



CID AVAILABILITY & RESPONSE					
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I. PURPOSE

The purpose of this policy is to identify call activity that will require notification and response of the Criminal Investigations Division (CID) and the investigatory authority expected upon arrival.

II. POLICY

It is the policy of this agency to manage the criminal investigation function in an effective and efficient manner by coordinating the efforts of patrol and CID, while recognizing the need for additional assistance and expertise for certain call types.

III. CRIMINAL INVESTIGATIONS DIVISION (CID) AVAILABILITY

- A. The Sheriff’s Office will have an Investigator on-duty as scheduled in accordance with the schedule identified in our collective bargaining agreement.
- B. Outside normally scheduled hours of work, CID will maintain an on-call schedule to be used for after-hours needs.
- C. The Sheriff, at his/her discretion, may provide CID members with assigned take-home vehicles for use while an Investigator is working on-call. When on-call, the Investigator will have their assigned vehicle stocked with all items necessary to respond directly to a crime scene, to include a portable radio, laptop computer, portable printer, body-cam, camera, evidence collection supplies, measuring devices etc.
- D. Regardless of the time of day, responding members of CID will report dressed in accordance with G.O. 703 “Uniforms and Personal Appearance”.
- E. If it is determined that additional investigatory resources are needed after hours, the on-call Investigator will notify the CID Lieutenant to make the request.

IV. NOTIFICATIONS

- A. The Road Patrol Sergeant on-duty at the time will be required to make administrative notifications in accordance with G.O. 702 “Administrative Notifications”.

V. REQUIRED RESPONSE BY CID

- A. When on-duty or on-call, a member of CID will be required to immediately respond to the victim or scene (unless the investigation requires an alternative response) for the following incident types:
 - 1. Motor vehicle collision resulting in serious physical injury or death with more than one involved party or a suspected criminal component
 - 2. Rape/felony sex offense
 - 3. Shots fired with a possible suspect or multiple witnesses
 - 4. Felony assault
 - 5. Homicide
 - 6. Suspicious death/suicide/death of a child
 - 7. Missing person with special circumstances
 - 8. Burglary
 - a. When a resident was home at the time
 - b. When an injury occurred to a person involved
 - c. Value of item(s) stolen were of high value or consists of firearms
 - d. Fingerprints or DNA evidence is available
 - 9. Robbery
 - 10. Child Abuse
 - a. When the allegations are of a sexual nature
 - b. When signs of physical injury are present
 - c. When the suspect is present or immediately available
 - d. When time is of the essence
 - 11. Kidnapping/Abduction
 - 12. Hate crime
 - 13. Any incident creating, or risking, civil disorder
 - 14. Hostage
 - 15. Serious physical injury to/death of an on-duty TCSO member
 - 16. Serious physical Injury/death of an inmate
 - 17. Prisoner/inmate escape
 - 18. Officer Involved Shooting, or Defensive Action resulting in serious physical injury or death
 - 19. Need for and/or service of a search warrant
 - 20. Any incident that has an extraordinary amount of witnesses, multiple crime scenes, or would otherwise exasperate road patrol resources

VI. INVESTIGATORY RESPONSIBILITY

- A. If a Lieutenant (from any division/unit) becomes involved in one of the above referenced investigations, he or she will assume supervision of both investigatory and road patrol resources. Should the Road Patrol and CID Lieutenants both become involved, the two will work together, with the Road Patrol Lieutenant managing Road Patrol resources and the CID Lieutenant taking overall control of the investigation.
- B. If an Investigator responds in the absence of a Lieutenant, the Investigator will take responsibility for the overall investigation, to include:
1. Ongoing notifications through the chain of command
 2. Ensuring crime scene safety and security, to include a crime scene log if not already started
 3. Conducting witness, victim, and suspect interviews, to include recorded interviews, written depositions, and written voluntary statements
 4. Conducting suspect identification procedures, i.e. line ups and photo arrays
 5. Drafting and serving of any necessary search warrants
 6. Crime scene photography
 7. Evidence identification and collection
 8. Preparing accusatory instruments and arrest warrants
 9. Case file management and supplemental reporting beyond the initial response
 10. Communication with the District Attorney's Office and/or external investigatory agencies or resources
 11. Should a Road Patrol Deputy be utilized for any of these tasks, it will be arranged through the on-duty Road Patrol supervisor. Regardless, the Investigator will remain responsible for ensuring proper task completeness and approving the resulting work product.
 12. Should ongoing support from Road Patrol be needed by members of CID to complete tasks relevant to the investigation, the request will be made through the Road Patrol Lieutenant by the CID Lieutenant

VII. AFTER ACTION REVIEW

- A. At the conclusion of the initial response of an incident listed in Section V, Road Patrol and CID Lieutenants will organize and arrange an after-action review meeting to include the Sergeant(s) and Investigators involved in the initial call response to discuss the response and compliance with this policy, areas of improvement to be had, and continuing resources needed for the ongoing investigation. The results will be reported to the Undersheriff and Sheriff.

By Order Of



Derek Osborne, Sheriff