

GENERAL ORDER 42.1.1

Investigations and Records Division Component

GENERAL ORDER CROSS-REFERENCE: 41.3.1

SUMMARY

Defines the general policies of the Springfield Police Department relating to criminal investigations and provides specific policies and procedures for the Patrol and Investigations and Records Services Divisions.

DISCUSSION

The Springfield Police Department is committed to the task of preventing and investigating criminal conduct. Criminal investigations are conducted by two work units, the Patrol Division and Investigation Division.

Members of the Patrol Division conduct investigations of misdemeanor and felony crimes whenever a watch commander determines that the investigation can be substantially completed utilizing Patrol Division resources. Resources include personnel and personnel expertise, training, and materials. Certain major incidents require the notification of the division commander (see G.O. 41.3.1.) The watch commander's assignments are reviewed by the Patrol and Investigation Division commanders.

Members of the Investigations Division conduct investigations of misdemeanor and felony crimes whenever the investigation is of extreme consequence, of long duration, or factually complex.

Members of the Investigations Division shall utilize all resources available to resolve a criminal investigation.

POLICY

I

The Investigations unit is herein authorized and organized to conduct criminal investigations that are of extreme consequence, of long duration, or factually complex. The Investigations Division commander shall be responsible for the activities of the division.

II

The Investigations unit is organized into work groups, and members are assigned investigative responsibility on the criteria of ability, expertise, and performance.

The Unit's assignments include:

- A. Crimes against persons
- B. Crimes against property
- C. Forgery/ID Theft
- D. Narcotics

III

The Springfield Police Department is cognizant of the need to develop and retain skilled investigators for assignment to certain complex investigations. Members given these assignments are provided specialized training to enhance their expertise and value.

The Department also recognizes that skilled members can assist in inter-Departmental training and provide assistance on request to other investigative segments of the Department.

Assignments to the Investigation Unit are based upon Department needs, individual performance and fitness. Positions in the Division are not permanent positions, and members will be moved based upon the aforementioned criteria.

A training position in the Investigative Division is maintained to provide opportunity for members to gain investigative skills that will enhance the overall strength of the organization. Assignment to the training position is for a duration of twelve months and selection is based upon seniority and no previous assignment to the Investigative Division. If an officer declines the training assignment it is incumbent upon the officer to notify the Division Commander in writing of their interest in future training positions prior to annual shift bidding.

Selection to Investigations Unit will be made by the Investigations sergeant based upon an assessment of the strengths and weaknesses of applicants for the position with specific consideration of the individuals' demonstrated report writing ability, self-initiated activity, ability to work with limited supervision, ability to work well with co-workers and potential investigative ability. The Investigations sergeant will seek input from Patrol Sergeants and detectives relative to the aforementioned strengths and weaknesses of applicants in the selection process. The Investigations Sergeant will consult with the Investigation Division Commander prior to making the final selection.

The Division Commander is assigned by the Chief of Police.

IV

Patrol and Investigative rank titles and salary are the same.

Richard L. Lewis
Chief of Police