



# GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

## POLICY 4.01 CRIMINAL INVESTIGATIONS DIVISION

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04/17/2018

Approved:  


### 1. PURPOSE AND SCOPE

1. It is the policy of the Goodyear Police Department to provide for administrative and operational programs that will result in efficient and effective criminal investigations. The following procedures do not direct investigative functions in each specific crime area, but rather address those elements common to every investigation, whether conducted by uniformed officers or officers assigned to a specialized investigative component of the Goodyear Police Department.
2. The Criminal Investigations Division (CID) provides specialized investigative skills, and when appropriate, proactive techniques to aid in solving major crimes. The CID also provides assistance to victims throughout the criminal justice process.

### 2. ORGANIZATION AND ADMINISTRATION

1. The Criminal Investigations Division (CID) is managed by a Police Lieutenant who reports to the Support Services Bureau Deputy Chief. CID is comprised of 4 investigative units (Major Crimes Unit, the Property Crimes Unit, and the Special Victims Unit) as well as 1 non-investigative unit (Victim Assistance Unit). This Division has the primary responsibility to conduct criminal investigations, apprehend offenders, recover stolen property, and seek prosecution. Activities designed to fulfill this responsibility include but are not limited to:
  - A. Obtain offense reports and conduct further investigations on those that meet the prerequisites of the Case Management / Assignment Program.
  - B. Seize and record evidence at major crime scenes, and articles submitted as evidence by patrol officers; compare this evidence to records maintained at this or other law enforcement agencies.
  - C. Review all felony and misdemeanor arrest / long-form reports to ensure the cases are ready for presentation to the prosecutor.
  - D. Maintain sex-offender registration and coordinate community notification when required.
  - E. Coordinate and direct follow-up on missing persons and runaway juvenile cases.

### 3. MISSION STATEMENT

1. The mission of the Criminal Investigation Division is to provide the highest quality investigative support to the Goodyear Police Department while serving the public interest by conducting judicious and thorough criminal investigations for the purpose of protecting life and property, motivated only by a search for the truth to exonerate the innocent, advocate for victims, and serve justice upon the guilty.

### 4. CRIMINAL INVESTIGATIONS LIEUTENANT RESPONSIBILITIES

1. The Lieutenant shall be responsible for the overall management of the Division including, but not limited to the following:
  - A. Division budget preparation and approval of expenditures.
  - B. Supervision of the:
    1. Major Crimes Unit
    2. Property Crimes Unit,
    3. Special Victims Unit
    4. Investigations Specialist

- 5. Victim Advocate
- 6. Crime and Intelligence Analyst
- C. Planning and organization within the Division in order to maximize the resources of the Division.
- D. Coordinate meetings and work with all CID Units to aid in the apprehension of offenders.
- E. Ensure all relevant criminal investigation information is presented in monthly COMPSTAT briefings.

#### **5. MAJOR CRIMES UNIT SERGEANT RESPONSIBILITIES**

- 1. The Major Crimes Unit Sergeant shall be responsible for the overall management of the unit including, but not limited to the following:
  - A. Provide immediate supervision of investigators assigned to the Major Crimes Unit.
  - B. Utilize New World Systems to assign and monitor cases.
  - C. Ensure that equipment assigned to the Major Crimes Unit is maintained in good operational condition and that all investigators have the skills to properly use the equipment.
  - D. Coordinate meetings with the Major Crimes detectives, during which current investigation status will be reviewed and information passed on to the unit.
  - E. Maintain the current 'Case Status' of all assigned cases within New World Systems.
  - F. Oversee investigations into the following types of crimes:
    - 1. Homicides
    - 2. Robbery
    - 3. Assaults
    - 4. Kidnapping
    - 5. Aggravated assaults and assaults
    - 6. Extortion
    - 7. Suicides, work-related deaths and any other death that is suspicious in nature but not reported as a homicide
    - 8. Missing person's cases where foul play is suspected (e.g. Amber Alerts)
    - 9. Criminal investigations involving any and all law enforcement personnel shootings or in custody deaths occurring within the City of Goodyear utilizing the West Valley Incident Response Team (WVIRT)
    - 10. Domestic Crimes against persons cases
    - 11. Any criminal offense as directed by the Division Lieutenant

#### **6. PROPERTY CRIMES UNIT SERGEANT RESPONSIBILITIES**

- 1. The Property Crimes Unit Sergeant shall be responsible for the overall management of the unit including, but not limited to the following:
  - A. Provide immediate supervision of investigators assigned to the Property Crimes Unit
  - B. Utilize New World Systems to assign and monitor cases
  - C. Ensure that equipment assigned to Property Crimes Unit is maintained in good operational condition and that all investigators have the skills to properly use the equipment
  - D. Coordinate meetings with the Property Crimes Unit detectives, during which current investigation status will be reviewed and information passed on to the unit.
  - E. Maintain the current 'Case Status' of all assigned cases within New World Systems.
  - F. Oversee investigations into the following types of crimes:
    - 1. Auto theft

2. Fraud schemes
3. Financial Crimes
4. Organized Crime
5. Arson
6. Burglary
7. Theft
8. Identity theft
9. Any criminal offense as directed by the Division Lieutenant

## **7. SPECIAL VICTIMS UNIT SERGEANT RESPONSIBILITIES**

1. The Special Victims Unit Sergeant shall be responsible for the overall management of the unit including, but not limited to the following:
  - A. Provide immediate supervision of investigators assigned to the Special Victims Unit
  - B. Utilize New World Systems to assign and monitor cases
  - C. Ensure that equipment assigned to Special Victims Unit is maintained in good operational condition and that all investigators have the skills to properly use the equipment
  - D. Coordinate meetings with the Special Victims Unit detectives, during which current investigation status will be reviewed and information passed on to the unit.
  - E. Maintain the current 'Case Status' of all assigned cases within New World Systems.
  - F. Oversee investigations into the following types of crimes:
    1. Missing Person's cases where foul play is suspected. (e.g. Amber Alerts)
    2. Department of Child Services (DCS) referrals
    3. Sex related crimes
    4. Child related crimes to include child sex crimes and abuse
    5. Maintain the Sex Offender Registry
    6. Elderly Abuse
    7. Any criminal offense as directed by the Division Lieutenant

## **8. DETECTIVE RESPONSIBILITIES**

1. Detectives are officers who have been assigned to the position of Detective through a testing process. Detectives are assigned for the purpose of investigating criminal offenses, apprehending offenders, recovering stolen property, and seeking prosecution.
2. Detectives shall be responsible for the following:
  - A. Thoroughly investigating assigned cases
  - B. Ensuring case retention and documentation requirements are met for all assigned cases. Working directly with the Special Investigations Unit in the identification, location, surveillance, and apprehension of criminal offenders
  - C. Stand By assignments for call outs during scheduled dates and times
  - D. Responding to Call Outs from the Patrol Division when appropriate
  - E. Updating case notes in NWS on a timely basis as dictated by the Unit Sergeant

## **9. CALL-OUTS**

1. The Division Lieutenant shall provide daily work schedules of Investigations Division personnel and stand by schedules to Patrol and Communications personnel. The standby list shall have at least one detective and one supervisor on call at all times.

2. The call out procedure shall be conducted pursuant to Department policy regarding Specialized Unit Call Out.

#### **10. CASE ASSIGNMENT AND REPORTING**

1. Follow-up investigations on all cases are evaluated and assigned by the individual unit/team supervisors based upon caseload, case assignment and an evaluation of case solvability factors. Cases are assigned for follow-up investigation to the unit that has the knowledge and skills necessary for the investigation. Assistance may be received from others; however, accountability remains with the assigned unit and the assigned detective.

#### **11. FURTHER TO PATROL**

1. Criminal Investigations Division staff may refer any report submitted for review back to the originating officer for additional information, clarification, or reclassification as deemed necessary.
2. If a response is not received in a timely manner the CID employee who sent the request will notify the appropriate CID supervisor.

#### **12. FOLLOW UP OR IN-CUSTODY REPORTS**

1. The Records Unit will merge all reports from the NWS In-field Report Writing System into the Law Enforcement Records Management System (LERMS). Reports pending follow-up or In-Custody reports will be forwarded to the Investigation's Division for disposition.
2. Traffic related cases that are criminal in nature will be forwarded to the Traffic Unit supervisor for assignment.

#### **13. INACTIVATION**

1. Cases assigned to detectives working in CID will be worked as resources allow until all available leads have been exhausted.
2. When no viable leads are available, the assigned detective will complete a supplemental report indicating that the case has been closed with an inactive disposition.
  - A. Homicide cases, or other cases as determined by the Division Lieutenant, shall not be closed with an inactive disposition.
3. The Detective will notify victims either by phone, in person, or by sending an inactive notification letter to the victim via US Mail.

#### **14. CASE STATUS**

1. All cases will have one of the following statuses within New World Systems:
  - A. CLOSED: Cases that have been closed. Specific details on how the case was closed are maintained in the Case Disposition list (see below).
  - B. OPEN: Cases that are still open and subject to action. A case being open does not imply it is being actively worked. Specific details on the status of the case are maintained in the Case Disposition list (see below).
  - C. UNFOUNDED: Incidents where a case was created, then it was later determined that the incident did not involve criminal activity so no case should have been opened.

#### **15. CASE DISPOSITION**

1. The case disposition is continually updated by the Investigations Specialist in the New World Systems software.
2. Cases shall be designated as one of the following:
  - A. CLOSED – ARREST: The case was closed due to the arrest of the suspect(s) involved.

- B. CLOSED - INACTIVE: The case was closed due to a lack of evidence, insufficient elements of a crime, or other similar situations.
- C. CLOSED – NON CRIMINAL: The case was closed because it was determined that the incident was not criminal in nature.
- D. FURTHER – CITY: The case is awaiting additional information or input from the Police Department at the request of the City Prosecutor.
- E. FURTHER – JUV: The case is awaiting additional information or input from the Police Department at the request of the County Juvenile Attorney's Office.
- F. FURTHER – MCAO: The case is awaiting additional information or input from the Police Department at the request of the County Attorney's Office.
- G. OPEN – ARREST (FURTHER): An "in-custody" arrest has been made in the case, however there are still elements of the case unresolved that necessitate the case being left open.
- H. OPEN – ARREST (JUVENILE): An "in-custody" arrest of a juvenile has been made in the case, however there are still elements of the case unresolved that necessitate the case being left open.
- I. OPEN – COLD CASE UNIDENTIFIED: A case that meets the definition of a cold case and where there has been a crime committed but the identity of the victim is unknown (Jane or John Doe).
- J. OPEN – COLD CASE UNRESOLVED: A case that meets the definition of a cold case and where the suspect(s) were known or suspected but there was no success in prosecuting them.
- K. OPEN – COLD CASE UNSOLVED: A case that meets the definition of a cold case and where there has been a crime committed, but because of the inability to identify any suspect(s), the case cannot move forward.
- L. OPEN – PENDING: Investigation is ongoing and no arrests have been made in the case.
- M. OPEN – SUBMIT CITY: The case has been submitted to the City Prosecutor's Office for a decision on prosecution potential.
- N. OPEN – SUBMIT COUNTY: The case has been submitted to the County Prosecutor's Office for a decision on prosecution potential.
- O. TO CITY PROSECUTOR: Cases which are submitted to the City Prosecutor's Office. This entry would only be utilized by the Records Division, but is listed in this policy to maintain consistency in reflection of the Case Disposition field in the New World Systems records and case management software.
- P. TO MCAO: Cases which are submitted to the County Prosecutor's Office. This entry would only be utilized by the Records Division, but is listed in this policy to maintain consistency in reflection of the Case Disposition field in New World Systems records and case management software.
- Q. TO JUVENILE MCAO: Cases which are submitted to the County Juvenile Prosecutor's Office. This entry would only be utilized by the Records Division, but is listed in this policy to maintain consistency in reflection of the Case Disposition field in the New World Systems records and case management software.
- R. TO OTHER AGENCY: Cases referred to agencies other than Goodyear Police.
- S. TURNDOWN: CITY: The case has been turned down by the City Attorney's Office.
- T. TURNDOWN: JUV: The case has been turned down by the County Juvenile Attorney's Office.
- U. TURNDOWN: MCAO: The case has been turned down by the County Attorney's Office.
- V. UNFOUNDED: It was determined that the related incident did not involve criminal activity so no case should have been opened.

## 16. COMMUNICATION WITH VICTIM

1. Maintaining contact with victims is vital for maintaining public confidence in the agency.
  - A. Initial Contact – Detectives assigned cases for follow-up investigation shall contact and brief the victim within 7 days of being assigned a Person Crimes case and 14 days of being assigned a Property Crimes case. In all cases, the assigned detective shall notify the victim upon arrest.
  - B. Contact throughout the case – Contact with the victim should be made as often as necessary to develop new information and keep the victim informed of the status and progress of the investigation.
  - C. Contact for inactivation of a case – Case Detectives shall notify victims, other than when the victim is a business, when their case has been inactivated and must document how the notification was made.
  - D. Contact for completion of a case – Victims shall be contacted upon the completion of their case and advised of the following:
    1. If the case has been cleared by criminal complaint, the victim will be advised to contact the proper prosecuting attorney's office for that information.
    2. If a physical arrest is made of the primary suspect, the detective shall advise the victim of who was arrested, what the charge is and the facility where the arrestee is being held.
    3. The detective shall provide the victim with the prosecutor's office phone number when asked so the victim can make an inquiry if they elect to do so.
    4. If the case has been cleared by any means other than by complaint or indictment, the detective shall advise the victim of this and the reason for the clearance of the case.

## **17. INTERVIEWS**

1. When necessary, obtain witness and suspect statements as soon as possible after a report is received. If the investigator conducts the initial investigation, they should interview witnesses when practical and obtain statements from suspect(s) as soon as practical after apprehension.
2. Interview Rooms – When possible, suspects should be interviewed in the identified interview rooms where interviews can be documented through audio and video media.
  - A. While in police custody and outside a holding cell, suspects will be monitored at all times to avoid officer and suspect injury and possible escape.
  - B. Suspects should be searched for any contraband or item which could be utilized as a weapon prior to being placed into the interview room. The suspect's personal items will be removed and placed into a secured location.
  - C. Officers are encouraged to secure their weapons prior to conducting an interview with a suspect.
  - D. Interviews conducted in a closed interview room should be monitored by other police personnel in case an emergency arises.
  - E. Suspects shall be afforded the use of the restroom when needed.

## **18. COLD CASE PROTOCOL**

1. The Goodyear Police Department defines a "cold case" as any homicide, missing person, or felony sexual offense that is not being actively investigated pursuant to Arizona Revised Statutes.
2. Cold cases fall into three categories:
  - A. Unsolved: No known suspects
  - B. Unresolved: Suspect(s) known/suspected but never successfully prosecuted
  - C. Unidentified: Victim identity unknown (Jane or John Doe)
3. At least once each year and/or upon reassignment of the case, the case detective shall conduct a thorough review of the case and prepare a supplemental report which the detective will present and discuss with their supervisor and other unit members to determine the following:

- A. Whether there are areas of possible follow-up investigation that would warrant an active investigation
  - B. Whether the case needs to be removed from the Cold Case file, as long as it doesn't meet statutory requirements to remain a Cold Case.
4. REVIEW CONSIDERATIONS:
- A. Obtain all investigative/criminal reports, notes, and photos.
  - B. Review reports of all evidence recovered, and then confirm that evidence has been retained and viable (not destroyed or compromised).
  - C. Contact initial investigator(s), if available, for a complete briefing and to ensure the investigative file is up-to-date.
  - D. Make a list of all witnesses, officers, suspects, etc. listed in investigation and make an effort to locate them and confirm their availability for interviews.
  - E. Consider use of specialized analysis software to help identify key issues for further investigation.
  - F. Consider use of other agency cold case specialized units for additional review, criminal profiling and/or technical assistance such as computer forensics.
  - G. Review evidence analysis; consult with laboratory experts in considering advancements in technology such as new DNA processes and databank entries such as CODIS, NIBIN, VICAP, etc.
  - H. Consult with the MCAO prosecutor.
5. COLD CASE REGISTER
- A. The Criminal Investigations Division will maintain a Cold Case Register, pursuant to the directions and guidelines established by Arizona Revised Statutes.
    - 1. For the purposes of this Register, "cold case" means a homicide or a felony sexual offense that remains unsolved for one year or more after being reported to the department and that has no viable and unexplored investigatory leads.

## **19. OUTSIDE AGENCY ASSIGNMENTS (TASK FORCE POSITIONS)**

- 1. These guidelines apply to all persons assigned to outside agencies on a task force, or otherwise, on behalf of the Department.
- 2. All Officers assigned to assist with outside agency functions are primarily responsible to the Goodyear Police Department and are required to be familiar and comply with all Goodyear policies and directives.
- 3. EMAIL, EQUIPMENT, AND CELL PHONES
  - A. All Officers shall read and respond to their Goodyear emails within the work week or within a reasonable time.
  - B. All Officers shall answer their phone and/or return their phone messages in a timely manner.
  - C. If an alternate phone number is provided to the Officer by the outside agency, that information shall be provided to both the Goodyear Sergeant and Telecommunications.
  - D. Officers shall maintain their Goodyear equipment in good working order and comply with all related equipment policies. Any lost or damaged equipment shall be reported as required by the applicable department policy.
- 4. ACTIVITIES OUTSIDE MARICOPA COUNTY
  - A. Officers will inform their Goodyear Sergeant of any task force activity the officer will be participating in which will take place outside Maricopa County. This information shall be provided by the officer prior to leaving the county, if practicable, or soon thereafter.
- 5. MEETING ATTENDANCE

- A. Officers assigned to an outside agency task force are required to participate in a mandatory monthly meeting with their Goodyear Supervisor. Officers should make an effort to attend all Department meetings or provide their Goodyear Supervisor with an explanation as to why they were unable to attend.
- 6. CONFLICTS IN POLICIES
  - A. When the Outside Agency policy conflicts with Goodyear policy, on issues other than those addressed herein, the Officer may follow the Outside Agency policy when directed to do so and not contrary to law or professional standards.
  - B. Officers are encouraged to consult with their Goodyear Supervisors regarding policy conflicts.