

Annapolis Police Department



GENERAL ORDER

Number: L.6

**Issue Date: March
2001**

TO: All Personnel

SUBJECT: Managing Case Investigations

PURPOSE

The purpose of this General Order is to maintain managerial control and the quality of investigations while enhancing relations between patrol officers, investigators and the public.

POLICY

It shall be the policy of the Annapolis Police Department to manage case investigations in the most efficient and effective manner possible.

I. Required Action

- A. A patrol officer begins this process by taking an initial report from a victim or complainant and conducting a preliminary investigation. The Platoon supervisor reviews the report and determines the solvability of the case. Depending upon solvability, staffing, workload and time constraints, the case may be returned to the patrol officer for a follow-up investigation. If the officer cannot close the investigation, the case will be forwarded to the Criminal Investigations Division. This process applies to all crimes or incidents except those listed under paragraph C of this section.
- B. Criteria for solvability include the availability of staffing, the degree of seriousness, and other solvability factors, such as:
 - 1. Is a suspect named, known, identified, or described in detail?
 - 2. Are there any witnesses available?
 - 3. Are vehicle tag numbers/descriptions available?
 - 4. Are there other crimes with similar M.O.?
 - 5. Is physical evidence available?

6. Is there informant information?
 7. Is stolen property traceable?
- C. The Criminal Investigations Division will investigate all crimes deemed as major crimes:
1. Homicide, suicide, unexpected or suspicious circumstance death.
 2. Rape and sexual offenses (other than 4th degree).
 3. Crimes where the Operations Division has requested assistance.
 4. Crimes drawing an unusual amount of public or community interest.
 5. Crimes related to organized crime.
 6. Other crimes as listed in **General Order L.1.**

II. Criminal Investigation Case Management

A. Administrative Case Designations

An administrative designation of “open”, “suspended”, or “closed” will be assigned to each case as appropriate.

1. Open- Refer to **General Order J.5.**
2. Suspended- Refer to **General Order J.5.**
3. Closed- Refer to **General Order J.5.**

B. The patrol officer is responsible for:

1. Attending to the victim(s) at the scene.
2. Securing and protecting the scene.
3. Notifying the Platoon supervisor of the incident details.
4. Conducting a detailed preliminary investigation.
5. Investigating criminal offenses or incidents which demonstrate a strong probability for a thorough and successful closure in accordance with UCR guidelines.
6. Recording written statements from victims and witnesses.
7. Recording and documenting all activity of the investigation.

C. The patrol supervisor is responsible for:

1. Notifying the Watch Commander and/or Commander of the Operations Division, CID supervisor, Forensic Services Unit and the Media Relations Officer in the event of a major crime.
2. Reviewing and screening casework and reports by the patrol officer using the solvability factors as described in Section I B.
3. Assigning case work with a high potential for solution to the patrol officer to conduct a follow-up investigation.

4. Forwarding casework to CID that requires follow-up investigation due to complexity, time constraints or a low potential for solution.
5. Monitoring cases assigned to patrol officers for completion or re-directing the case to CID.

D. The CID supervisor is responsible for:

1. Reviewing and screening reports forwarded to CID.
2. Suspending those cases with no potential for solution.
3. Insuring the victims and complainants are notified of the termination in an active investigation, either by closure or suspension.
4. Assigning casework to investigators and recording case status in a computer log including:
 - a. Case number;
 - b. Status;
 - c. Investigator assigned;
 - d. Date assigned;
 - e. Date reviewed;
 - f. Date terminated (closure or suspension); and,
 - g. Date re-opened (in the event additional information develops).
5. Monitoring cases assigned to investigators through monthly review.
6. Maintaining a weekly and a monthly status report regarding case assignments and information indicting performance of the section.
7. Providing a daily update to the CID Commander for submission to the Chief of Police regarding significant cases and events.
8. Coordinating the use of specialized personnel and resources outside of the department.

E. Designation of Principal Investigator

Once assigned, the investigator receiving the assignment will be considered both the principal investigator and the case coordinator, and, therefore, will be accountable for the follow-up investigation.

F. The CID Investigator is responsible for:

1. Conducting follow-up investigations.
2. Conducting both preliminary and follow-up investigations a limited number of people in contact with the victim is advantageous to the investigator or in the best interest of the victim.
3. Contacting victims and complainants regarding the termination, either by closure or suspension, of an active investigation, explaining the reason for termination.
4. Determining types of records to be maintained and maintaining a case folder documenting all aspects of the case including:

- a. Copy of offense reports
 - b. Investigative supplements.
 - c. Witness, victim and suspect statements.
 - d. Results of forensic examinations.
 - e. Investigators' notes.
 - f. Copies of any correspondence.
5. Forwarding all original paperwork to the Records Section and all evidence to the Property Section.
 6. Providing the CID supervisor with updates of action taken in the investigation of major cases until termination of the case by suspension or closure.
 7. Coordinating the use of specialized personnel and resources within the department in an effort to conduct an investigation.

III. Investigative Checklist

- A. Due to the chaotic nature surrounding some crime scenes, an Investigative Checklist has been developed. This is not an all inclusive checklist, however, it is merely an aid to assist the officer (s) at a crime scene. Refer to attached Investigative Checklist form.
- B. If the checklist is used, it can be attached to the incident report or kept with any notes that the officer may have.

IV. Investigative Task Forces

- A. Criminals and their associates rarely recognize jurisdictional boundaries. Law enforcement officers on the other hand must constantly be aware of jurisdiction, authority and venue. Because crimes can be committed by one group in many jurisdictions, an investigation can sometimes be better handled through a joint agency investigation organized into a task force. These investigative task forces reduce duplication of effort and serve to pool resources as well as increase productivity. Investigative task forces will be used when it is determined that the solution of crimes and apprehension of criminals would better be accomplished with their assistance.
- B. When the department enters into an investigative task force, the authorizing official will prepare a written agreement for the Chief's signature and the signature of the authorizing official from the participating agency. The agreement will contain the following information:
 1. The purpose of the task force;
 2. Authority and responsibilities;
 3. Accountability;

4. Resources available; and
5. A requirement for evaluation of results and of the continued necessity of the task force.

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards 42.1.2, 42.1.3, 42.1.4, 42.2.4, 42.2.7
2. General Orders J.5 Case Clearance and Administrative Designation, L.1 Responsibilities of the Criminal Investigations Division

Revision: This General Order replaces General Order L.6 Managing Case Investigations dated Jan. 1, 1995