

<b>MESA POLICE</b>  Department Policy Manual	<b>Civilian Investigation Specialist (CIS) Program</b>	<b>DPM 2.10.35</b> Effective 11/10/2015 Revised 11/15/2023
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## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members with the structure of the Civilian Investigation Specialist (CIS) Program and the responsibilities and investigation protocols for the CIS.

## 2. GENERAL

### 2.1 Goals

- A. The CIS Program is designed to:
  - 1. Improve response time to delayed property crime investigations.
  - 2. Improve the quality of property crime investigations by allowing CIS members to conduct thorough investigations at the scene.
  - 3. Relieve patrol officers for in-progress calls or proactive activity.
  - 4. Educate victims on crime prevention.

### 2.2 Guidelines

- A. The CIS Program is assigned to Patrol Operations and supervised by Division Criminal Investigations Unit (CIU) Sergeants.
- B. CIS members respond to property crime investigations in their respective divisions and citywide.
- C. CIS members respond from patrol nodes in CAD.
- D. Department members shall **not** request CIS members respond to or complete an investigation they are assigned and shall not leave calls pending beyond allotted timeframes in an effort to prompt a CIS response.
- E. If a sworn supervisor believes an investigation meets appropriate CIS criteria, they may contact the Communications Supervisor or the CIU Sergeant to request the call be reviewed for CIS response.

### 2.3 CIS Responsibilities

- A. A CIS will:
  - 1. When practical, make initial contact with victim(s) within one hour of the call being entered by Communications.
  - 2. Gather initial information from the victim(s).
  - 3. Investigate all incidents at the scene when possible.
  - 4. Process all scenes, when appropriate, to include the collection of latent prints, DNA, and photographic evidence.
  - 5. Complete a detailed departmental report (GO).
    - a. Monitor and complete online submitted reports through the [CopLogic Portal](#).

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6. Notify a sworn supervisor when an investigation requires extensive follow-up, extenuating circumstances exist, suspect information is developed, or information received is essential to departmental or organizational function.

## 2.4 CIU Sergeant Responsibilities

- A. Provide oversight and direction to the CIS.
- B. Ensure proper protocols and policies are followed.
- C. Manage CIS uniform attire and ensure authorized equipment is assigned.
- D. Communicate with other CIU Sergeants to ensure CIS program statistics and responsibilities remain consistent.
- E. Arrange and oversee CIS training and schedules.
- F. Provide general statistical data to the Division Commander and the CompStat Unit, as needed, regarding the CIS.
- G. Assist with any other Patrol Division duties as deemed appropriate by the Division Commander.

## 3. CALLS FOR SERVICE

### 3.1 Types of Investigations

- A. CIS members may investigate the following types of calls when there is **no expected suspect contact**:
  1. Commercial burglary.
  2. Residential burglary.
  3. Vehicle burglary.
  4. Commercial theft.
  5. Residential theft.
  6. Vehicle theft.
  7. Stolen vehicles.
  8. Stolen vehicle recoveries.
  9. Criminal damage.
  10. Found property.
  11. Forgery.
  12. Fraud.
  13. Identity theft.
  14. Other property crime investigations.
  15. Shoplifting (including beer runs) where the citizen has been referred to the online reporting website.

## 4. ONLINE REPORTING

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#### 4.1 General

- A. The following reports can be taken and submitted via the online CopLogic Portal:
1. Criminal damage or delayed criminal damage where suspect is not known to the RP and the estimated damage is under \$1,000.
  2. Vehicle burglary/theft or delayed vehicle burglary/theft where suspect is not known to the RP and the estimated damage is under \$1,000.
  3. Lost or stolen prescriptions or delayed reports of lost or stolen prescriptions will be referred to online reporting if the suspect is not known to the RP and the paid value of the prescription is under \$1,000.
  4. Found, lost, or abandoned property, except for vehicles and dangerous items.
  5. Fraud/forgery/identity theft/check fraud/welfare fraud committed in Mesa Police jurisdiction. Online frauds or forgeries will be referred to the FBI or ic3.gov.
  6. Delayed trespassing - known serial trespassing individuals. Relay information to patrol.
  7. Shoplifting/theft - unknow suspect involved in the crime or known but not in progress. The total value of the loss is less than \$1,000.
  8. Graffiti - attempt to contact City of Mesa personnel for repaint and cover up.
- B. Communications is responsible for screening and routing calls which qualify for online reporting to the Online Reporting System. If a citizen requests an officer to respond to their call, even if it qualified for online reporting, an officer or CIS shall be dispatched.

#### 4.2 Rejected Cases

- A. When a case is rejected from the online portal and requires an in-person response, the CIS is to make telephone contact with the victim.
1. Explain that an in-person response is required.
  2. Document the contact in the officer notes section.
  3. If no answer, leave a voicemail the following day or later in the shift via the telephone.
  4. If there is still no response, or there is invalid information, document in the officer notes section, then reject the case.
    - a. If reasonable, meet with the victim, take the report in person, and cross reference the online report with the new GO.

## 5. CIS INVESTIGATIONS

### 5.1 Assignment of Calls

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- A. CIS members will be assigned calls in the following manner:
  1. CIS members may contact victims by telephone to initiate the investigation.
  2. CIU Sergeant may assess whether a response will be necessary.
    - a. If no response is necessary, CIS members will gather the appropriate information and complete a GO.
    - b. If response to the scene will further assist with the investigation, CIS members will make an appointment that is convenient for the victim(s).
  3. Available CIS members will monitor the patrol nodes (P1, P2, P3, P4) and request calls that meet CIS criteria.
  4. Available CIS members may also assist with other unit duties.

## 5.2 Scene Response

- A. Upon arrival, CISs will notify Communications by radio or DXT.
- B. CIS members will conduct a thorough investigation on scene including any necessary processing, canvassing, or follow-up.

## 5.3 Scene Investigation

- A. Canvass by contacting neighbors for possible witnesses. At a minimum, include the neighbors on either side of the victim's residence/location and across the street.
- B. Identify the modus operandi (MO) and describe any physical evidence involved.
- C. Process the scene for evidence including, but not limited to, latent prints, DNA, and photographs.
- D. Collect evidence as outlined in [DPM 3.2.30 Vehicle Impound Lot](#) and [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#).
- E. Ensure [DPM 3.4.5F1 Request for Forensic Evidence Examination](#) is completed and submitted on Latent and DNA evidence collected, when appropriate.
- F. Ensure any additional investigative leads or persons of interest are documented in the GO.
- G. Request video surveillance when available. If video is not available for collection during the investigation, schedule collection of the video when permissible.

## 5.4 Case Reporting

- A. Enter stolen items into ACIC/NCIC.
- B. Stolen property must be documented in detail with approximate monetary values.

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- C. Collect and complete [DPM 3.1.5F6 Statement of Facts](#), [DPM 3.1.90F7 Stolen Vehicle Affidavit](#), [DPM 3.1.90F8 Stolen Vehicle Affidavit \(Spanish\)](#) and [DPM 3.1.85F2 Stolen Property Form](#) at the scene, when applicable.
- D. Attach any related documents to the report.
- E. Report similar crime trends and possible serial crime patterns to the affected Patrol Division CIU Sergeant and/or the Crime Analyst as soon as possible.

## 5.5 Case Documentation

- A. Accurately complete a GO by completing all appropriate information in the Records Management System (RMS) by the end of shift.

## 5.6 Case Follow-up

- A. Notify patrol or the assigned detective of incidents where immediate follow-up is needed.
- B. Arrange pickup of surveillance video when necessary.
- C. Notify a sworn supervisor or Division CIU Sergeant if an extensive or detailed investigation is involved.
- D. Submit [DPM 3.3.10F2 Extra Patrol Request](#) when appropriate.
- E. Utilize various criminal justice databases available to gather additional information as necessary.

## 6. CIS TRAINING

- A. CIS members shall receive the following minimum training:
  - 1. Nine weeks of Academy training, or equivalent on-the-job training, such as crime scene processing, photography, search and seizure, CPR, etc.
  - 2. Eight weeks of field training to include four phases. This training will be provided by select CIS members.
- B. Complete a semi-annual refresher training provided by CIU. Training may include but is not limited to updated criminal trends, evidence collection, and information/fact collection techniques.

## REFERENCES

- [DPM 3.1.5F6 Statement of Facts](#)
- [DPM 3.1.85F2 Stolen Property Form](#)
- [DPM 3.1.90F7 Stolen Vehicle Affidavit](#)
- [DPM 3.1.90F8 Stolen Vehicle Affidavit \(Spanish\)](#)
- [DPM 3.2.30 Vehicle Impound Lot](#)
- [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#)

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- [DPM 3.3.10F2 Extra Patrol Request Form](#)
- [DPM 3.4.5F1 Request for Forensic Evidence Examination](#)