

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number INV-021
	Subject Task Force Investigations	
	Special Instructions Replaces INV-021 dated February 6, 2007	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines to govern the activities of investigative task forces when there is involvement by Department personnel.

II. POLICY

Written notification shall be provided to and approval obtained from the Special Investigations Command (SIC) Commander prior to the formation of any task force investigation. After written notification has been received an initial meeting shall be scheduled by the division or area investigative commander or designee to establish control and evaluation of protocols for the task force.

III. PROCEDURE

A. The use of cooperative task forces are encouraged for inter-agency investigations whenever:

1. Additional resources could aid in the task forces' successful conclusion; and/or
2. A mutual effort is desired between the agencies having either concurrent or adjoining jurisdictions.

B. In those instances when SIC support is desired a written request shall be sent, through channels, to the SIC Commander containing a brief outline of the purpose for the investigation. The request shall:

1. Contain the appropriate commander's recommendations; and
2. State the specific resource requested, e.g., detectives, clerical, data processing, etc.

C. Prior to approving the request, the SIC Commander shall cause an initial meeting to occur to establish management protocols, which shall:

1. Identify task force objectives and target conclusion date;
2. Identify the specific type of support needed;
3. Identify a task force coordinator;
4. Identify resources available;
5. Determine the source for clerical support; and
6. Designate specific responsibilities for each element of the task force, e.g.:

a. Coordinator,

- b. Case detectives,
- c. Analysts, and
- d. Clerical/data entry.

D. After management controls have been established written approval or denial for the investigative task force shall be provided to the requesting officer.

E. Throughout the investigation, ongoing operational meetings shall occur.

1. These meetings shall be scheduled at the discretion of the task force coordinator.

2. Areas to cover may include:

- a. Presentation of overall case progress;
- b. Identified problems;
- c. Identified leads; and
- d. Designation of follow-up duties.

F. Prior to trial, a final meeting of task force members shall be conducted.

1. In addition to all task force members, a representative from the applicable prosecuting attorney's office should be invited to attend.

2. Areas to cover shall include:

- a. Presentation of the completed case to task force members;
- b. Resolution of any remaining problems; and
- c. Joint preparation for presentation to the prosecuting attorney, grand jury, etc.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.