

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0204
SUBJECT: Criminal Investigation Administration		
ISSUE DATE: May 15, 2002	REVISED: 07/16/04, 07/04/05, 07/21/06,	AMENDS/RESCINDS: No Previous
REVISIONS CONTINUED: 11/04/10, 05/15/13, 03/03/16, 11/04/16		DISTRIBUTION: C (Detective Division)

I. POLICY

The mission of the Detective Division is to apprehend suspected offenders, assist in the prosecution of those individuals, and recover stolen property through the investigation of criminal acts that occur within the boundaries of the City. Detectives also provide assistance to the public, other law enforcement agencies, and fellow officers.

II. PROCEDURE

A. Division Organization

1. A Police Commander is responsible for planning, budgeting, community participation, multi-jurisdictional investigative coordination, and overall administration of the division. The Detective Commander reports directly to the Chief of Police.
2. The responsibility for the supervision of General Assignment and special investigative functions performed by the division shall be divided among the Detective Supervisors. The Detective Supervisors report directly to the Detective Commander or his designee.
3. The Detective Commander may organize or direct participation in agency or multi-jurisdictional task forces to address special investigative problems. Participation in task forces which require significant reallocation of personnel or participation on an on-going basis shall require a written directive to include:
 - a. The purpose of the task force;
 - b. Procedures for participation, including responsibilities, authority and any written agreements involved;
 - c. Resources, including personnel, to be used and to whom they will be accountable; and
 - d. Guidelines for review and/or continued participation of agency personnel and/or resources

B. Availability

In order to maintain contact with the public, the routine operating period for the Detective Division shall be 0800-1600 hours daily. Specialized assignments will result in after-hours assignments as required.

1. A supervisor shall be available 24 hours a day, seven days a week.
2. Detective Supervisors will be on call for their specialized assignment. In the event a Detective Supervisor will be unavailable they shall designate an alternate and notify the Patrol Division and Communications Center.
3. Crime Scene Investigator callout shall be by means of an on-call list maintained by the Detective CSI Supervisor. Communications Center personnel will call the CSI Supervisor, or alternate Detective Division Supervisor, when a request for CSI is made. CSI call-outs will then be made by the Detective Division Supervisor utilizing the on-call list.
4. The Detective Division Commander or supervisor shall approve all emergency call in responses.
5. Detective Division supervisors shall ensure that personnel periodically attend patrol briefings for the effective exchange of information.

C. Criminal Investigations

1. Criminal Investigations shall be conducted using all available sources. These sources include, but are not limited to interview and interrogation, witnesses, victims, other law enforcement agencies, utilities, banking facilities, and informants.
2. When utilizing informants, investigators will follow the guidelines set forth in the Standard Operating Guideline, entitled "Confidential Informants".
3. Use of surveillance and surveillance equipment is authorized. All personnel conducting such surveillance shall record the date, time, and location of the surveillance. Wire tapping shall not be utilized unless authorized by state or federal law pursuant to a warrant.

D. Collection, preservation, and use of physical evidence

1. The collection and preservation of physical evidence will be the responsibility of the appropriate division personnel investigating the offense unless criteria are met for a CSI call-out. Collection and preservation of evidence shall follow the guidelines set forth in the Forensic Evidence Handbook provided by the Missouri State Highway Patrol Forensic Laboratory and Department training.
2. If further physical evidence is needed that was not located at the scene a search warrant or subpoena may be obtained following procedures established by law.

E. Background Investigations

1. Background investigations may be conducted in conjunction with various criminal investigations such as vice or white-collar crime.
2. All background investigations shall be conducted with discretion and will remain confidential and available only to law enforcement agencies.
3. Background information obtained shall be used only for the purpose of valid criminal investigations and that which is of no investigative value shall be purged.

F. Case Management System

1. All cases assigned for follow up investigation by the Detective Division shall be entered into the data files of the AEGIS computer system by the detective supervisor making the assignment.
2. Information entered for each case shall include:
 - a. Detective assigned
 - b. Date assigned
 - c. Case number
 - d. Victim's name and address
 - e. Nature of the offense
 - f. Disposition of the case
 - 1) Open
 - 2) Suspended
 - 3) Cleared by exception
 - 4) Cleared by arrest
 - 5) Unfounded
 - g. Number of suspects
3. The Detective Division shall have functional control and authority over all continuing investigations.
4. Supervisors shall review and screen all cases for solvability prior to assignment, and shall insure completion, suspension, or authorized extension after 30 calendar days. Screening prior to assignment, or suspension of an assigned case may be based upon the following criteria:
 - a. Lack of further leads or solvability factors.
 - b. Lack of investigative resources.
 - c. Prioritization of cases requires investigative effort be applied to more serious offenses.
5. Homicide or suspected homicide cases shall remain open until cleared or unfounded.
6. Case File Management
 - a. The case number assigned to the incident by communications will remain as its identifier throughout the process.
 - b. Each completed case file shall include at a minimum (if applicable):
 - 1) Copy of original offense/incident report;
 - 2) Criminal histories of all suspects;
 - 3) Fingerprint (ten-print) card of suspect;
 - 4) Statements of witnesses;
 - 5) Statement of victim;
 - 6) Statement of suspect;
 - 7) Detective's synopsis of the case; and
 - 8) Copy of physical evidence custody report.
 - c. Active investigative case files shall be kept until final disposition, and may be reviewed for administrative and investigative reasons with the approval of the detective supervisor.
 - d. Upon completion of the investigation all original reports are forwarded to the department records unit.

- e. The Detective Division also maintains copies of reports that are not assigned. These reports are maintained according to district of occurrence.

G. Investigative Accountability

1. The Patrol Division will conduct all preliminary investigations unless they are referred to or initiated by the Detective Division.
2. The Patrol Division will be responsible for the follow up investigation of misdemeanor property damage and traffic related offenses when practical.
3. The Detective Division shall be responsible for the investigation of felony crimes and for selected misdemeanors and infractions.
4. Felony narcotics offenses may be referred to the Street Crimes Unit or the Buchanan County Drug Strike Force.
5. The Detective Division shall investigate juvenile felonies.
6. The Detective Division shall conduct the preliminary investigation as well as the follow-up investigation of all officer involved shootings.
7. Each case shall be assigned to a single detective. The assigned detective shall continue to be responsible for the case investigation until the case is cleared, suspended, or reassigned by a detective supervisor and the appropriate documentation is entered into the case management system.

H. Preliminary Investigation Review

1. Upon receipt of the offense report the Detective Supervisor should review it to determine what follow-up is required.
 - a. Things to be considered are:
 - 1) Is suspect in custody?
 - 2) Is sufficient evidence available to conduct a follow-up?
 - 3) What physical evidence does exist?
 - 4) Was a thorough preliminary investigation conducted?
 - 5) Is there stolen property that can be identified?
 - 6) Can witnesses be identified?
 - 7) Is a pattern or method of operation evident?
 - b. If a suspect is in custody the Detective Supervisor should immediately determine what the suspect was arrested for and when the twenty-four hour probable cause holding time expires.

I. Follow-up investigative techniques

1. The victim of the crime should be contacted and advised that a follow-up is being conducted, and if appropriate, their rights under the Missouri Crime Victim's Bill of Rights. Additional information should be obtained if necessary to the investigation.
2. Witnesses should be interviewed if further clarification is needed on the case.
3. The suspect should be located and interviewed.
4. If the suspect is not in custody and probable cause has been established, every effort should be made to locate and arrest the person. If either a search warrant or felony arrest warrant is obtained, a Search Warrant Threat Assessment form (SJPD 0100) will be completed to determine if SRT should be involved with the mission. The original Assessment form will be sent to the SRT Commander, with a copy to the Intelligence Officer.

5. Physical evidence obtained at the scene should be reviewed. If tests are needed to link the suspect to the crime or to determine if the evidence is contraband the evidence should be sent to the appropriate lab for analysis.
6. If circumstances support the action, a canvass of the area around the crime scene should be conducted.
7. A review of the suspect's criminal history, and departmental records should be completed.
8. Investigating officers should seek additional information from uniformed officers, informants, etc.
9. Requests through the media for citizen assistance in identifying or locating suspects or victims (AMBER plan) may be in order. The use of Crimestoppers should also be considered.
10. A try-to-locate should be completed on the suspect if they are not in custody and sufficient identifiers are available.
11. The use of a photo array may be necessary to form a positive identification of the suspect.
12. Surveillance may be necessary to locate and apprehend the suspect.
13. Investigators may need to use the FACES program to make a composite of the suspect or victim.
14. Technical aids for the detection of deception, such as polygraph, may be utilized with supervisory approval. When such aids are used, only personnel certified in their use shall administer them.

J. Career Criminals

1. A career criminal shall be defined as any person recognized by RSMo (Sections 558.016, 558.018) as a prior offender, dangerous offender or persistent sexual offender.
2. All felony cases assigned for follow-up investigation to the Detective Division require the investigator to conduct an NCIC criminal-history check on all identified suspects. The report that is generated will list all felony convictions on the suspect.
3. The assigned investigator shall review the criminal history check and identify all career criminals as defined in Section II.J.1.
4. Once identified as a career criminal the investigator will ensure a thorough and expedient investigation is completed.
5. If additional resources are needed to complete the investigation the investigator will contact his supervisor to obtain them.
6. The investigator will submit a completed case report to the appropriate prosecutor's office with the criminal history on the suspect attached.
7. Requests from the prosecutor's office for further follow-up investigation will become a priority and every reasonable effort will be made to obtain the information and return the case to the prosecutor's office.

K. Vice, Drugs and Organized Crime

1. Complaints of this nature may be initially documented according to Department guidelines for reporting, including the protection of sensitive investigative material.

2. Extended narcotics investigations will normally be conducted by the Street Crimes Unit but may be referred to or worked in coordination with the Buchanan County Drug Strike Force.
3. Records of complaints received and information transmitted to and from other agencies shall be maintained in a manner which ensures the integrity of any related investigations.
4. In sensitive, major and/or extended cases, the Detective Commander may assign a Case Information Detective. This person shall be responsible for maintaining investigative records and reports associated with the case independently from central records during the investigation.
5. Commanders shall notify the Chief at weekly staff meetings of notable investigations performed by their division in these areas, except when the sensitivity of the case requires private notification.

L. Warrant Service

1. Members of the St. Joseph Police Department shall complete a threat assessment form, and follow its guidelines prior to being involved in the service of any search warrant occurring at an unsecure location. An unsecure location is defined as any location outside of a law enforcement agency.
2. Officers should complete the Threat Assessment form and follow its guidelines for the service of an Arrest Warrant for a Dangerous Felony when time allows. This policy is not intended to restrict officers from doing their daily job and looking for wanted individuals, but officers should strongly consider completing the assessment form when they are going to a specific location to arrest an individual with a serious felony warrant or history of violence.
3. Nothing in the policy above shall preclude investigating officers from completing a threat assessment form/consulting with SRT leadership prior to executing either arrest or search warrants. The safety of our community and officers shall be the top priority at all times and should guide decision making related to warrant service.

M. Covert Operations

1. On occasion, members may be required to perform surveillance, undercover operations, raids, and/or other special operations requiring the mobilization and coordination of personnel and assets. In these situations, the following procedures will be followed:
 - a. A complete Operations Plan must be prepared and submitted for approval through the chain of command to the appropriate Captain or Division Commander.
 - b. A person will be designated for supervision and/or coordination.
 - c. A briefing will occur to familiarize those involved with the objective and details of the Operation Plan. Operational details include procedures for observation, roles and responsibilities, arrest, officer-safety, equipment, communication, tactical concerns, contingency plans and completing a Threat Assessment Form.

- d. Once the Threat Assessment Form is completed, the Special Response Team may be utilized for the execution of high-risk warrants or other raids resulting from investigative efforts whenever possible.

N. Case Preparation and Closure

1. A submission report to the appropriate prosecutor should be completed on all suspects involved.
 - a. A submission report should be completed on all suspects involved and the disposition of the case shall be documented in the AEGIS system.
 - b. If the investigation does not link a suspect to the offense, or probable cause does not exist, then these conditions will be documented in the disposition in the AEGIS system at the time that the case status is changed to inactive. This condition would occur only after the supervisory review of the investigator's caseload.
2. The victim of the crime should be contacted a second time informing them of the results of the investigation. This contact should also be consistent with the Missouri Crime Victim's Bill of Rights.
3. All lab reports associated with the case should be reviewed and included in the reports sent to the Prosecuting Attorney's Office.

Chris Connally, Chief of Police

Date