



CRIMINAL INVESTIGATIONS

INDEX CODE: 1625
EFFECTIVE DATE: 01-20-26

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I. PURPOSE

This directive establishes accountability for the conduct of preliminary and follow-up criminal investigations by agency personnel, and establishes guidelines for accomplishment of these tasks.

II. POLICY

It is the policy of Anne Arundel County Police to conduct all criminal investigations with a full respect for the spirit and letter of the United States Constitution and the courts' rulings and interpretations thereof. Members are required to devote special attention to the legal requirements involving (1) coercion or involuntary nature of confessions and admissions; (2) delay in arraignment; (3) failure to inform defendants of their rights; (4) deprivation of counsel; and (5) pretrial publicity tending to prejudice a fair trial. See also: Index Code 105.1: Legally Mandated Authority.

III. INITIAL INVESTIGATIONS

A. PATROL OFFICER RESPONSIBILITIES

1. Patrol Officers are primarily responsible for responding to and taking initial investigative steps for calls for service which involved allegations of criminal conduct.
2. For incidents involving homicide, rape, and felony sexual assault, the initial response of patrol officers is generally limited to the following:
 - a. Preservation of evidence.
 - b. Obtaining and broadcasting initial suspect information.
 - c. Timely apprehension or detention of suspects.
 - d. Cooperation with specialized investigative units.
3. For all other criminal incidents, patrol officers are responsible for all aspects of the initial investigation and apprehension of suspects, including requesting evidence collection personnel. For serious, unusual, or complex criminal incidents, patrol officers are responsible for notifying supervisory personnel.

B. PATROL SUPERVISOR RESPONSIBILITIES

1. Patrol supervisors are responsible for managing personnel assigned to the response to criminal incidents and ensuring patrol officers complete required and relevant tasks.
2. For serious, unusual, or complex criminal incidents, patrol supervisors are responsible for notifying appropriate specialized criminal investigation supervisors and coordinating the response investigative personnel

C. CRIMINAL INVESTIGATION SUPERVISOR RESPONSIBILITIES

Upon being notified or becoming aware of an incident falling under the responsibility of specialized criminal investigations personnel, criminal investigation supervisors are responsible for determining and, if appropriate, assigning on-duty or on-call criminal investigators to respond to assist with or assume responsibility for the investigation of the incident.

D. INITIAL INVESTIGATION

Initial investigations begin upon an officer's arrival at the scene of an incident, upon making contact with a complainant, or becoming aware that a crime has been or is being committed. Initial investigative steps include, but are not limited to, the following:

1. Observing all conditions, events, and remarks.
2. Locating and identifying witnesses.
3. Maintaining the crime scene and protecting evidence.
4. Interviewing the complainant and the witnesses.
5. Interviewing the suspect.
6. Arranging for the collection of evidence.
7. Effecting the arrest of the criminal.
8. Reporting the incident fully and accurately.
9. Any other action which may aid in resolving the situation, solving the crime, or is directed by a supervisor.

E. VICTIM/WITNESS ASSISTANCE

During any initial investigation, officers are responsible for ensuring that victims and witnesses are provided assistance services, which may include:

1. Giving information to the victim/witness about applicable services (i.e., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy).
2. Advising the victim/witness about what to do if the suspect or the suspect's associates threatens or the victim/witness.
3. Informing victims/witnesses of the case number and subsequent steps in investigation.
4. Providing contact info for the victim/witness to report or receive information about the incident.

IV. FOLLOW-UP INVESTIGATIONS

A. RESPONSIBILITIES FOR FOLLOW-UP INVESTIGATIONS

1. Patrol Responsibilities

Patrol officers are encouraged to conduct follow-up investigations and collaborate with district/division and specialized investigators in order to improve the effectiveness of patrol officers, to enhance their role, gain experience, and to provide specialized investigators more time to concentrate on complex investigations.

Patrol officers are required to follow-up on investigations as assigned by the Criminal Investigations Division and district/division investigative units.

2. District/Division Investigative Units

Investigative units assigned to district/divisions with patrol components are responsible for follow-up investigations on all incidents not investigated by the Criminal Investigations Division.

3. Specialized Investigation Responsibilities

Specialized investigative components of the department's *Criminal Investigative Division* are responsible for investigating the following types of criminal incidents:

- a. Homicides.
- b. Kidnappings and non-parental abductions when the victim has not been located.
- c. Rape & felony sex offenses.
- d. Crimes related to registered sexual offenders.
- e. Child & vulnerable adult abuse.
- f. Critical missing persons.

- g. Commercial and bank robberies.
- h. Carjackings.
- i. Major financial crimes, including forgery, uttering, & bad checks.
- j. Organized crime and vice activities, as listed in Index Code 1620.
- k. Serious crimes which appear to be of a similar pattern or which require investigation outside of the geographical boundaries of the patrol district or post of occurrence.
- l. Other crimes, as directed by the Commander of the Bureau of Special Operations & Criminal Investigations.

B. FOLLOW-UP INVESTIGATIVE TECHNIQUES

Follow-up investigations may include a variety of investigative actions, which may include, but are not limited to the following:

1. Reviewing and analyzing related reports.
2. Conducting interviews and interrogations.
3. Reviewing departmental and other records.
4. Seeking additional information (from uniformed officers, informants).
5. Reviewing results from laboratory examinations.
6. Arranging for dissemination of information, as appropriate.
7. Planning, organizing, and conducting searches.
8. Identifying and apprehending suspects.
9. Collecting physical evidence.
10. Determining involvement of suspects in other crimes.
11. Checking suspects' criminal histories.

C. SUBPOENAS

Officers are authorized to request issuance of subpoenas for records or other evidence. Officers requesting issuance of subpoenas must follow procedures set forth by the Court Liaison and the Office of the State's Attorney.

Officers receiving fee or payment requests for fulfillment of subpoenas must coordinate the Fiscal Management Unit for appropriate payment.

V. EXCULPATORY EVIDENCE

Police department personnel are required to provide all potentially exculpatory evidence to the appropriate prosecuting authority when the department becomes aware of the information. Upon becoming aware of or obtaining potential exculpatory information, members must do the following:

1. Document all such information in an incident/offense or supplement report.
2. Ensure the appropriate prosecuting authority receives all such information.

Allegations of officers failing to conform with the requirements for reporting exculpatory evidence are the responsibility of the Internal Affairs Section to investigate.

VI. CRIMINAL INVESTIGATION PROCEDURES

The commander of the Criminal Investigations Division is responsible for ensuring that standard operating procedures are established and disseminated or made available to all officers who conduct criminal investigations. At a minimum, criminal investigation SOPs will address:

1. Information development;
2. Interviews & interrogation;
3. Collection, preservation, and use of physical evidence; and
4. Surveillance.

The standard operating procedures must specify acceptable practices and methods of developing information through witnesses, victims, informants, and other sources and methods available to officers.

Index Code: 1625
Effective Date: 01-20-26

- VII. PROPONENT UNIT:** Bureau of Operations and Investigations
VIII. CANCELLATION: This directive cancels Index Code 1625, dated *07-01-23*.