

GENERAL ORDER 42.3.1

Investigations Operations

GENERAL ORDER CROSS-REFERENCE: 41.5.1, 43.1.1, 43.2.1, 43.3.2, 83.2.2

SUMMARY

Describes the Investigation Unit's operations.

DISCUSSION

No procedure can successfully guide the investigator in every investigation. There are, however, several generally useful techniques, some or all of which may assist the investigator in solving a case. This policy lists several techniques which shall be followed where applicable to an investigation.

POLICY

I

Procedures to be used in criminal investigation include: information development, covered in G.O. 41.5.1 - Preliminary Investigations and G.O. 43.2.1 - Informants; interviews and interrogation; collection, preservation, and use of physical evidence, covered in G.O. 83.2.2 - Crime Scene Processing/Evidence Handling; and surveillance, covered in G.O. 43.1.1 - Vice/Narcotics Operations and G.O. 43.3.2 - Surveillance Equipment.

II

Follow-up investigations include the following process: a review and analysis of all reports prepared in the preliminary investigation and initial citizen call for service; additional interviews and interrogations including the interview of witnesses, suspects, informants; a review of department and criminal justice records including RMS, LEDS, CCH FI's and traffic citations; seeking additional information (from uniformed officers, informants), by attending patrol briefings and issuing departmental informational bulletins and circulating other law enforcement agencies' information; a review of laboratory examination results in coordination with local and State crime laboratories' evidence technicians and medical investigators where appropriate; arranging for dissemination of information through briefings, department bulletins, teletypes and contact with other law enforcement agencies as appropriate; planning, organizing, and conducting searches; identifying and apprehending suspects by investigative arrest, warrant, teletype, or use of the Department's warrant officer system; preparing cases for court presentation by consultation with the District Attorney's office; Case officers may assist in the prosecution at trial as an assistant to the trial deputy; collecting physical evidence with the assistance of Department, other local, and State Crime lab personnel, as well as outside experts as appropriate; and checking suspects' criminal histories via the RMS, LEDS, CCH and FBI history systems.

These procedures should be used only when they are found to be applicable to the investigation. For example, every follow-up investigation may not include a search.

III

The initial report, properly prepared, serves as a satisfactory checklist for most investigations. However, more complicated investigations require additional efforts and resources to ensure that critical areas of investigation are not overlooked.

IV

All cases assigned for follow-up investigation shall generally follow the policy of "second contact". Victims, complainants, and witnesses shall be contacted a second time to elicit information which may lead to the clearance of a case. A third contact shall be made with the complainant to explain the disposition of the case, when such disposition has been made. Maintaining a policy of "second contact" is valuable in building public confidence in the Department as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with the case.

V

The Investigations supervisor shall assign each case to a single investigator who is responsible for the investigation of the case.

This does not preclude the assignment of more than one person to an investigation but is designed to place accountability for each case.

VI

Polygraph is generally inadmissible in criminal court cases in the State of Oregon. The use of polygraph, is a legitimate investigative technique in some cases. Polygraphs shall be based upon consent of the subject. .. Only Oregon State Police Polygraphers, licensed by the Department of Public Safety Standards and Training, shall administer polygraphs.

VII

Interviewing and interrogation are vital, respectable and responsible techniques employed in the investigation of criminal activities. Privacy is the single most important element in successful interviews. Interview rooms at the Springfield Police Department are the best location to conduct criminal interviews and interrogations. Recognizing that circumstances occasionally dictate otherwise, members should take advantage of the facilities designed for this task. Members shall treat citizens with respect and subdue all personal bias that will reflect negatively upon the member and/or the Department.

It is critical that members maintain contemporary knowledge of case decisions and statutory law on the interview/interrogation of criminal suspects.

Location, timing, knowledge and preparation are issues that enhance the potential for success in interviewing and interrogation.

VIII

The Investigation & Records Division Commander shall be responsible for maintaining an investigative fund for the purpose of fulfilling investigative tasks such as narcotics buys, informant payments, investigative expenses, etc. All expenses/reimbursements shall be accounted for with appropriate receipts/documentation and will be logged into a ledger maintained as a system for accounting for this fund. The ledger shall identify the initial balance, credits (cash received), debits (cash disbursements) and balance on hand. The Division Commander and designee are the only persons authorized to access, receive and disburse funds from this source. The Division Commander is the only person authorized to request funds for this purpose through the City's requisition process.

The Investigation & Records Division Commander shall conduct at least a quarterly self audit of these funds and be subject to audit in accordance with City audit policy.

Richard L. Lewis
Chief of Police