

404.2 GUIDELINES FOR REFERRING REPORTS FOR LATENT INVESTIGATION, CASE SCREENING THROUGH THE USE OF SOLVABILITY FACTORS

- I. DISCUSSION: An important need in modern police agencies is to streamline the caseload to maximize the effectiveness of patrol and investigative personnel. Case screening is one tool being used by police personnel in management of criminal investigations.

Case screening is based upon solvability factors addressed during the preliminary investigation. Solvability factors are those elements of information regarding a crime, which have historically proven to be important in determining the likelihood of solving a crime. While the preliminary investigation provides sufficient information about a case at the earliest possible time in the investigative process, case screening permits a decision on the desirability of continuing to invest investigative resources in the case at the earliest possible moment - the conclusion of the preliminary investigation.

The outcome of case screening will be either early suspension of unpromising cases or follow-up investigation of cases with the solvability factors that have proven successful for case conclusion in the past.

To respond to special and/or community demands for follow-through investigations, the supervisor who reviews the early closure recommendation is afforded some flexibility to continue an investigation, even if the solvability factors suggest an early suspension.

II. PROCEDURES:

A. Solvability Factors:

1. Was there a witness to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be described?
5. Can a suspect be identified?
6. Can the suspect vehicle be identified?
7. Is the stolen property traceable?
8. Is there a significant Modus Operandi present?
9. Is there significant physical evidence present?
10. Has a crime scene technician processed any or all the evidence?
11. Is there reason to believe that the preliminary investigation cannot be completed at this time?
12. Can the crime be solved with a reasonable amount of investigative effort? Weigh the effort against the crime.
13. Was there a definite limited opportunity for anyone except the suspect to commit the crime?

B. In addition, the cases listed below will be referred when the conditions listed are present.

1. All Cases That Involve:

- a. Local pick-ups placed for suspects;
- b. Direct file cases;
- c. Arrest warrants issued;
- d. Requests for prosecution;
- e. Requests for juvenile pick-ups; or
- f. Vehicles police impounded (refer to SOP 322).

2. Crash Reports:

- a. Death or serious bodily injury requiring hospitalization;
- b. Legal blood has been drawn;
- c. A urine sample is taken;
- d. Felony criminal charges are involved; or
- e. Hit and run cases with workable leads.

3. Arson Related Reports: Refer all cases to Homicide handle.

4. Assaults:

- a. Serious injury involved; or
- b. All domestic violence cases.

5. Beverage Offenses: All cases where alcoholic beverages are confiscated for beverage violations.

6. Burglary:

- a. Arrest made;
- b. Victim assaulted or threatened with a deadly weapon;
- c. Any unusual thefts, e.g., stolen cadaver, etc.;
- d. Safe jobs;
- e. Stolen property located in a pawnshop; or
- f. Auto burglaries to any police department vehicle.

7. Child Abuse:

- a. Refer all cases; and
- b. Child drowning or near drowning.

8. Deaths/Child Deaths:
 - a. Unexplained death;
 - b. All child deaths regardless of the age of the child or cause of death;
 - c. No doctor to sign death certificate;
 - d. Next of kin not notified;
 - e. Death is of a suspicious nature;
 - f. When property of a deceased person is taken into custody; and
 - g. Any medical examiner case.
9. Extortion: Refer all cases.
10. Found Property: All incident reports of found property will be referred to the HFOUND handle for follow-up by the Evidence Control Unit.
11. Fugitive: Refer if no arrests made.
12. Homicides: Refer all cases.
13. Sexual Battery: Refer all cases.
14. Juvenile Misdemeanor Complaint: Parents or guardian cannot be notified.
15. Kidnapping/False Imprisonment: Refer all cases.
16. Larceny:
 - a. All forgery offenses;
 - b. All economic crimes;
 - c. All reports where a stolen credit card was used; and
 - d. Thefts of Tampa Police Department equipment, or from department facilities/vehicles.
17. Lost/Runaway Children:
 - a. Refer all City of Tampa cases; and
 - b. Other jurisdiction cases only if originating agency is not notified.
18. Missing Adults: Refer all cases.
19. Narcotic Offenses – Opioid Task Force:
 - a. Refer all trafficking cases, to include arrest;

- b. Refer all cases involving forged/altered prescriptions;
 - c. Suspected Overdose Deaths; and
 - d. Nonfatal overdoses.
- 20. Narcotic Offenses – HIDTA: Investigations with narcotics or US Currency listed below in II.D.
- 21. Robbery: Refer all cases;
- 22. Vehicle Theft:
 - a. Refer all cases;
 - b. Refer if a vehicle is police impounded (hold placed); and
 - c. Assist other agency cases with leads that are likely to identify a suspect.

C. Reports and Advance Copies:

- 1. Supervisors should ensure that officers have completed their reports in a timely manner. Reports that are to be referred should be completed by the end of shift unless approved by a shift commander or higher authority. Under no circumstances will a report be held over the officer's days off.
- 2. Once a supervisor edits a report in the MRE system and the report meets referral guidelines, the supervisor will route the report to the appropriate latent investigative squad. If there are paper forms or attachments, a copy will be made of each and placed in the appropriate basket for retrieval. The retrieval will be made by the assigned employee of the affected division, district, or bureau.
- 3. When in the judgment of the on-scene supervisor that latent investigation should be initiated immediately, the on-scene supervisor should contact the appropriate latent investigative supervisor. If contact cannot be made with the latent investigative supervisor, a message should be left either by voicemail or electronic mail (e-mail) through the Outlook system with the supervisor.

D. Notification Guidelines: In all cases involving a homicide, police shooting, bombing, bank robbery, kidnapping, fatal crashes, police pursuit involving a crash with serious injury or death, sexual battery to a child, a missing child who is not a runaway, or theft of a government vehicle the shift commander will ensure that the proper latent investigative unit personnel are notified as directed by Standard Operating Procedures or General Orders.

The on-call narcotics detective shall be notified:

1. If a subject is arrested with trafficking quantities of narcotics and indicates they will cooperate and identify their source of supply, notify the Opioid Task Force.
2. An investigation of suspected or known fatal overdose, contact the Opioid Task Force. An investigation of a non-fatal overdose, contact the Opioid Recovery Officer.
3. In any case where in the opinion of the on-scene supervisor a narcotics detective would enhance the investigation.
4. If the quantity of narcotics reaches the below listed quantities, contact the HIDTA Sergeant:
 - a. Cocaine – 500 grams or more;
 - b. Methamphetamine – one pound or greater;
 - c. Marijuana – 50 pounds or greater;
 - d. Opioid pills – 1,000 pills or more;
 - e. Exotics (LSD, Ecstasy, Ketamine, PCP, etc.) – 1,000 dosage units;
 - f. US Currency - \$20,000 or more in narcotic-related proceeds.

The shift commander should be notified by the on-scene supervisor of any other offenses which require immediate attention.

5. Recovery of Stolen Motor Vehicles:

- a. Whenever the Tampa Police Department recovers a stolen motor vehicle, the owner on record will be notified by any means available or by certified letter, return receipt requested, if other notification has not been made within 72 hours. The law enforcement agency which initiated the stolen vehicle report shall also be notified of the recovery by either teletype message or certified letter, return receipt requested, if notification is not accomplished within 72 hours.
- b. When the Tampa Police Department recovers a stolen motor vehicle which was initiated by another jurisdiction, the on-scene supervisor will route the Assist O/J report to the appropriate DLIS Sergeant's "handle." The on-scene supervisor will also ensure that the officer completing the recovered vehicle report details in the report how notification to the originating agency was accomplished, and if the owner(s) were notified. The report should be completed by the end of the officer's shift as explained in C.1.

- c. Recovered stolen vehicles which were originated by the Tampa Police Department, the on-scene supervisor approving the Supplement report will route the supplement to the appropriate DLIS Sergeant. TPD officers originating stolen vehicle reports will ensure that the name, address, zip code and telephone number of the owner appear on the pickup. Include alternate telephone numbers if available.
- E. With the decentralization of the latent investigative sections, the following is a guide of the squads' investigative responsibilities. These squads are responsible for the investigation of the listed cases that are referred to them. Refer the case based on the most severe crime listed on the report.

1. Criminal Investigations Division:

a. Homicide Squad:

To the Homicide Handle (HHOMI):

- i. Homicides;
- ii. Adult deaths (including suicides, industrial accidents, accidental deaths, natural deaths, suspicious deaths, etc.);
- iii. Arsons;
- iv. Child deaths; and
- v. Officer Involved Shootings.

To the Missing Persons Handle (HMISP):

- i. Missing Children; and
- ii. Missing Adults.

b. Special Victim's Unit (SVU):

To the SVU Handle (HSXCRM):

- i. Sexual batteries;
- ii. Child abuse;
- iii. Elderly abuse;
- iv. Child custody issues; and
- v. Abductions where the intent was sexual battery.

To the Runaway Handle (HRUN):

- i. Runaways.

To the Domestic Violence Handle (HDOMV):

- i. Domestic Violence related crimes and incidents;

- ii. Domestic Violence Injunctions; and
- iii. Violations of pretrial release.

c. Cyber Crimes Unit:

To the Cyber Crimes/ICAC handle (HCYBER):

- i. Child/Sexual abuse material;
- ii. Online child exploitation;
- iii. Vehicle Infotainment forensic request;
- iv. Search warrant/legal return process;
- v. Digital storage media forensic request; and
- vi. DVR forensic request.

To the Criminal Tracking handle (HCTRAK):

- i. Career criminal; and
- ii. Sex predator/offender.

d. Opioid Task Force:

To the Opioid Task Force Handle (HODNAR):

- i. Refer all trafficking cases, to include arrest;
- ii. Refer all cases involving forged/altered prescriptions;
- iii. Suspected Overdose Deaths; and
- iv. Nonfatal overdoses.

e. HIDTA Task Force:

To the HIDTA Task Force Handle (HIDTA-SQUAD 554):

- i. Investigations with quantities of narcotics or US Currency listed in II.D.

f. Crime Gun Intelligence Unit:

To the Crime Gun Intelligence Unit Handle (HGUN):

- i. Any offense reports involving a firearm;
- ii. VIP arrest; and
- iii. Gang related activity and incidents.

2. Special Operations Division:

a. Traffic Homicide Unit:

To the Traffic Homicide handle (HTRAFF):

- i. Traffic fatality crashes;

- ii. Police pursuits that end in death or serious bodily injury;
and
- iii. Leaving the scene of traffic crashes.

3. Evidence Control Unit:

To the Found Property Handle (HFOUND):

- i. All found property cases.

To the Impound Lot Handle (HILOT):

- i. All releases of police impounded vehicles.

4. District Latent Investigative Squads (DLIS):

(To the DLIS 1 (HDIST1), DLIS 2(HDIST2) or DLIS 3 (HDIST3) Handle):

- i. Burglaries;
- ii. Auto burglaries;
- iii. Extortion;
- iv. Elderly exploitation;
- v. Organized scams (i.e., Bait and Switch);
- vi. Larceny (Petit Theft and Grand Theft);
- vii. Assaults/Batteries (Felony and Misdemeanor except Child Abuse and Domestic Violence);
- viii. Stalking (Non-Domestic Violence);
- ix. Criminal Mischief;
- x. Harassing/Threatening/Obscene Phone Calls;
- xi. Throwing/Shooting Deadly Missile Cases;
- xii. Traffic offenses (except Leaving the Scene);
- xiii. Robbery;
- xiv. Auto Theft;
- xv. Stolen tag; and
- xvi. Felon in possession of a firearm without an arrest.

5. Criminal Intelligence Bureau:

To the Intelligence Handle (HINTEL):

- i. Threats against a public official, law enforcement officer, or city employee;
- ii. Any incident relating to Homeland Security, terrorism, or domestic security;
- iii. Counterfeit product cases without an arrest;
- iv. Impersonating a police officer or public official;
- v. Organized crime incidents or complaints;

- vi. Liquor law violations;
- vii. Driver's license (counterfeit) investigations;
- viii. Gambling cases without arrests;
- ix. All hate crimes; and
- x. Bombings and bomb threats.

To the CIB Fraud Handle (HCIBFR)

- i. Check offenses including fraud;
- ii. Credit card fraud;
- iii. Negotiable instrument fraud;
- iv. Identity theft;
- v. Embezzlement;
- vi. Elderly exploitation (financial only);
- vii. Trade secret violations;
- viii. Computer related financial crimes;
- ix. Vehicle title fraud
- x. Counterfeit currency; and
- xi. Internet offenses (except child/sexual abuse material).

Supersedes SOP 404.2, dated 12/20.