

Criminal Investigations for Patrol and CID

600.1 PURPOSE

This Policy outlines the basic investigative functions of the Department outside of the Criminal Investigations Division (CID) and how they work together with each other and with CID.

One of the primary goals of the Urbana Police Department is to locate and apprehend criminals. All members of the Urbana Police Department shall share this responsibility to one degree or another. While this is the primary goal of the Criminal Investigations Division, other members of the Department, particularly the Patrol Division, have a unique and critical role in criminal detection and apprehension. Most criminals are identified and arrests made by Patrol Officers. Other members of the Department also contribute to this goal by performing their duties as assigned and by being cognizant of their special responsibilities to report crime and to provide information when needed.

600.2 RESPONSIBILITY

All Employees, regardless of their assignments, shall direct their efforts towards crime detection and apprehension. If information pertinent to a crime comes into their possession, they shall either act on it if it is within their power and authority, or pass it along to those with the appropriate power and authority. Employees shall not ignore crime. Employees are expected to report crimes when off duty pursuant to the policy covering off-duty action(s).

All Officers assigned investigative cases shall pursue those cases diligently. If they are unable, it is incumbent upon them to discuss the issues with their supervisor.

600.2.1 PRELIMINARY INVESTIGATION GENERAL RESPONSIBILITIES

Actions taken or not taken during preliminary investigations of crimes are crucial in the long run. The Urbana Police Department requires Officers and Supervisors who are conducting preliminary investigations to conduct them thoroughly, professionally and with detail. The emphasis should be on open-minded fact gathering.

Officers and Supervisors who conduct preliminary investigations shall do so expeditiously and with care. They shall be thorough in all aspects of the investigation. Officers should conduct a preliminary investigation and document the steps they took so that anyone assigned to do follow-up investigations will not have to repeat what was done originally.

600.2.2 CRIME SCENE MANAGEMENT RESPONSIBILITIES

The preliminary responsibilities of officers when responding to crime scenes are:

- (a) Proceed promptly and safely to the scene
- (b) Aid the injured
- (c) Protect life and property
- (d) Determine whether a crime has occurred

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- (e) Apprehend offender(s)
- (f) Notify a Supervisor if the situation dictates assistance from CID, a crime scene technician or additional officer

Officers shall maintain control of crime scenes and protect them from contamination, destruction or altering of evidence, etc. This may be done by establishing a perimeter by using crime scene barrier tape or by requesting enough assistance to physically establish a perimeter.

The officer should develop and collect information concerning the crime and the surrounding circumstances. This includes:

- (a) Noting conditions, events and remarks
- (b) Preserving and collecting evidence
- (c) Interviewing victim(s)

The officers responsible for investigating a crime shall attempt to locate, identify, and interview witnesses. This includes:

- (a) Actively soliciting information
- (b) Neighborhood/area canvass
- (c) Identifying potential sources of information
- (d) Separating witnesses

The officer involved in the investigation shall submit pertinent, accurate, thorough and legible reports in a timely manner.

600.2.3 PATROL SUPERVISOR RESPONSIBILITIES

Patrol Supervisors shall be responsible for visiting the crime scenes. Upon arrival, they should be briefed by the officer. The supervisor should assess whether or not the CID commander should be notified. If so, the supervisor should be prepared to articulate specific details regarding the nature of the offense and what tasks are yet to be performed. The supervisor shall provide the officer with direction as to how the preliminary investigation should proceed. This advice may be based on call load and other supervisory responsibilities. The supervisor should review all pertinent reports filed on the case for accuracy and completeness.

600.3 FOLLOW-UP INVESTIGATIONS

Some cases require follow-up investigation. The type and amount of follow-up is determined by the officer and his supervisor until the case management process has reviewed and taken action.

If the case is authorized for follow-up, the officer shall:

- (a) Review the case and identify all solvability factors present
- (b) Contact the victim/complainant as soon as possible to inform him/her of the status of the investigation and request any additional information
- (c) Review and analyze all previous reports compiled in the preliminary phase
- (d) Conduct additional interviews as needed

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- (e) Review departmental records
- (f) Seek additional information from other sources such as LEADS, NCIC, Secretary of State, criminal history, etc.
- (g) Seek information from informants, other police officers, probation and parole departments
- (h) Plan and conduct necessary searches
- (i) Identify and apprehend the offender(s)
- (j) Prepare additional reports for submission to the State's Attorney's Office
- (k) Consult with the prosecuting attorney for additional follow-up investigation as needed

600.3.1 IN PERSON LINE-UPS

An in-person line-up may be conducted on persons in custody. Line-ups are generally conducted by detectives and always occur at the Champaign County Correctional Center. All officers/detectives conducting an in-person line-up must follow the Criminal Investigations Division procedure for conducting an in-person line-up. All officers/detectives should also use the "in-person line-up" form. Refer to the Eyewitness Identification policy for more information.

600.3.2 PHOTO LINE-UPS

When investigating an offense and the officer has identified a suspect, a photo line-up may be conducted. It is preferred that photo line-ups are not conducted on suspects who are in custody. Officers should use a department approved photo line-up form. Officers are required to comply with all pertinent statutes governing the manner in which photo line-ups are to be conducted. Refer to Eyewitness Identification policy for more information.

600.3.3 MUG SHOTS

The Urbana Police Department maintains pictures of arrestees. These photographs are maintained as documentary reference and as investigative aids. These photographs are stored in ARMS Easy web interface; older photographs are archived.

600.3.4 PHOTO SHOW-UPS

A photo show-up is the showing of a photograph, usually a mug shot, of a suspect to a witness by itself, not with other photographs. This may only be done when the witness personally knows the suspect. Photo show-ups are only to be used to confirm identity of someone the witness already knows. Refer to Eyewitness Identification policy for more information.

600.4 SPECIFIC INVESTIGATIVE INCIDENTS

There are special considerations for certain specific incidents that officers may encounter. The guidance offered is to be considered in addition to those general investigative standards established in the policy manual.

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600.4.1 DEATH INVESTIGATION

Investigating deaths is of primary importance. Care should be taken to document every detail.

Considerations include:

- (a) Coroner
- (b) Detectives
- (c) Crime Scene Technician
- (d) Secured perimeter
- (e) Evidence of homicide, suicide, natural causes, or accidental death

600.4.2 ROBBERY

Robberies, by their violent nature and tendency to be reported quickly, have higher than normal danger for officers responding for preliminary investigations. Officers should:

- (a) Take care to note vehicles and persons leaving the area while enroute
- (b) Protect perishable evidence at the scene
- (c) If a business, attempt to locate and seize any video or pictures taken by security cameras
- (d) If a bank, notify the Federal Bureau of Investigation
- (e) Consider using a Crime Scene Technician

600.4.3 SEX CRIMES

Sex crimes are a wide ranging group of offenses that could have just occurred or occurred years prior. Officers should:

- (a) Arrange for medical assistance, to include a Sexual Assault Nurse Examiner (SANE) and/or Rape Advocacy, Counseling, and Education Services (RACES)
- (b) Attempt to determine the location of the offense
- (c) Notify CID
- (d) Seize clothing if appropriate
- (e) Determine whether or not offender is known to the victim
- (f) If the victim is under 18 and the allegation involves serious physical abuse or any sexual abuse, efforts should be undertaken to use the Children's Advocacy Center for obtaining a full statement

600.4.4 BURGLARY

Officers responding to burglaries that are in progress or have just occurred should exercise appropriate officer safety measures. In addition, they should consider:

- (a) Physical evidence
- (b) Neighborhood or area canvass

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- (c) Gathering a complete list of stolen items, to include any identifying marks or numbers
- (d) Beware of insurance padding

600.4.5 ARSON

The Urbana Fire Department has the technical investigative responsibility for arson investigations.

However, the Urbana Police Department takes offense reports on the incidents and will work with the fire department as necessary. Detectives or fire investigators may be called to the scene to assist with interviews and other investigative tasks. The physical evidence is collected by either a crime scene technician or the fire department and ultimately is relinquished to the police department for storage.

See the "Arson and Assist Fire Protocol for Police" on the internal web for more procedure specifics.

600.4.6 THEFT

Theft is a common criminal offense. Below are four common types of theft.

Shoplifting

Retail theft calls usually originate from store personnel. Interview store personnel thoroughly and obtain a copy of any report(s) they author for their own retail purposes. In shoplifting cases, it is recommended that the best possible photograph(s) of the stolen merchandise (evidence) be taken in lieu of taking the actual physical items. Officers are encouraged to use the department cameras if at all possible to take these photographs. Officers do retain the ability, however, to seize the actual physical items if they determine it to be necessary, i.e. a very unique item or unique circumstances, etc. Be aware of other stolen property in the possession of the offender, or in the offender's vehicle, from other stores.

Internal Theft

Internal thefts have general guidelines to consider:

- (a) If the offender is caught in progress, officers will respond as with any other crime in progress
- (b) In cases where the theft or shortage is discovered afterward, a representative of the business will be directed to come to the station and meet with an officer. Whenever possible the representative should be the owner or manager
- (c) Under guidance of the reporting party, officers shall attempt to minimize the number of potential suspects.

Vehicle Theft

Officers should attempt to check the relocater list, tow book, repossession lists and other sources to avoid taking reports on stolen vehicles, when, in fact, they are not. Officers should check the immediate areas where the car was last seen as well. Officers recovering stolen vehicles should take care to process the vehicle for physical evidence.

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Drive-off Theft

Drive-off thefts occur when a person puts gasoline in a vehicle and leaves the store without paying for the gasoline. Drive-off reports will be taken as a desk report, unless there is verified suspect information such as a license plate for the vehicle.

600.4.7 DECEPTIVE PRACTICES

The Department is mindful of the amount of resources these investigations consume and the potential outcomes that may or may not arise from an investigation. The Department is also aware of the potential civil nature of these cases.

To provide guidance and ensure the collection of all necessary information, a packet entitled "Merchant Information on Deceptive Practices Reports" has been prepared and is located on the internal web. That packet contains specific procedures to be followed when dealing with checks that have been returned to the victim as either "Non-Sufficient Funds" (NSF) or Account Closed.