

DALTON POLICE DEPARTMENT

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I. Policy

It ~~shall be~~ **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 regularly update the Chief of Police and Assistant Chief regarding all major case investigations. All personnel assigned to CID will be non-uniformed.
- B. The Division Operations Supervisor is responsible for planning, directing, and evaluating the work activities of ~~the Criminal Investigation Division~~ **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 ~~Drug Enforcement Unit~~ **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 ~~CID-Drug Enforcement Unit~~ **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. 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 conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the Agency.

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 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 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 ~~their~~ 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

The Division Commander or his / her designee shall maintain case control through the use of the ~~computer system~~ Department's RMS case management ~~program~~ function. This should reflect who is assigned the case, date assigned, and status.

Cases shall be assigned the following statuses:

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 case.

B. Inactive Case - Administratively Closed

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The Division Commander or his / her designee may designate an investigation inactive if ~~they~~ he / she ~~are~~ 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.

C. Cleared Case

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

1. 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.

2. Cleared by Arrest

A case is considered cleared by arrest when one or more persons are arrested in reference to the case.

3. Unfounded:

A case is considered unfounded when the investigation yields no evidence to verify that a crime occurred.

V. **Case File Management**

A. Each investigator shall maintain his / her own case file for each assigned cases.

B. Working 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 working case file shall be constructed of documents or digital files that are collected by the Investigator and deemed prudent to the investigation. These Documents may include, but are not limited to, copies of original and supplemental reports, criminal histories, and copies of warrants and subpoenas issued. Digital files include photographs, audio recordings, video recordings, and digital data. An ~~case-file~~ Investigative Checklist shall also be used by Investigators as a guide to aid in the investigative process.

D. All original items of evidence ~~will~~ 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. ~~Copies of these items may be kept in the working case file if needed by the Investigator, for example audio recordings or transcriptions, photographs, etc. After clearing a case, the Investigator shall transfer all pertinent data from the working case file to the Department's Records Management System (RMS).~~

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

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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 in Property and Evidence rather than uploaded into RMS.

- ~~E.F.~~ Access to case files is restricted to Agency personnel.
- ~~F.G.~~ Case files maintained on the Department's RMS ~~will~~ shall not be purged without a court order or permission from the CID Division Commander. ~~Investigative notes and other non-evidentiary information that may have value may be scanned into the imaging system and stored in the Records Management System.~~

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 a thorough investigations. A follow-up investigative guide will provide the framework for basic investigations and will include the minimum sections listed below. CID Supervisors and Investigators will 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 ~~working~~ 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 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 ~~all~~ appropriate computerized records, including criminal histories, to locate relevant information on all persons involved in the case and to locate similar occurrences. ~~Some search examples include:~~ Federal, state, and local databases, along with social media sites, are tools available to Investigators for advanced searches.

~~1. Department Records~~

~~2. NCIC / GCIC~~

~~3. GISAC~~

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~~4. FBI~~

~~5. N-DEX~~

~~6. VICAP~~

~~7. Records of other local criminal justice agencies~~

- G. Seeking additional information from ~~uniformed~~ 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
- K. Preparing cases for court presentation
- L. Re-contacting ~~the~~ victims / witnesses periodically to determine ~~whether 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 ~~the~~ victims / witnesses
- O. ~~Promptly~~ returning ~~promptly~~ victim / witness property taken as evidence, if feasible

VII. **Roll Call Attendance**

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

VIII. **On-Call Status**

- A. The Criminal Investigations Division will maintain an “on-call” list and make that list available to all Department personnel and the ~~Whitfield County~~ 911 ~~Communications~~ Center.
- B. Investigators ~~on-call~~ 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 ~~roster~~ list.
- D. The on-call Investigator’s typical working hours will be during second shift.

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IX. Major Case Investigations

- A. Some criminal investigations may require an immediate mobilization of significant Agency 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 ~~Criminal Investigations~~ CID Division Commander or his / her designee.
- 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 ~~will~~ shall notify the ~~Criminal Investigations~~ CID Division Commander and the Chief of Police immediately.
- C. MCIs requires the designation of a Lead Investigator and must 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 ~~post~~ operation for multiple days.
- E. The ~~Criminal Investigations~~ 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 promotion or appointment.

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 agencies enhances the chances of being successful in combating the crime.
- B. The initiating agency should take the ultimate responsibility for conducting the task force operations with the other participating agencies in a supporting role.
- C. Task force Officers 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.

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

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- B. When taking reports of identity theft, Officers ~~should~~ shall provide information and any assistance reasonably possible to help victims resolve their problem. Victims ~~should~~ 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 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 be provided to the public in the lobby of the Police Services Center. Additional information about identity theft will be provided to the public ~~on the Department's Blog~~ through social media or other public relations functions.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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