



POLICY AND PROCEDURE NO.05

Investigatory Responsibilities

Date Issued Nov. 20, 2014	Date Effective Nov. 20, 2014	Revision No. 4	No. of pages 5
------------------------------	---------------------------------	-------------------	-------------------

The Department's apportionment of investigative responsibility is delineated as follows:

Division/Unit	Investigative Responsibility
Administrative Licensing:	<ul style="list-style-type: none"> • Firearms licensing <ul style="list-style-type: none"> ○ Permits to carry ○ Firearms Identification Cards ○ Gunsmiths ○ Gun & Ammo sales • Licensure and Enforcement of: <ul style="list-style-type: none"> ○ Taxi Cabs and Liveries ○ Used auto sales ○ Dealers in second hand articles ○ Scrap Metal Dealers ○ Common Victualers
Alcohol Enforcement Unit:	Licensed liquor establishments
Bureau of Professional Standards	Allegations of police misconduct
Community Impact Division: <ul style="list-style-type: none"> ○ <i>Anti-Crime Unit</i> ○ <i>Central District</i> ○ <i>School Liaison Unit</i> 	Quality of neighborhood matters/community problem solving Neighborhood groups. School based crime Violent offender targeting Neighborhood/district footbeats
Forensic Services Section: <ul style="list-style-type: none"> ○ <i>Crime Scene Unit</i> <i>(ISO/IEC 17020 Accredited)</i> ○ <i>Latent Print Unit</i> <i>(ISO/IEC 17025 Accredited)</i> 	Crime Scene Processing Documentation of Scenes, Evidence and Injuries Collection of Physical Evidence Bloodstain Pattern Analysis Footwear / Tire-Tread Examination Latent Print Processing (in-lab) Latent Print Examination AFIS Biological Screening/Collections
Detective Bureau:	Major violent crimes Major property crime

<p><i>Detective Bureau (cont.):</i></p>	<p>Financial crime Equivocal death investigations Equivocal Auto Theft incidents Fugitive Apprehension Homeland Defense/JTTF-FBI Liaison Insurance Fraud Arson Civil Rights/Hate Crime Investigations Bombings Police Shootings Allegations of criminal activity by police. Evidence custody/processing</p>
<p>Gang Unit:</p>	<p>Investigation and prevention of violent street gang crime Youth outreach</p>
<p>Operations Division:</p>	<p>Preliminary Investigations</p>
<p>Special Crimes Division:</p> <ul style="list-style-type: none"> ○ <i>Sexual Assault Unit</i> ○ <i>Domestic Violence Unit</i> ○ <i>Sex Offender Registry</i> 	<p>Sex-related crime Vulnerable population crime: <ul style="list-style-type: none"> ○ Child abuse/neglect ○ Elder abuse/neglect ○ Disabled abuse/neglect Domestic Violence Missing Persons Sex Offender Registration/enforcement Evidence custody/processing</p>
<p>Traffic Division:</p> <ul style="list-style-type: none"> ○ <i>Boating enforcement</i> ○ <i>Recreational Vehicles</i> 	<p>Fatal and serious vehicular collisions.</p>
<p>Vice Squad:</p> <ul style="list-style-type: none"> ○ <i>Problem Property Unit:</i> 	<p>Violations of narcotic drug laws Prostitution Gaming Problem properties Drug evidence custody/processing</p>

The Detective Bureau will also investigate complaints referred by the Chief of Police, the District Attorney, Medical Examiner, and on occasion, complaints received directly from private citizens.

The Detective Bureau is responsible for the rendition of prisoners arrested out of our jurisdiction with the exception of those individuals arrested on Vice Squad warrants. In that case, the Vice Squad shall rendite the prisoner.

The Detective Bureau may be called at any time by an official of any unit to assist in an investigation when the official determines that the case warrants it.

The Detective Bureau shall maintain an ON CALL SCHEDULE that is to be posted in the Service Division.

PRELIMINARY INVESTIGATIONS:

In many instances the Operations Division will be responsible for the initial response to the scene of a crime and will conduct the preliminary investigation. They shall gather all pertinent information which may ultimately lead to the successful identification, apprehension and prosecution of criminal offenders. It is the responsibility of the Operations Division to secure the scene of major crimes until the arrival of the Detective Bureau. In cases where the Detective Bureau is called to conduct an investigation, the ranking officer from the Detective Bureau will have responsibility for the investigation.

INVESTIGATIONS INVOLVING DEPARTMENTAL EMPLOYEES:

In incidents where a departmental employee is involved either as a complainant or as a complained of party, a supervisor is to be immediately notified by the responding police officer(s). If the matter is of **potentially criminal nature** where the departmental employee is either the accused or is the party making the accusation, a supervisor of a higher rank than the officer involved is to respond to that incident and conduct an investigation into that matter. It will be the responsibility of this superior ranking official to take any police action deemed necessary during the course of this investigation. In particular, if probable cause exists and an arrest is to be affected, this should be accomplished by a supervisory official at least one rank higher than the involved officer. It is preferable that the investigating police official prepare and submit all reports of the incident, however, it is understood that it may be sometimes necessary for the first responding officer(s) to prepare a report documenting his or her initial observations, allegations made to him or her by any party and what actions, if any, that were taken prior to the arrival of the investigating police official.

Nothing in the forgoing paragraph should be construed to relieve the first responding officer of his or her responsibility to take lawful emergent police action where one is acutely necessary. Moreover, first responding officers may be required by the investigating official to document their initial observations, allegations made to them by any party and what actions, if any, that were taken prior to the arrival of the investigating official.

POLICE PERSONNEL DESIGNATED AGENTS OF LICENSE COMMISSION:

The Worcester License Commission has designated all Worcester Police Officers and Officials as agents of the Worcester License Commission for the purposes of alcohol and license enforcement. Attached is a declaration reflecting that designation.

Per:



Gary J. Gemme
Chief of Police

attachment(1)

Replacing preexisting policy issued on 01 Jan 1984

Updating policy issued on 07 March 2009

Updating policy issued on 01 February 2010

Updating policy issued on 20 November 2014 with new Forensic Services Unit title



CITY OF WORCESTER
OFFICE OF THE
LICENSE COMMISSION
455 MAIN STREET
CITY HALL 01608

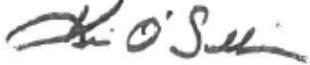
June 24, 2010

Gary J. Gemme, Chief
Worcester Police Department

Dear Chief Gemme:

At the License Commission meeting of June 24, 2010 the Commissioners voted unanimously to designate all Worcester Police Officers and Officials as agents of the Worcester License Commission for the purposes of alcohol and license enforcement.

Sincerely,



Kevin O'Sullivan, Chairman
Worcester License Commission