activities to be monitored by the intelligence function include, but are not limited to:

1. Organized crime activities.
2. Gang-related criminal activities.
3. Subversive criminal activities.
4. Narcotics, gambling, and vice activities.
5. Terrorism.
6. Civil disorder.
7. Habitual criminal activities.

B. The intelligence activities performed by the Department include, but are not limited to, the following:

1. Obtaining and integrating information into a cohesive and logical case file or description of

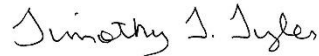
crime trends to be disseminated to proper law enforcement authorities if needed.

2. Identifying crimes and crime trends through the use of deduction, information assessment, report review, data comparisons, and crime analysis.
 3. Identifying criminals through the use of deduction, information assessment, and the application of scientific methods.
 4. Developing cases for prosecution in court.
 5. Providing support to detectives involved in long- and short-term and complex case investigations.
 6. Projecting crime trends for purposes of planning and law enforcement resource allocation.
 7. Developing information related to any of the cited examples in Section 42.1.6(A) of this policy.
- C. All criminal intelligence documents shall be securely maintained either within the Crime Analysis office or the Investigations Division. Criminal intelligence files are maintained separately from all other Department records. Information in these files is maintained by the Investigations Division Commander or his designee.
1. The Investigations Division Commander is responsible for the integrity of all files, and access shall be limited to individuals with a demonstrated need to access intelligence files.
- D. Intelligence case files will be regularly reviewed, updated, or corrected by the Investigations Division Commander. Information that no longer relates to an active investigation or is incorrect shall be destroyed after a joint review by the Investigations Division Commander and the assigned detective.
- E. The Investigations Division Commander shall deploy investigative personnel and equipment and utilize intelligence techniques when appropriate and necessary, in accordance with this Department's applicable directives.
1. The Investigations Division Commander or his designee is to collect, evaluate, analyze, and disseminate intelligence data regarding criminal activities in the City of Champaign, Champaign County, and surrounding communities.
 2. The Investigations Division Commander will work closely with detectives to identify crime patterns and/or habitual offenders.
 3. Detectives may also consult with the Mid-States Organized Crime Information Center (MOCIC) or the Illinois Statewide Terrorism and Intelligence Center (STIC) to assist in a criminal intelligence investigation and/or contribute intelligence information to their respective data banks.
 4. An Investigations Supervisor shall be notified of all surveillance activities conducted by members of the Investigations Division. The use of any specialized intelligence equipment is limited to

those officers who have been trained in the safe, effective, and legal use of such equipment.

5. Surveillance activities shall be conducted in a manner that does not infringe upon the rights of any individual.

ISSUING AUTHORITY



Timothy T. Tyler
Police Chief
Champaign Police Department