JOPLIN POLICE DEPARTMENT	9-01 STANDARD OPERATING GUIDELINE
SUBJECT: Investigations Bureau Administration	**REVIEW DATE: Annually - September**
EFFECTIVE DATE: November 23, 2016	**ACTION DATE:**
AMENDS/SUPERSEDES: 9-01 November 21, 2012	**AMEND DATE: November 23, 2016**
ACCREDITATION INDEX: 42.1.1, 42.1.2, 42.1.3 a, b, c, d, e, 42.2.4, 42.2.5 a, b, c	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

It is the policy of the Joplin Police Department to investigate all reported criminal offenses by collecting information basic to the report of the offense; collecting and preserving evidence; apprehending suspected offenders; recovering property; and preparing cases for prosecution. Although both patrol officers and detectives share the criminal investigation function, the ultimate objective of any criminal investigation is case clearance.

II. PURPOSE

The purpose of this policy is to standardize investigative procedures for both uniform patrol officers and officers assigned to the Investigations Bureau; and to establish standard operating guidelines that will insure the effective and efficient performance of investigations functions within the Joplin Police Department.

III. PROCEDURE: GENERAL

A. Investigations Bureau Organization

The Investigations Bureau Commander is a Captain who reports directly to the Assistant Chief.

1. The Investigations Bureau Commander is responsible for planning, budgeting, community participation, multi-jurisdictional investigative coordination, and overall administration of the Investigations Bureau.

2. The responsibility for the supervision of General Assignment and special investigative functions performed by the bureau shall be divided among the Detective Sergeants. The Detective Sergeants report directly to the Bureau Commander.

3. The Investigations Bureau Commander may organize or direct participation in agency or multi-jurisdictional task forces to address special investigative problems. Participation in task forces which require significant reallocation of personnel or participation on an on-going basis shall require a written agreement to include: (42.2.5 A, B, C)

   a. The purpose of the task force.

   b. Procedures for participation, including responsibilities, authority and any written agreements involved.

   c. Resources, including personnel, to be used and to whom they will be accountable.

d. Guidelines for review and/or continued participation of agency personnel and/or resources.

B. Detective / Patrolman Position Parity

1. Personnel can be transferred to and from the Patrol Bureau and the Investigations Bureau (and vice versa) without regard to rank titles. To facilitate lateral personnel movement without affecting an individual's income, Detectives are equal in salary to their patrol counterparts. Transfer to the Investigations Bureau will be considered a transfer and not a promotion. Assignments to the Investigations Bureau will be based on the needs of the Department and the ability and qualifications of the person selected for reassignment.

C. Investigations Bureau Functions

1. Criminal investigations

0. Crime Interdiction/Drug Investigations

3. Juvenile investigations

4. Evidence technician

5. Intelligence, organized crime and vice operations

6. Pre-employment background investigations

D. Investigations Bureau Activities and Responsibilities

1. Conducting follow-up investigations on uncleared felony and serious misdemeanor crimes reported to the department. (42.1.4)

2. Juvenile follow-up investigations, referring juvenile apprehensions to juvenile court or disposing of them logically.

3. Collect, process, and record criminal intelligence information related to organized crime, vice, narcotics activity, and other criminal activities; conduct undercover investigations and support undercover operatives.

4. Develop, maintain contact with, and appropriately record information from informants.

5. Maintain and care for all specialized and technical criminal investigative equipment.

6. Maintain liaison with the Jasper and Newton County Prosecuting Attorney's Office, and other law enforcement agencies for the purpose of coordinating activities and exchanging information.

7. Assist uniform officers with preliminary investigations when appropriate.

E. Duty Hours (42.1.1)

The Criminal Investigation function of the Investigations Bureau provides 24-hour coverage to the Police Department. An "on-call" schedule/roster of Detectives is maintained in the Investigations Bureau and Communications.

0. The on-call schedule/roster will be referred to for the time periods between midnight and 0800 hrs, or other times when Detectives are not on duty.

2. Detective Sergeants shall ensure that personnel periodically attend patrol briefings for the effective exchange of information. (42.2.4)

F. The Investigations Bureau will handle and/or assist with, but is not limited to, the following offenses:

1. Crimes against persons

2. Property Crimes

3. Juvenile Offenses

4. Narcotic Violations

5. Special Investigations

6. Any felony crime

IV. CASE MANAGEMENT

A. Case Management System (42.1.3)

1. All cases assigned for follow up investigation by the Investigations Bureau shall be entered into the data files of the OSSI computer system by the Detective Sergeant making the assignment.

2. Information entered for each case shall include: (42.1.3 C)

a. Department Unit assigned

b. Investigator assigned

c. Supervisor assigning

d. Assignment date

e. Case number (42.1.3 B)

f. Victim's name and address

g. Nature of the offense

h. Disposition of the case: (42.1.3 A)

i. Case complete

ii. Inactivated

iii. Exceptionally cleared

iv. Cleared by arrest

v. Unfounded

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B. Case Screening (42.1.2)

1. Solvability Factors: Criteria that are to be used as a guide to determine whether a case will receive follow-up investigation includes, but is not limited to the following:

a.	Suspect can be named	(0-9)
b.	Suspect can be identified	(0-5)
c.	Suspect vehicle identified	(0-4)
d.	Witness to offense	(0-3)
e.	Stolen property traceable	(0-2)
f.	Physical evidence collected	(0-2)
g.	Fingerprints lifted	(0-2)
h.	DNA collected	(0-3)
i.	Impact on community	(0-5)
j.	Supervisor priority	(0-5)

2. Each factor is assigned a numerical value and a total will automatically populate the Solvability Factor Value in the Case Management section of the report. The highest value possible is a 40. Items a-h are automatically populated with the highest numerical value when those particular screens are completed by the original reporting officer. The investigative supervisor has the ability to override those values, but will not be able to assign a value that is greater than the top range of a particular factor. Items i-j are user defined fields that allow the investigations supervisors to assign a value to those factors if necessary.

3. Depending on the value of the solvability factor,. One of three possibilities exists. They are as follows

   a. If the solvability factor value is equal to or less than 7, the case shall be closed and a letter of case closure is generated and mailed to the victim.

   b. If the solvability factor value is between 8 and 15, the case shall be assigned to a detective for follow up investigation.

   c. If the solvability factor value is greater than 15, the case shall be flagged for immediate follow up by a detective. It is the responsibility of the investigations supervisor to notify the detective by email when those cases exist.

4. Homicide or suspected homicide cases shall remain open until cleared or unfounded

5. While these criteria are very specific, the Investigative Case Screening Process will be flexible enough to allow for exceptional circumstances including, but not limited to:

   a. Offenses of significant importance to the community

b. Potential danger to the victim(s) or witness(s)

c. Seriousness of the offense

d. Pattern, frequency, or m.o. characteristics of the offense

e. Management decisions to pursue a case regardless of solvability factors

C. Case Screening Responsibility

1. Patrol Supervisor

a. A Patrol Supervisor will be responsible for:
   i. Reviewing offense reports for complete and accurate information of the initial investigation.
   ii. Reviewing cases that are to be forwarded by officers under their command, to ensure that proper follow up has been documented to the extent practical under the circumstances of the incident.

2. Investigations Supervisor

a. An Investigations Supervisor will be responsible for:
   i. Reviewing all offense reports that are forwarded to the investigations bureau.
   ii. To determine what cases are eligible for assignment to investigators based on solvability factors or exceptional circumstances.
   iii. Assign the case for follow-up investigation or close the case, and notify the victim(s) of the status of the status of the investigation.
   iv. Reviewing the status of all assigned cases within 30 days of assignment. Cases will be assigned an "open" or "Closed" status. Open cases will remain under investigation.

3. Investigations Bureau Commander

a. The Bureau Commander will resolve any problems or conflicts that might develop as a result of the case screening process. The commander will also ensure that the case screening process is working properly.

D. Case File Management

1. The case number assigned to the incident by communications will remain as its identifier throughout the process. (42.1.3 A, B)

2. Each completed case file shall include as a minimum: (42.1.3 C)

   a. Copy of original offense/incident report

   b. Criminal histories of all suspects

   c. Statements of witnesses (if applicable)

d. Statement of victim

e. Statement of suspect (if available)

f. JPD Rights Waiver (if applicable)

g. Prosecutor's Summary (if applicable)

h Copies of lab reports.

3. Active investigative case files shall be kept until final disposition, and may be reviewed for administrative and investigative reasons with the approval of the Investigations Commander or supervisor. (42.1.3 D, E)

a. Upon completion of the investigation all original reports are forwarded to the department records unit. (42.1.3 E)

V. DISPOSITION OF CASES (42.1.3 A)

A. When the investigation is complete, the investigator shall close the case under (and include in a supplement in the original report) one of the following dispositions:

1. Cleared by Arrest - An arrest has been made in this case.

2. Exceptional Clearance - The identity and address or exact location of the culprit is known and sufficient evidence to obtain a warrant exists. However, due to some reason outside the control of the police, no arrest will be made. Examples: Complainant will not prosecute; prosecuting attorney will not prosecute; perpetrator is dead; subject arrested by another jurisdiction and the department will place no charges.

3. Unfounded - The offense did not really occur in the first place, although at the time of the original report, it was believed to have occurred. If the investigation has exhausted all leads, yet the possibility remains that new facts may come to light given future inquiry, the case shall remain open.

4. Closed Inactive - All leads have been exhausted. No further investigation is possible or practical until new leads develop.

5. Case Completed – this disposition may be used to close a case when the case is complete, but none of the other dispositions would be suitable. Examples may include, death investigations (other than criminal homicide), drug overdoses, runaways, missing persons, information reports, investigative reports for other agencies, etc.

6. Forward to other agency – Case involves information or a crime that actually occurred in another jurisdiction. The narrative should indicate which jurisdiction the information was referred to.

VI. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VII. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.