E 01.04.00 CRIMINAL ACTS

E 01.04.01 Jurisdiction: The on-duty Shift Supervisor will be responsible to initiate investigations of criminal acts committed by AICs housed in Springfield Municipal Jail facilities.

A. Any investigative duties requiring participation of personnel assigned outside the facility or involvement of other agencies will require notification and authorization from the Jail Commander.

1. **Determination of the primary investigation participants will be based on the nature and/or severity of the crime.**

B. In-house investigations will be handled by Springfield Police officers. These acts are generally misdemeanors and include, but are not limited to:

1. **Criminal mischief,**
2. **Non-Violent Assault 3,**
3. **Assault 4,**
4. **Harassment,**
5. **Supplying Contraband,**
6. **Unlawful Possession of Controlled Substance (Schedule I and II).**

C. All major criminal investigations within the facility will be conducted by the Springfield Police Department's Criminal Investigation Division. The Criminal Investigation Division will be called for most felonies such as, but not limited to:

1. **Death investigations,**
2. **Escape attempts,**
3. **Major Disturbances,**
4. **Major Assaults – Assault 1 and 2,**
5. **Attempted Murders.**

D. The manner and agencies involved in the investigation of any criminal acts committed by an employee of Springfield Police Department will be determined by the Chief or designee.

E. Any outside agency involvement will be at the discretion of the Chief or designee.

JAIL STANDARD REFERENCE
E-401

E 01.04.02 **Protection of Evidence and Crime Scenes:** **When an incident occurs that could lead to a major investigation of a criminal act staff will protect the crime scene and preserve any evidence that exists. Incidents that should be considered as crime scenes include but are not limited to: Use of force resulting in injury or death, jail suicides, injuries to staff or AICs (including significant medical events), PREA events, riot or hostage situations, escapes or attempted escapes, or other events that may lead to criminal charges or litigation.**

A. Jail Staff are responsible for the initial securing of the crime scene. They will do this by:

1. Removing all non-participants from the area.

2. Sealing the area and restricting AIC and staff access to the area (including Command staff).

3. Starting a major incident chronological log.

a. This log will indicate the time and date of the incident and case number if known.
b. It will include all observations, notifications, actions taken, and any statements obtained and diagrams.
c. It will list all persons coming and going from the scene, by time and date, until the conclusion of the investigation or until the Investigations Supervisor authorizes the logging stop.

4. Any person involved in the incident will not be allowed to leave the facility without the express permission of the Criminal Investigators and their Supervisor.

B. All property and evidence that has been discovered, gathered, or received by any employee pursuant to their duties shall be processed, recorded, and receipted in accordance with established procedures and laws.

C. Employees shall not convert to their own use or conceal, falsify, destroy, remove, tamper, or withhold any property or evidence in connection with an investigation or other official action, except in accordance with established procedures.

1. All evidence, property, or contraband will be submitted no later than the end of the receiving Jail Staff' shift. At no time will employees hold evidence, property, or contraband from one working day to the next.

2. **Marking the evidence is the responsibility of the Investigating Officer, pursuant to evidence processing policies.**

JAIL STANDARD REFERENCE
E-402