

# DALTON POLICE DEPARTMENT

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<i>Subject</i> <b>Criminal Investigations Organization and Administration</b>			
<i>Reference</i>	<b>CALEA Standards – 42.1.2, 42.1.3, 42.1.5, 42.2.2, 42.2.3, 42.2.4, 42.2.7, 82.2.4</b>	<i>Revised</i>	<b>October 22, 2019 September 22, 2020</b>
<i>Distribution</i>	<b>All Personnel</b>	<i>Re-evaluation Date</i>	<b>October 2021 September 2022</b>

## I. Policy

It is the policy of the Dalton Police Department to maintain a Criminal Investigations Division (CID) for the purpose of conducting initial and follow-up criminal investigations and to gather intelligence related to violations of the law.

## II. Organization

- A. The Criminal Investigations Division Commander shall be responsible for managing the investigative operations of the **Dalton Police** Department. The Division Commander **will shall** regularly update the Chief of Police and Assistant Chief regarding all major case investigations. All personnel assigned to CID **will shall** be non-uniformed.
- B. The Division Operations Supervisor is responsible for planning, directing, **coordinating**, and evaluating the work activities of CID.
- C. The Drug Enforcement Unit (DEU) is responsible for conducting drug and vice investigations, making arrests, interviewing suspects and witnesses, managing intelligence information, and conducting surveillance. The DEU Sergeant shall oversee the day-to-day activities of the unit.
- D. Members of CID participate in the Conasauga Circuit FBI Safe Streets Task Force (SSTF). The SSTF is responsible for investigating major cases, organized crime, gang-related offenses and activity, and other assigned cases. CID members who are assigned to the SSTF are under the direct supervision of the DEU Sergeant.
- E. General Case Investigators are responsible for conducting follow-up criminal investigations, which may include responding to crime scenes, conducting interviews, collecting evidence, performing lawful searches, identifying suspects, and making arrests.
- F. The Polygraph Investigator is responsible for conducting pre-employment and criminal polygraph examinations for the **Agency** **Department**. This Investigator also conducts follow-up criminal investigations.

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- G. The Crime Scene Investigator is responsible for processing and documenting crimes scenes and collecting and analyzing evidence. This Investigator also conducts follow-up criminal investigations.
- H. The Intelligence Analyst is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, ~~the person in this position~~ Investigator conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the ~~Agency~~ Department.

### **III. Case Management**

- A. It shall be the responsibility of the Division Commander or his / her designee to assign cases and to review all incident reports. Cases ~~will~~ shall be assigned for follow-up investigation based on the following:
  1. Solvability factors
  2. The nature and seriousness of the case
  3. In cases requiring specialized skills and abilities (i.e., sex crimes, juvenile offenses, homicides, etc.), ~~the Division Commander or his / her designee~~ may assign the case may be assigned to a particular Investigator who possesses the special skills necessary to properly conduct the investigation.
- B. Once the assignment has been made, the assigned Investigator shall be designated as Lead Investigator. He / she is responsible for conducting a thorough and timely investigation and reporting case progress to his / her Supervisor through the Department's Records Management System (RMS) on a regular basis.
- C. The CID assigning Supervisor is responsible for monitoring and guiding the investigation of all cases he / she assigns. The Supervisor shall establish appropriate case review periods for case progress and shall determine whether investigations should continue or be closed / cleared.

### **IV. Case Status**

- A. The Division Commander or his / her designee shall maintain case control through the use of the Department's RMS case management function. This ~~should~~ shall reflect who is assigned the case, the date assigned, and the case status.
- B. Cases shall be assigned the following statuses:
  - 1.A. Active / Open Case

Any case that has workable leads that the Investigator or Supervisor believes could result in solving the case is considered an active / open

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case.

**2.B.** Inactive Case – Administratively Closed

The Division Commander or his / her designee may designate an investigation inactive if he / she is of the opinion that the follow-up investigation has exhausted all leads and there is not enough evidence for the case to be cleared.

**3.C.** Cleared Case

All cases may be cleared in one of the following ways:

- a.4.** Exceptionally Cleared – A case is considered cleared by exception when there is enough information to support an arrest, but there is some reason, outside the Investigator's control, that precludes the arrest.
- b.2.** Cleared by Arrest – A case is considered cleared by arrest when one or more persons are arrested in reference to the case.
- c.3.** Unfounded – A case is considered unfounded when the investigation yields no evidence to verify that a crime occurred **or it is determined that the crime occurred in a different jurisdiction.**

**V. Case File Management**

- A. Each investigator shall maintain his / her own case file for each assigned case.
- B. Current case files, which are case files for open / active cases, shall be maintained in a standard size file folder with, at a minimum, the case number written on the tab of the folder, electronically on the Department's CID server, or as a combination of both.
- C. Each case file shall be constructed of documents or digital files that are collected by the Investigator and deemed prudent to the investigation. Documents may include, but are not limited to, copies of original and supplemental reports, criminal histories, and copies of issued warrants and subpoenas. Digital files include photographs, audio recordings, video recordings, and digital data. An Investigative Checklist shall also be used by Investigators as a guide to aid in the investigative process.
- D. All original items of evidence shall be placed in the Property and Evidence Section in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure. This includes, but is not limited to, physical evidence collected from crime scenes, suspects, victims, vehicles, or any other location.
- E. Upon the closure or clearance of a case, the Investigator shall upload all photographs, audio and video recordings, investigative notes, and all other items contained in the case file to **the Files section of the Case Management Table within the Department's RMS.** Any items that may be of a sensitive nature shall be placed

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in Property and Evidence rather than uploaded into RMS.

- F. Access to case files is ~~restricted to Agency personnel~~ determined by the Georgia Open Records Act.
- G. Case files maintained on the Department's RMS shall not be purged without a court order or permission from the CID Division Commander.

VI. **Conducting Follow-Up Investigations**

The nature and complexity of criminal investigations can vary greatly. The CID assigning Supervisor shall be responsible for coordinating Investigators' actions to ensure that appropriate investigate techniques and resources are used to conduct thorough investigations. A follow-up investigative guide provides the framework for basic investigations and includes the minimum sections listed below. CID Supervisors and Investigators ~~will~~ may utilize additional techniques and resources, as required by the nature of the case.

- A. Reviewing the Dalton PD Investigative Checklist and placing a copy into the case file.
- B. Identifying all persons involved in the case and arresting suspects, if facts support criminal charges.
- C. Reviewing all Department records, reports, and all previously-gathered documentation regarding the assigned case. Investigators should contact Patrol Officers who conducted the preliminary investigation to determine if additional information exists.
- D. Conducting interviews and / or interrogations of suspects, witnesses, and victims.
- E. Collecting, documenting, securing, and preserving physical evidence in the Department's Property and Evidence Section. Investigators shall arrange for timely evaluation and analysis of evidence items by the Department's Crime Scene Investigator and / or other outside laboratories. Investigators shall review and analyze findings to determine value to the investigation.
- F. Investigators shall use appropriate computerized records, including criminal histories, to locate relevant information on all persons involved in the case and to locate similar occurrences. Federal, state, and local databases, along with social media sites, are tools available to Investigators for advanced searches.
- G. Seeking additional information from Patrol Officers and / or Confidential Informants.
- H. Distributing information, such as lookouts, as appropriate.
- I. Planning, organizing, and conducting searches.
- J. Arranging for polygraph examinations.

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- K. Preparing cases for court presentation.
- L. Re-contacting victims / witnesses periodically to determine if their needs are being met.
- M. Explaining to victims / witnesses the procedures involved in the prosecution of their cases and their role in those procedures.
- N. Scheduling line-ups, interviews, and other required appearances at the convenience of victims / witnesses.
- O. Promptly returning victim / witness property taken as evidence, if feasible.

**VII. Roll Call Attendance**

In an effort to enhance the relationship between CID and the Patrol Division, and to provide for the exchange of information, Investigators ~~will shall~~ periodically participate in roll call sessions conducted for Patrol Officers.

**VIII. On-Call Status**

- A. ~~The Criminal Investigations Division~~ CID ~~will shall~~ maintain an “on-call” list of Investigators and make that list available to all Department personnel and the Whitfield County 911 Center.
- B. Investigators that have been called out are responsible for responding within one (1) hour of being notified by a Supervisor.
- C. Investigators unable to complete their on-call responsibilities are required to find a replacement and notify on-duty Supervisors and the Whitfield County 911 Center of the changes to the on-call list.
- D. The on-call Investigator’s typical working hours ~~will shall~~ be during second shift.

**IX. Major Case Investigations**

- A. Some criminal investigations may require an immediate mobilization of significant ~~Agency~~ Department resources, as well as resources of other agencies. Some examples include:
  1. Homicides, especially when multiple victims are involved
  2. Serial crimes, such as homicides, sexual crimes, etc.
  3. Crimes which, because of the unusual nature, may cause significant public alarm
  4. Other crimes deemed appropriate by the CID Division Commander or his / her designee.

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- B. When the initial Investigator or Supervisor determines that a case, or series of related cases, may warrant the enhanced effort of a Major Case Investigation (MCI), he / she shall notify the CID Division Commander and the Chief of Police immediately.
- C. MCIs requires the designation of a Lead Investigator and **must shall** use an established method of managing leads to ensure a thorough and coordinated effort that will lead to a successful resolution and / or criminal prosecution.
- D. MCIs may require the establishment of more elaborate Incident Command post facilities, operations centers, and / or the associated communications and mechanical systems necessary to sustain the operation for multiple days.
- E. The CID Division Commander shall maintain a contingency plan for MCIs, based on the most likely scenarios, in order to heighten preparation for such cases.
- F. **Criminal** Investigators and **Department** Supervisors shall receive training on conducting Major Case Investigations within one year of appointment or promotion.

X. **Investigative Task Forces**

- A. The use of an investigative task force can be a valuable tool in combating crimes committed by organized groups or individuals committing crimes in multi-jurisdictional areas. Combining the efforts of several law enforcement agencies enhances the chances of being successful in combating the crime.
- B. **In those instances where the Chief of Police decides that the Department will be involved in a task force, an agreement or a Memorandum of Understanding (MOU) shall be signed by all participating agencies.** The Chief of Police is responsible for selecting members to be assigned to task forces.
- C. The initiating agency **should shall** take the ultimate responsibility for conducting the task force operations with the other participating agencies in a supporting role. **In a federal or state-level task force, the initiating agency shall be responsible for the supervision of task force activities.**
- D. **In those instances where the Chief of Police decides that the Department will be involved in a task force, an agreement or a Memorandum of Understanding (MOU) will be signed by all participating agencies.** Task Force Officers (TFOs) may have to operate outside their own jurisdiction. Authority to operate can be conferred by such means as a special deputation for the duration of the task force operation. **After receiving a federal, state, or local deputation, a TFO is issued credentials that shall be carried at all times while on-duty, unless the TFO is in an undercover role.**
- E. TFOs shall share intelligence information, including information regarding threats to officer safety, with other members of the task force and their agencies. TFOs gathering intelligence information regarding criminal activity in another jurisdiction shall attempt to deconflict that information with the law enforcement agency in that jurisdiction prior to conducting further task force operations or activities.

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- F. TFOs are authorized to use their Department-issued equipment while conducting task force operations. TFOs may also be issued equipment, vehicles, and funds from the initiating agency for use in task force operations.
- G. TFOs are authorized to use the Department's Purchase of Evidence / Purchase of Information fund to support task force operations, in accordance with policy GO92-7.12, Confidential Expenditures.
- H.E. The CID Division Commander shall periodically evaluate the results of any task force and shall brief the Chief of Police on the task force's progress. The Chief of Police shall determine the necessity to continue or discontinue the Department's involvement in any task force.

**XI. Cold Cases**

The term "cold case" refers to an inactive case that was initially investigated to the fullest extent possible and was unable to be cleared based on the information, evidence, or technology known at the time.

- A. The evaluation criteria for re-investigating a cold case will generally include, but is not limited to, the following:
  1. There is newly discovered evidence in the case.
  2. There are newly discovered witnesses to the events surrounding the investigation.
  3. Emerging technologies create a new way to examine previous evidence or aspects of the case.
  4. Personnel recognize some aspect of the case that was previously not fully explored.
- B. Cold cases that shall be annually evaluated for further possible investigative actions include, but are not limited to:
  1. Murder cases
  2. Kidnapping cases
  3. Missing Persons cases
  4. Rape cases (where the victim did not know the suspect)
- C. An Investigator assigned to a cold case shall document his / her investigative actions in a supplemental report.

**XII. Identity Theft**

- A. Any Officer may initiate an incident report for crimes associated with identity theft.

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Recording all relevant information and data in such reports is essential for a follow-up investigation. Officers shall ask victims if they wish to have their information entered into the Federal Bureau of Investigation's Identity Theft File. If a victim wishes for his / her information to be entered into the file, the Officer shall provide ~~them~~ him / her with the GCIC Identity Theft File Consent Document and make sure all relevant information is gathered and forwarded to the Records Section.

- B. When taking reports of identity theft, Officers shall provide information and any assistance reasonably possible to help victims resolve their problem. Victims shall be instructed to follow up with one of the three major consumer reporting companies; Equifax, Experian, or TransUnion. These agencies share a common database so the victim does not have to notify all three.
- C. The Criminal Investigations Division ~~will~~ shall be responsible for follow-up investigations relating to identity theft crimes.
- D. If an Investigator is assigned an identity theft case, he / she shall coordinate with other applicable agencies and assist in any way possible.
- E. Identity theft prevention brochures ~~will~~ shall be provided to the public in the lobby of the Police Services Center. Additional information about identity theft ~~will~~ shall be provided to the public through social media or other public relations functions.

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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