

A. PURPOSE. To outline the organization and responsibilities of the Detective Unit.

B. ORGANIZATION

1. The Detective Unit consists of six (6) teams:

Major Case Team I, Major Case Team II, Family Services Team, General Case Team, Auto Theft/Financial Crimes Team, and Criminal Intelligence & Technical Investigations Team.

2. The unit commander reports directly to the Commander of Investigations.

3. Police sergeants will supervise each investigative team.

4. Investigative team members will be police officers assigned as investigators.

5. All Detective Unit members are responsible for monitoring criminal activity assigned to their respective teams for the purpose of recognizing crime patterns. This data will be passed on to Crime Analysis personnel.

C. SPECIFIC RESPONSIBILITIES

1. Major Case Teams I and II shall investigate the following incidents:

- a. Homicides
- b. Deaths – suspicious circumstances
- c. Life-threatening assaults
- d. All robberies (including purse snatching)
- e. Weapon offenses
- f. Non-sexually motivated abductions
- g. Extortion
- h. Explosive devices or bomb threats

- i. Serious assaults
 - j. Stalking
 - k. Other assignments as directed by the Chief of Police
2. Family Services Team (FST) shall investigate offenses in which the victim or others involved may possess a unique physical or psychological need:
- a. Sexual assaults
 - b. Sexually motivated abductions
 - c. Indecent exposures
 - d. Parental kidnapping
 - e. Domestic assaults
 - f. Child abuse or neglect
 - g. Runaways
 - h. Missing Persons
 - i. Stalking – domestic related.
3. General Case Team (GCT) shall render investigatory services for all other case assignments, including but not limited to, the following incidents:
- a. Burglaries and attempts
 - b. Larcenies from vehicles
 - c. Larcenies
 - d. Malicious destruction of property
 - e. Embezzlements
 - f. Telephone offenses
 - g. Minor assaults (non-domestic)

- h. Receiving and concealing stolen property
- 4. Auto Theft/Financial Crimes Team shall investigate:
 - a. Auto thefts and attempts
 - b. Pawn shops, precious metal dealers, and second-hand shops
 - c. Check law violations
 - d. Frauds
- 5. Criminal Intelligence & Technical Investigations Unit shall render analytical and technical support to the organization including but not limited to the following:
 - a. Collection, processing, analysis & dissemination of criminal intelligence information.
 - b. Investigative & Tactical analytical support.
 - c. Mobile device examinations & analysis
 - d. Video retrieval & processing

D. MAJOR CASE TEAM CALL OUT

- 1. The Service Area Commander or Watch Commander shall promptly notify the Commander of Investigations, the Detective Unit Commander, or a Major Case Team Sergeant of the occurrence of the following incidents:
 - a. Homicides
 - b. Deaths – suspicious circumstance
 - c. Assaults – life threatening
 - d. Criminal sexual assaults

- (1) Involving penetration when the victim is 16 years of age or less; and the assault occurred within the past 120 hours (5 days).

- (2) Involving penetration and no prior relationship exists between the victim and the offender
 - (3) Resulting in serious injury
 - (4) Occurring during the commission of another felony
 - e. Kidnappings/abductions
 - f. Armed robbery involving:
 - (1) Serious injuries
 - (2) Weapon discharges
 - (3) Substantial monetary losses
 - g. Bank robberies
 - h. Extortion
 - i. Detonated explosives/incendiary devices
 - j. Arsons (involving potential or actual death)
 - k. Critical incidents
 - l. Other assignments directed by the Chief of Police
2. The Commander of Investigations, the Detective Unit Commander, or a Major Case Team Sergeant shall determine the response to, and supervise, the above investigations.

E. CASE SCREENING AND ASSIGNMENTS

- 1. Investigations will be identified by their assigned and unique complaint number. Case files will include the investigative team assigned, investigator assigned, and date assigned to the investigator.
- 2. All criminal reports received in the Detective Unit will be reviewed by the supervisor(s) scheduled to work that day. The reviewing supervisor will be responsible for disseminating information regarding significant cases

that need immediate investigative attention or those that need to be given to the Police Chief or designee for informational purposes.

3. During review of those reports, cases determined to need investigative follow-up shall be assigned to the appropriate detective/officer. Criteria for case assignments can vary somewhat according to caseload considerations at the time the case is received. Case assignments will also be based on solvability factors or:
 - a. Are of a serious or sensational nature
 - b. Controversial or politically sensitive
 - c. Mandated by law
4. Reports that do not meet the solvability factors or do not meet one of the above criteria are not assigned. They are considered closed but can be assigned later if information becomes available identifying a potential suspect or other investigative leads.
5. A solvability factor is information on a crime that can identify a person or persons who committed that crime. These factors can include, but are not limited to:
 - a. The suspect can be identified
 - b. The suspect can be located
 - c. A full or distinctive description of the suspect exists
 - d. A suspect vehicle can be identified or traced
 - e. Traceable physical evidence has been obtained from the crime scene
 - f. A distinctive or unusual M.O. is present
 - g. Information on a suspect from an informant, tip called in or electronically transmitted to the police department or through Silent Observer.
 - h. Victim/witness willingness to cooperate with investigation.

F. CASE MANAGEMENT

1. Cases reviewed and determined to need follow-up investigation shall be assigned to a detective.
 - a. A detective unit supervisor will assign the case by changing its status in the electronic records management system.
2. Once a case has been assigned to a detective, there is ongoing review by the detective's direct supervisor.
 - a. Each detective unit sergeant should stay current as to the cases assigned to their detectives and the status of those cases. They should run an open case report in the electronic records management system regularly. Detective Unit supervisors should meet with detectives regarding their open cases on a regular basis. Any case open more than 90 days requires supervisory approval.
3. Investigations will be designated as either "Open," designated as 00, or "Closed." If the investigation is "Closed," the case file will indicate an administrative designator showing the type of closure.
 - a. 01 – Closed with warrant authorized
 - b. 02 – Exceptional closure
 - c. 03 – Arrest
 - d. 04 – Unfounded
 - e. 05 – Warrant denied
 - f. 06 – No leads
 - g. 07 – No cooperation
 - h. 08 – Completed
 - i. 09 – No investigation

3. Case files will include, either electronically or in hard-copy form, materials obtained during the investigation. This may include, but are not limited to:
 - a. Written statements
 - b. Lab reports
 - c. Property forms
 - d. Photographs
 - e. Forensics reports
4. “Open” investigations will be maintained and kept secure by the assigned investigator. “Closed” investigations will be filed within the investigations unit or the Record Management System and kept secure.