

# Glendale Heights Police Department

<b>GENERAL ORDER #</b> 2000	<b>SUBJECT:</b> Criminal Investigations Administration
<b>ACTIVE DATE:</b> 08-08-2018	<b>RESCINDS:</b> GO #2000, issued 02-09-2017
<b>AUTHORITY:</b> Douglas R. Flint, Chief of Police	
<b>RELATED DOCUMENTS:</b>	

## **.01 Purpose**

This policy establishes general guidelines involving case assignments, staffing, general administration, and usage of the investigative function.

## **.02 CALEA Standards**

42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.2.9

## **.03 Policy**

The Glendale Heights Police Department shall fully investigate all matters of a criminal nature that are brought to its attention. Some criminal matters may be brought to a successful conclusion by Patrol members of the Operations Division during the course of their normal investigation. However, other matters may require more individual attention and follow-up. To that end, the Glendale Heights Police Department shall maintain an Investigations Section.

## **.04 Definitions**

**Cold Case Investigation**—Any missing person, murder, attempt murder, arson, criminal sexual assault or suspicious death that has remained unsolved, or placed in an inactive status.

**Detective Unit**—A unit of the Investigations Section that consists of general investigators for the purpose of investigation of those cases assigned by the unit supervisor.

**Habitual Criminal**—(1) Every person who has been twice convicted in any state or federal court of an offense that contains the same elements as an offense now (the date of the offense committed after the 2 prior convictions) classified in Illinois as a Class X felony, criminal sexual assault, aggravated kidnapping, or first degree murder, and who is thereafter convicted of a Class X felony, criminal sexual assault, or first degree murder, committed after the 2 prior convictions, shall be adjudged an habitual criminal. (2) The 2 prior convictions need not have been for the same offense. (3) Any convictions that result from or are connected with the same transaction, or result from offenses committed at the same time, shall be counted for the purposes of this Section as one conviction. (4) This Section does not apply unless each of the following requirements are satisfied: (A) The third offense was committed after July 3, 1980. (B) The third offense was committed within 20 years of the date that judgment was entered on the first conviction; provided, however, that time spent in custody shall not be counted. (C) The third offense was committed after conviction on the second offense. (D) The second offense was committed after conviction on the first offense. (730 ILCS 5/5-4.5-95)

**School Resource Unit**—A unit of the Investigations Section that consists of School Resource Officers whose primary responsibility is to administer in-school programs, act as school liaison officers, investigate juvenile crimes and crimes on school grounds as assigned.

**Serious Offender**—Defined for the purpose of this directive as: offenders who are repeatedly arrested for the same serious offense, such as felonies and misdemeanor offenses indicating a career criminal. These multiple arrests could be for Burglary, Theft, Dangerous Drugs, Prostitution, Violent Crimes, etc.

**Special Operations Unit**—A unit of the Investigations Section composed for the primary responsibility of gang enforcement, narcotics enforcement, and strategic directed enforcement in problem areas.

## **ORDER**

### **.10 Personnel Assignment**

The Investigations Section shall consist of the Investigations Sergeant who shall be responsible for the supervision of the members of the Detective, School Resource, and Special Operations Units. The Investigations Sergeant shall report to the Deputy Chief of Support.

1. Officers of the rank of sergeant shall fill the Investigations Sergeant position.
2. The Detective, School Resource, and Special Operations Units shall be filled by officers of the rank of patrol officer.
3. The number of members assigned to each unit shall be determined by the Chief of Police.
4. Assignment to the section shall not be considered permanent or a promotion, and may be on a rotating or temporary basis. Positions in the Investigations Section are the same as those in the Patrol Section with respect to rank and salary schedules.

### **.15 Detective Notification/On-Call Procedure**

A. The Investigations Sergeant will post a work and on call schedule that covers all hours during a seven-day period.

B. If there is no member of the Investigations Section on duty, and the patrol shift supervisor needs to contact a detective to provide investigative continuity, he/she will:

1. Contact the Investigations Sergeant, describe the situation and advise of the need for a detective.
2. The Investigations Sergeant will then decide whether or not a detective should be notified.
3. If a detective is needed, the Investigations Sergeant:
  - a. May call the on call detective per the on call schedule; or
  - b. May call whatever Investigations Section members are appropriate for the situation.
4. If a detective is called out, notify the Deputy Chief of Support.

C. The Investigations Sergeant and the Deputy Chief of Support shall be notified for the following incidents:

1. Homicide/Suspicious Death
2. Suicide
3. Reckless Homicide
4. Home Invasion
5. Criminal Sexual Assault
6. Criminal Sexual Abuse
7. Arson
8. Armed Robbery
9. Burglaries with a value loss of over \$5,000.00
10. Commercial burglaries
11. Robbery
12. All other unusual investigations where, in the supervisor's opinion, the presence of a detective will be beneficial to the investigation.

### **.20 Preliminary and Follow-up Criminal Investigations**

A. Criminal investigations shall be divided into two phases. The first phase shall be the preliminary investigation. Patrol members of the Operations Division shall be responsible for all preliminary investigations defined as that part of an investigation that begins when the first uniformed officer arrives on the scene. Exceptions shall be made when it is more advantageous to have detectives in plain-clothes

respond initially. The reporting officer shall investigate the initial report as fully as possible before turning it over to the detectives for follow-up.

B. Follow-up investigations begin when the patrol officer has reached a point in the investigation in which the officer can no longer continue, or when the specialized training and skills of the Detective Section are needed to bring the case to a successful conclusion.

C. Follow-up investigations shall be the responsibility of the Department member(s) to whom the case is assigned. All follow up investigations, regardless of assignment, shall be conducted in accordance with OP #2010 Criminal Investigations, section .15.

D. Follow up investigations may be assigned to a patrol officer, Community Service Officer (CSO), or Investigations Section by the Watch Commander during report review, based on the nature of the call and follow up needed.

1. Follow up investigation assignment procedures for the Investigations Section are described below.
2. Follow up investigation assignment procedures for Patrol members of the Operations Division are described in OP #3610 Report Writing and Distribution, section .55. Patrol sergeants are responsible for ensuring follow ups assigned to Patrol are logged in a database and completed by their assigned due dates.

#### **.25 Case Screening/Assignment**

A. The Investigations Sergeant shall assign cases based upon case and manpower considerations. If a case requires specialized skills or knowledge, efforts shall be made to assign the case to a detective who possesses the training or expertise required to investigate the case. The following criteria shall be used to determine if a report will be assigned to a detective, as well as to serve as a guide to the patrol officer in determining his/her ability to complete an investigation within his/her tour of duty:

1. Seriousness of the offense
2. Solvability Factors:
  - a. Reliable Witness
  - b. Suspect Named
  - c. Suspect Described
  - d. Suspect Identified
  - e. Vehicle Description
  - f. Traceable Property
  - g. Significant MO
  - h. Usable Physical Evidence
  - i. Limited Opportunity

In addition, all cases listed in section .15(C) above shall automatically be assigned to a detective regardless of the above factors.

B. All case reports forwarded to the Investigations Section that are not assigned shall be reviewed by the Investigations Sergeant before being filed. If, at a later date, information becomes known which may aid in the solution of the case, the appropriate detective can initiate an investigation and the case shall be assigned.

C. At a minimum of once per month the Investigations Sergeant will review the currently assigned cases with each member of the unit for status review. A decision of whether to continue the case for further investigation or suspend the case shall be based on the following but not limited to:

1. All leads have been exhausted.
2. Unavailability of Department resource(s). In this instance, the Deputy Chief of Support shall decide whether the case will be turned over to an agency with more resources.

3. Seriousness of the crime.
4. Impact on the community as a whole.

### **.30 Case File Management**

A. A computerized case management database shall be maintained in the Investigations Section. When a case is assigned to a detective, the following information shall be entered into the program by the Investigations Sergeant:

1. Case report number.
2. Location of offense.
3. Crime.
4. Date assigned.
5. Due Date.
6. Detective assigned.
7. Suspect, if known.
8. Victim.

B. The database shall track current status of the case. Upon final closing of the case the date of closure and final disposition shall be entered into the database by the Investigations Sergeant. The following administrative designators shall be utilized:

- 00- Unfounded
- 01- Referred to Other Agency
- 02- Pending Investigation
- 03- Cleared by Arrest (Adult)
- 04- Cleared by Arrest (Juvenile)
- 05- Failed to File (Adult)
- 06- Failed to File (Juvenile)
- 07- Exceptional Clearance (Adult)
- 08- Exceptional Clearance (Juvenile)
- 09- Administratively Closed

C. All original reports and supplemental reports initiated by the Investigations Section shall be forwarded to Records upon completion of the report. The assigned detective shall maintain a copy of the report and the supplemental until the case has been closed. The assigned detective shall also maintain records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes. Those reports will be forwarded to Records when the case is closed.

D. Due to the nature of cases investigated by the Investigations Section, access to the files shall be restricted to the detective investigating the matter and members of the Investigations Section. At the discretion of the investigating detective and the Investigations Sergeant, the information may be shared with other members of the Department.

E. In all major cases where extensive files are involved, a major case folder may be created and maintained in the Investigations Section. Copies of reports shall be kept with the file and all originals will be forwarded to the Record Section. Major cases shall include, but may not be limited to, all homicides, suspicious deaths, armed robberies, arsons, felony sex offenses and commercial burglaries.

F. All working case files shall be purged upon final adjudication.

### **.35 Habitual/Serious Offenders**

A. During arrest booking procedures, officers and investigators shall identify a detainee's prior criminal background, by interviewing the suspect and making inquiries into available data systems, including fingerprinting and criminal history checks. Any findings shall be included in the officer's police report.

B. The arresting officer or lead investigator shall notify the State's Attorney's Office whenever a case involves a serious/habitual offender when calling for felony authorization and during the adjudication process.

#### **.40 Cold Case Investigations**

A. The Investigations Sergeant shall conduct an annual Cold Case review, in order to maintain and update the list of Department cases that qualify for Cold Case status. The list shall be distributed to all Investigations Section detectives, sergeants and Command Staff as a means of encouraging Department input into unsolved cases. The Investigations Sergeant shall utilize evaluation criteria when determining if a cold case should be re-investigated. The evaluation criteria for re-investigating a cold case generally include, but are not limited to:

1. Legal considerations, such as the application or expansion of statutes of limitation.
2. Technological considerations, such as the nature and condition of evidence collected and the advancement of new forensic or other technology.
3. Practical and resource considerations, such as time, cost of the investigation, members available to conduct the investigation, availability of new forensic or other technology, availability of witnesses or new leads, and consultation with the DuPage County State's Attorney's Office for purposes of prosecution.

B. In addition to the above listed criteria, a cold case may be reassigned to an investigator based on other factors, or kept in an active status for a period of time as determined by the Investigations Sergeant.

C. Actions and activities of a cold case investigation generally include, but are not limited to:

1. Reviewing solvability factors.
2. Reviewing case files, evidence, laboratory reports and autopsy reports.
3. Evaluating the case evidence for prosecution viability and potential probative D.N.A. sources.
4. Continuing investigative protocol by obtaining reference samples from suspects and other identified subjects.
5. Determine if there were witnesses.
6. Ascertain witness availability.
7. Identifying witnesses who are willing to proceed in prosecution.
8. Ensure all evidence that is subject to forensic analysis has been examined by an authorized crime laboratory (e.g.; ballistic, biological, impression, latent and trace evidence).
9. Contact the State's Attorney's office to determine if the D.N.A. profile from any submitted biological evidence can be indicted.
10. Submitting investigative intelligence to State and Federal profiling repositories for the identification of new leads (i.e. F.B.I. VICAP).

C. The investigating officer shall record any investigative actions, activities, or information developed by submitting Supplemental Reports into the case file.

#### **.45 Death Investigations Notifications**

Any member of the Investigations section conducting a death investigation involving serious injury and which include unusual circumstances shall ensure notification is made to the DuPage County State's Attorney's office regarding the incident.