



NEWARK POLICE DEPARTMENT GENERAL ORDER



SUBJECT: COLD CASE SQUAD		GENERAL ORDER NO. 06-03
SUPERCEDES: MARCH 1, 2006	DATED: MARCH 27, 2006	SECTION CODE: E-4

I. Introduction

The main benefit of a Cold Case Squad Unit is that it reduces the backlog of unsolved homicide cases. The arrest of suspects in one cold case may either solve other cases through new leads and information from those suspects, or prevent new ones by keeping killers from committing other crimes. A Cold Case Unit's success can lead to positive feedback from a family that has been frustrated by law enforcement's previous inability to solve the death of a loved one. The establishment of a Cold Case Unit sends an important message to criminals, citizens and other law enforcement agencies that the Newark Police Department never stops caring about unsolved cases.

II. Policy

It shall be the policy of the Newark Police Department to thoroughly investigate all homicides within the confines of the City of Newark to a successful conclusion.

III. Purpose

The purpose of this policy is to establish criteria and standards for investigating open homicides that have been unsolved for six (6) months or greater.

IV. Responsibility

A. Commanders shall be responsible for the following:

1. The Commander of the Homicide Squad shall be responsible for the Cold Case Squad.
2. The Commander shall submit a monthly report due to the Police Director and the Chief of Police on the 10th of each month.
3. The monthly report shall include case date and actions taken, future action(s) and disposition.

B. Detectives assigned to the unit shall be responsible for the following:

1. Locate the case file and determine that all reports are present.
2. Locate any recovered property or recovered evidence.



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3. Determine that property is present as indicated in the incident report.
4. Determine that the property is properly packaged and stored.
5. Review the case to determine the feasibility of re-opening the investigation.
6. Public Information officer shall be notified when a cold case is solved.

V. Protocol for Cold Case Squad

- A. A member of the Cold Case Unit who was not part of the original investigation will review the case.
- B. Factors to be considered should include, but limited to, the following:
 1. Totality of available information referenced to the crime, (i.e. Does the case have a pulse?).
 2. Identify or develop suspect(s).
 3. Known motive.
 4. Witness information.
 5. Physical and circumstantial evidence which might tend to link a potential suspect(s) to a specific crime scene.
 6. Informant information.
 7. New forensic technologies available.
 8. Impact of passage of time.
 9. The Property Room shall be contacted and an appointment made to inventory property and evidence recovered from the case.
 10. Upon completion of the initial case review, the Cold Case Supervisor will be consulted. During this consultation, a decision will be made to either suspend further investigative efforts regarding the specific case or to initiate formal efforts to prepare the case for re-investigation.
- C. Investigators shall be reminded that no information shall be given out that may hinder the investigation.

VI. Cold Case Assignment Process

- A. Once a case is determined to have some likelihood of successful conclusion, a more formal review is conducted. This is accomplished as follows:
 1. A thorough review is conducted. During this review, the investigator will attempt to act on and answer the following questions:
 - a. What was the victim's background?
 - b. How did this contribute to the homicide?



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- c. What were the circumstances surrounding the victim's death?
 - d. Can a motive be established for death?
 - e. Were there any witnesses, and if so, what did they see or hear?
 - f. What were the witnesses' backgrounds? How credible would they be?
 - g. Can the witness be located? If so, are they willing to assist in prosecution and relate their previous information?
 - h. Were there any suspects developed? If so, where are they now? What can be done at this stage to facilitate them being charged with the offense? This could include D.N.A testing, additional questioning, etc.
 - i. What was the suspect's background? How would the suspect be connected to the victim?
 - j. Has anything occurred in the suspect's life or relationship (i.e. divorce, feud, argument, revenge, change of lifestyle, friendship, breakup, etc.), which might now cause someone to speak out about the crime when originally they would have remained silent about the incident.
 - k. Was evidence recovered at the original crime scene? If so, what type and can it be tested with new technology available today that was not originally available?
 - l. Is evidence still available and intact?
 - m. Can we supply the answer to the basic equation of "What + How + Why + When + Who?"
2. Detectives will attempt to reconstruct the crime scene and thereby determine what, how, why and when the crime occurred, utilizing the following steps:
- a. Study the original crime scene reports, photographs, diagrams, etc.
 - b. Study any additional police reports, statements of witnesses/suspects, lab reports, autopsy reports, and other related documents.
 - c. Revisit original crime scene, if possible.
 - d. Attempt to locate and re-interview all witnesses.
 - e. Attempt to locate and re-interview original police officials involved in the case, including detectives, crime scene investigators, lab personnel, etc.
 - f. Attempt to contact original medical examiner as needed.
 - g. Re-submit pertinent evidence to the crime lab for current analysis.
 - h. Complete background checks/criminal history check on possible suspects and witnesses, as well as family members of interest.
 - i. Attempt to determine if anyone would benefit financially from the victim's death.



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3. Other Investigative options such as:
 - a. Telephone records
 - b. Surveillance
 - c. Credit history
 - d. Informant
 - e. Court order/Grand Jury Subpoenas
 - f. Computer databases
 - g. Psychological profiling (FBI Behavioral Science Unit, VICAP)
 - h. Criminal Intelligence, (NCIC, NLETS, PIC, etc.)
 - i. Civil court/probate courts, wills, lawsuits, judgments, etc.
 - j. Undercover activities

4. Remain cognizant of the indisputable fact that human relationships change with the passage of time. Take investigative advantage of this fact. Often times, people who know something about the case might have initially kept the information to themselves but are now, due to relationship changes, willing to talk. Some examples of relationship changes are:
 - a. Ex-wives/husbands
 - b. Ex-girlfriends/ex-boyfriends
 - c. Friends/associates
 - d. Other family members
 - e. Former employers
 - f. Former co-workers
 - g. Neighbors
 - h. Former co-defendants
 - i. Former cellmates
 - j. Peripheral acquaintances

5. During the course of a cold case investigation, the next of kin shall be notified periodically regarding the status and progress of the investigation.

VII. Responsibility for Compliance

All members are responsible for complying with the contents of this Order.



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VIII. Effect of this Order

All previous Orders and section of the Newark Police Department Rules and Regulations, which are inconsistent with these procedures are repealed.

By Order of:

A handwritten signature in black ink, appearing to be "AFA", written over a horizontal line.

Anthony F. Ambrose III
Police Director

AFA/GQ:gg