

# Annapolis Police Department



## GENERAL ORDER

**Number: L.1**

**Issue Date: January  
2009**

**TO:** All Personnel

**SUBJECT:** Responsibilities of the Criminal Investigations Section (CIS)

### PURPOSE

The purpose of this General Order is to define the duties and responsibilities of the Criminal Investigations Section (CIS).

### POLICY

It shall be the policy of the Annapolis Police Department that the Criminal Investigations Section shall be responsible for the investigation of major offenses, stated herein, and for extended follow-up investigation of crimes reported to the Department.

#### **I. Required Action**

When the Criminal Investigations Section enters into an investigation, the investigator assigned to the case shall assume charge and shall be responsible for the completion of the investigation. It shall be the responsibility of all Division Commanders to ensure that personnel from their units extend full cooperation to members of the Criminal Investigations Section in such cases.

#### **II. Responsibilities of the Criminal Investigation Division**

A The Criminal Investigation Division shall be responsible for the investigation of the following offenses, where personnel from CIS shall respond as outlined in Section II. of this General Order:

1. Homicides, suicides, unexpected or suspicious circumstance death;
2. Rapes and sex offenses (other than 4<sup>th</sup> degree sex offense);
3. Robberies (where a weapon was involved, the victim was injured in the

- commission of the offense or a bank robbery);
- 4. Assaults (where the victim has been seriously injured);
- 5. Missing Persons where foul play is suspected; and
- 6. Kidnapping.

B. The Criminal Investigations Section shall be responsible for follow-up investigation of the following offenses:

- 1. Robberies;
- 2. Burglaries;
- 3. Thefts;
- 4. Motor vehicle thefts;
- 5. Suspected child abuse or child neglect;
- 6. 1<sup>st</sup> and 2<sup>nd</sup> degree assaults;
- 7. Frauds and forgeries;
- 8. Missing Persons;
- 9. Crimes drawing an unusual amount of public comment or community interest;
- 10. Crimes where the Operations Division has requested assistance; and
- 11. Other investigations which may be assigned by the Chief of Police.

C Parallel Investigations

The Commander of the Operations Division shall be responsible for the coordination of parallel investigations with other law enforcement agencies.

**Refer to General Order L.6.**

D. Duty Detective

- 1. The Criminal Investigations Section is not staffed on a 24 hour basis. The Commander of the Operations Division or his/her designee shall designate a duty detective and/or an on call supervisor. The duty detective shall be available to respond to offenses enumerated in Section A when no personnel from CIS are on duty.
- 2. The on call CIS supervisor or detective shall be notified personally by the Platoon supervisor. The on call CIS supervisor or detective shall use the criteria established in Section II to determine the need for the on call detective to respond.
- 3. The Commander of the Operations Division or his/her designee shall be required to publish a current "on-call" list of the cellular and home telephone numbers of the on call supervisor/detective. This list shall be distributed to the Communications Section.

4. In the event that the duty detective is not available, the Communications Section shall contact a CIS supervisor. The supervisor will respond or designate another detective to respond.

**III. Crime Scenes**

The responsibility for the control of crime scenes shall be handled in a manner consistent with **General Order L.3**

**IV. Responsibilities of Uniformed Personnel in Criminal Investigations**

- A. Uniformed personnel who are initially assigned a call involving an offense, stated in Section II. A of this General Order, shall assist the detective assigned to the case until relieved. The uniformed member as assigned shall be responsible for the completion of the initial offense report.
- B. Platoon supervisors shall be cognizant of their roles on assisting in criminal investigations and shall ensure that adequate resources are placed at the disposal of CIS provided, however, that sufficient personnel are available to carry out patrol operations.

**V. High Intensity Drug Trafficking Areas Task Force (HIDTA)**

- A. The Operations Division shall be responsible for:
  1. Appointing a sworn member of that division to review all intelligence information to be disseminated to the HIDTA Task Force; and
  2. Ensuring all information is forwarded to HIDTA in a timely fashion.
- B. Each Division Commander shall be responsible for forwarding a copy of all intelligence information to be submitted to the HIDTA Task Force received from the members of their division/section to the liaison from the Criminal Investigations Section.
- C. The liaison between HIDTA and the Annapolis Police Department is responsible for:
  1. Reviewing all intelligence information to the HIDTA Task Force;
  2. Identifying all cases eligible for federal prosecution;

3. Ensuring all information to be disseminated to HIDTA is accurately reported on the HIDTA forms as indicated in **General Order K.9.**
4. Maintaining liaison between all members the Department and HIDTA.

Michael A. Pristoop  
Chief of Police

References
1. Accreditation Standards 42.1.1, 42.1.4 2. General Order L.3 Crime Scene Procedure/Collection of Evidence, L.6 Managing Case Investigations, L.9 Intelligence

**Revision:** This replaces General Order L.1 Responsibilities of Criminal Investigation Division dated October 2005