



LEON COUNTY SHERIFF'S OFFICE

General Order 42.1 Criminal Investigations

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
7 January 1997	7 July 2017	17 October 2016

A. PURPOSE: The purpose of this order is to establish general procedures and delineate responsibilities for the criminal investigations function within the Sheriff's Office. This includes providing guidelines for the conduct of the criminal investigation function, maintenance of criminal investigative case files, utilization of agency interview rooms and to establish guidelines for a Detective Training and Evaluation Program (DTEP).

B. SCOPE: This order shall apply to all Sheriff's Office sworn law enforcement.

C. DISCUSSION: The Sheriff's Office is committed to the investigation of all criminal activity. Investigations begin upon the first notification that a crime may have been committed. Investigations end when the case is solved and the perpetrator is arrested, prosecuted, or the case is otherwise satisfactorily resolved/concluded. While an effective criminal investigative process involves a coordinated effort among many components within the Sheriff's Office, primary responsibility rests with the Criminal Investigations Division. Since investigations are a specialized field newly-assigned detectives will be provided with field training to enhance basic investigation skills.

D. POLICY: It shall be the policy of the Leon County Sheriff's Office to apply proactive investigative methods when possible, and fully investigate reported crimes to the extent necessary to support prosecution, or otherwise resolve a case. This will be accomplished by establishing the Criminal Investigations Division within the Department of Investigations under the administration of a Division Captain. Newly-assigned detectives shall be trained in agency policies, procedures, and technologies concerning investigations to enhance their basic law enforcement skills.

E. DEFINITIONS:

ACTIVE CASE - A case which has not been cleared by arrest, unfounded, closed, or exceptionally cleared.

ARRESTEE – (Prisoner) A person who in custody with criminal charges.

AUTISM - a pervasive, neurologically based developmental disability of extended duration which causes severe learning, communication, and behavior disorders with

age of onset during infancy or childhood. Individuals with autism exhibit impairment in reciprocal social interaction, impairment in verbal and nonverbal communication and imaginative ability, and a markedly restricted repertoire of activities and interests.

CONTINUOUS SUPERVISION - Personal supervision and control by a sworn agency member who has constructive physical control over a suspect, arrestee or detainee and has the ability to immediately intervene on their behalf or on behalf of the agency.

DETAINEE - Someone being held in custody or confinement (may be under physical restraint or not).

DETECTIVE TRAINING OFFICER (DTO) - A detective specially-selected and trained, who is given the responsibility of guiding a detective trainee through the detective training program.

DETECTIVE TRAINEE - A newly assigned detective who has not completed the detective training process.

DTEP COORDINATOR - A Criminal Investigations Division Lieutenant selected to supervise the Detective Training and Evaluation Program.

DTEP MANUAL - A comprehensive outline of the modular recruit training program, which shall be utilized by the DTO in the detective training process. The manual is prepared, reviewed and updated by the DTEP Lieutenant, and establishes guidelines for recruit training and evaluation.

FOLLOW-UP INVESTIGATION - Additional or subsequent investigative efforts after an investigation has begun.

INTERVIEW - A conversation for the purpose of obtaining and developing information.

INTERVIEW ROOM - A designated room, set aside in specified units for the purpose of interviewing victims, witnesses, suspects, arrestees or detainees.

PRELIMINARY INVESTIGATION - The first or initial investigation into an incident.

PRISONER - Any person arrested and/or in custody of a law enforcement officer or agency.

SOLO DETECTIVE – A deputy who has successfully completed the detective training and evaluation program.

SURVEILLANCE - A systematic observation of persons, places, or things that enable agency members to identify locations of persons, obtain intelligence information, and verify informant information.

SUSPECT - A person who is suspected of having committed an act contrary to Florida criminal law.

F. PROCEDURE:

- 1. Detective Training and Evaluation Program (DTEP):** To ensure the best qualified members will be used for assignment and to discourage the haphazard assignment of members, newly assigned detectives shall be provided with specialized training to enhance their skills and expertise in conducting criminal investigations.

a. Program Design:

- 1) The DTEP is structured to last a minimum of four weeks; however the duration may be adjusted by the DTEP Coordinator to meet the needs of the agency.
- 2) The training curriculum for the DTEP program is outlined in the DTEP manual.
- 3) While assigned to the DTEP, a detective trainee will be assigned to a Detective Training Officer (DTO).
- 4) A detective trainee must successfully complete the DTEP to be recommended for SOLO status.

- b. Detective Training Officer Criteria:** Detective Training Officer (DTO) will be responsible for training newly-assigned detectives and shall meet the following criteria:

- 1) DTO(s) shall be experienced in the area of criminal investigations.
- 2) DTO(s) shall be familiar with the DTEP.
- 3) DTO(s) shall perform normal duties in addition to training and evaluating newly-assigned detectives.

- c. DTEP Coordinator:** The CID Captain shall appoint a lieutenant as the DTEP coordinator who shall be responsible for the following:

- 1) Supervision of Unit Supervisors, who oversee DTO(s), concerning DTEP issues.
- 2) Supervision of DTO(s).
- 3) Coordination of the DTEP.
- 4) Maintenance of training files to include but not limited to:

- a) **Administrative Files:** All files necessary to maintain a structured and orderly program.
 - b) **Trainee Personnel Files:** A compilation of all evaluations, assignments, memorandums, and any other pertinent information relevant to the current detective trainee.
 - c) **Revising the DTEP Manual and *Trainee Check Lists* as needed.**
- 5) **Forwarding completed training files to the Training Section subsequent to review by the DTEP coordinator.**
- 2. **Preliminary Investigations:** A preliminary investigation begins when the first deputy arrives on scene, or when an investigation begins subsequent to a complaint being filed. Preliminary investigations will be conducted as outlined in G.O. 41.2.
- 3. **Conducting Investigations:** To ensure the integrity and safety of all members, as well as to protect agency integrity, the following procedures shall apply:
 - a. Investigations shall only be conducted by a detective when:
 - 1) A detective is assigned to an investigation by a supervisor;
 - 2) A detective is called to a scene, by a supervisor, to complete an investigation initiated by another member.
 - 3) A detective receives information that indicates a criminal investigation is warranted and advises his/her supervisor of the nature of the investigation in a timely manner.
 - b. Investigations and surveillances will not be conducted during off-duty time.
 - c. No investigation or surveillance will be conducted outside the jurisdictional boundaries of Leon County without the authorization of a supervisor.
 - d. Agency members, other than members of the Special Investigations Section, shall not conduct ongoing or covert investigations involving the possession, manufacture, sale, or distribution of any narcotic or dangerous drug named in Florida Statutes, unless such investigation is with the approval of the respective Division Captain.
 - e. An investigation, other than a vice investigation, shall not continue beyond the preliminary stage without the lead detective ensuring that the case is properly recorded in the Criminal Investigations Division's case management system.
- 4. **Investigative Responsibility:**

- a. Assigned cases shall be followed up at least one time in order to ensure that the facts are properly recorded, and determine if additional information is available.
- b. On receipt of a case, a detective shall conduct a thorough and complete investigation and document it. Detectives shall be cognizant to include new information and leads, as well as contacts and attempts made to contact victims/witnesses/suspects. Additionally, detectives shall include and update contact information in their supplemental report(s), as information is obtained during their investigative efforts.
- c. Detectives must submit a supplemental report on each case assigned to them within twelve (12) calendar days of receipt unless waived by the unit supervisor or higher authority. The supplemental report shall include investigative efforts performed to date and the results of these efforts.

5. Follow-up Investigations:

- a. Follow-up investigations shall be assigned to the appropriate detective as determined by the type of offense.
- b. The following steps may be part of a follow-up investigation unless not applicable:
 - 1) **Review and analyze all previous reports prepared during the preliminary investigation.** When conducting follow-up investigations the member conducting the investigation will thoroughly review the initial incident report documenting the incident under investigation, as well as any supplemental reports that have been written, and any statements taken during the initial investigation. It is based upon this review that the member shall develop an investigative strategy for conducting additional investigation of the incident.
 - 2) **Review all agency records and external sources of information that may be pertinent to the case.** Members conducting follow-up investigations should do a search in the agency computer database or other external sources for information possibly related to the incident currently under investigation. This search is to identify, but not limited to:
 - a) Prior incidents at the same location where the incident currently under investigation occurred.
 - b) Any known suspect from prior incidents as described above.
 - c) To locate any identifiable stolen property from the case under investigation that may have been pawned and entered in the pawn shop database.

- d) To identify any potential suspect who may have been field contacted by officers, in the area of and during the time frame, when the incident under investigation occurred.
- 3) **Review laboratory examination results that may be pertinent to the case.** Members conducting follow-up investigations will review all laboratory examination reports related to the incident under investigation to determine if they provide any information; that may identify the perpetrator(s) of the incident under investigation, or provide any additional investigative leads that can be followed.
- 4) **Conduct additional interviews as required.** Upon completion of the initial case review, members conducting follow-up investigations shall make an initial determination of any additional witness, or potential witness that may need to be interviewed regarding the investigation. In addition if a suspect or potential suspect has been identified, then an interrogation of the suspect may be appropriate. Any interrogations will be conducted in accordance with agency policy and with due regard for the civil rights of the subject being interrogated. As the investigation progresses, members conducting follow-up investigations shall conduct additional interviews of witnesses as new witnesses are identified.
- 5) **Seek additional information from patrol deputies, sources or any other persons who may have knowledge pertaining to the investigation.** Upon completion of the initial case review, members conducting follow-up investigations shall make an initial determination of potential sources of information related to the incident currently under investigation. These sources of information can include, but are not limited to, uniform officers, confidential informants, cooperating defendants, citizens, etc.
- 6) **Plan, organize, and conduct searches for additional evidence.** It is the responsibility of the member conducting follow-up investigations to coordinate through their immediate supervisor any follow-up searches for additional evidence. All search warrants will be obtained in accordance to G.O. 43.5. Searches are to be conducted with due regard for the safety of the members involved and in compliance with the agency policy and criminal procedure.
- 7) **Collect any physical evidence which may have been over looked during the preliminary investigation.** Upon initiating a follow-up investigation the member conducting the investigation shall review the initial case report to ensure that a thorough processing of the initial scene was conducted. If additional scene processing is required, the member shall ensure that the processing is accomplished and any additional evidence is recovered. All evidence recovered will be placed into property in accordance with G.O. 84.1. In addition, the member will ensure that any evidence recovered is submitted for laboratory analysis, if applicable,

in accordance with the guidelines of the agency and the Florida Department of Law Enforcement.

- 8) Conduct surveillance.** All surveillances will be conducted in accordance with G.O. 42.3.
- 9) Arrange for the dissemination of information which may assist in the case.** It is the responsibility of the member conducting follow-up investigations to ensure that the internal dissemination of any information related to the incident under investigation is accomplished. Any release of information to the media will be coordinated through the Public Information Officer.
- 10) Identify and apprehend suspects.** When a member conducting a follow-up investigation makes a determination that probable cause exists to arrest a suspect, it is the member's responsibility to complete a probable cause/arrest affidavit, and or apply for an arrest warrant for the suspect. Additionally, it is the member's responsibility to ensure that any arrest warrant issued is appropriately entered by the Warrants Unit. It is also the responsibility of the member to ensure that a diligent effort is made, by the investigating member or others, to locate and arrest the suspect named in the affidavit or arrest warrant.
- 11) Determine the suspect's involvement in other crimes.** Members conducting follow-up investigations shall conduct a search of the agency's computer database to determine if the suspect(s) identified in the investigation are named as a suspect involved in other crimes. This may be accomplished by a simple name search of suspects identified in other crimes or a more complex modus operandi search conducted through the Intelligence and Analysis Unit.
- 12) Determine the suspect's criminal history.** Members conducting follow-up investigations will conduct (either themselves or by others) a search of the NCIC/FCIC computer database to determine the criminal history of any suspect(s) or potential suspect(s) in the incident under investigation may have. This search is done to determine the potential habitual offender status of the suspect and for member safety in determining the potential threat level of the suspect.
- 13) Prepare cases for court presentation and assist in the prosecution.** It is the responsibility of members conducting follow-up investigations to ensure that a complete copy of the initial case report, all subsequent investigative reports, statements, audio/video recordings, arrest affidavits, warrants, etc., are submitted to the State Attorney's Office or U.S. Attorney's Office to facilitate the criminal prosecution. In addition, members conducting follow-up investigations will assist the State Attorney's Office or U.S. Attorney's Office in prosecuting the criminal case as requested.

- c. Any supplemental original documents (including lab results) will be promptly forwarded to the Records Management Division, excluding vice investigations. Copies may be made for the investigative case file, but at no time shall original documents be contained in a case file after the conclusion of the investigation.

6. Suspending Investigative Efforts: When an investigation becomes inactive, it means that all available leads and sources of information have been exhausted or the investigation was suspended or terminated for an approved reason. Inactive status is indicative of a case that has not been cleared. Inactive cases are not closed. If new information or evidence is developed in the case, investigative efforts may be resumed.

7. Case Files: Case files containing original and supplemental reports shall be maintained by the Custodian of Records, in the Records Management Division on each case. Since case files are generated and stored electronically, Detectives may maintain copies in an investigative case file, if needed.

- a. The detective's file may contain but not be limited to the following, when applicable: [CFA 15.01A]

- 1) A copy of the preliminary report.
- 2) Copies of statements.
- 3) Copies of results of examinations of physical evidence.
- 4) Case status reports.
- 5) All other reports and records needed for investigative purposes.

- b. No original documents shall be maintained in a detective's case file. Original documents obtained during the course of the follow up investigation shall be forwarded to the Records Management Division as soon as possible, but will not be kept beyond the time that the next supplemental report is submitted for approval. Only copies of documents may be retained with the case file, if needed to aid in a continuing investigation.

- c. Detectives may maintain case files as investigative working files and will dispose of these files in accordance with the Florida Records Retention Schedule. Case files maintained in the Criminal Investigations Division are accessible for review by sworn personnel by contacting the assigned detective or unit supervisor. [CFA 15.01B] All investigative units will be locked after hours to maintain security of investigative files. Electronic files will be maintained on a secure server. [CFA 15.01C]

- d. Records Management Division case files shall be available electronically for review by detectives, crime analysts members and other law enforcement officers for investigative and other legitimate purposes. [CFA 15.01B]

- e. Records Management Division case files shall be maintained and purged in accordance with Florida Statutes and Florida Records Retention Schedule.
- f. Detectives may maintain the investigative copy of active cases assigned to them until the case is closed or becomes inactive. Whenever a detective leaves an investigative position, the investigative caseload and the active files shall be reassigned at the discretion of the unit supervisor. In unique situations involving extremely complex cases or extenuating circumstances, the case may remain assigned to the exiting detective upon approval of the CID Captain or higher authority.
- g. The Records Management Division shall keep and maintain all capital felony investigative files and all related documents for a period of one hundred (100) years or until the State Attorney's Office or the Attorney General's Office provides a written authorization to destroy such files.
- h. Effect of Criminal History Record Sealing:
 - 1) A criminal history record, which is ordered sealed by a court, is confidential and exempt from the provisions of the public records law. It is only available to those persons or entities listed in Florida Statutes.
 - 2) Any criminal history record, which has been ordered expunged by a court, shall be physically destroyed or obliterated and all matters regarding an expunged record shall be handled in accordance with Florida Statutes.

8. Request for Examination:

- a. A polygraph or Computer Voice Stress Analyzer (CVSA) test is not a substitute for a good criminal investigation and shall be used only as an investigative tool.
- b. If a polygraph or CVSA test is desired by a detective, the detective will make a verbal request to his/her supervisor. [CFA 15.05]
 - 1) After approval, scheduling will be between the case detective, the person to be examined, and the polygraph or CVSA examiner.
 - 2) The case detective shall be available prior to test date for case file review and when the test is administered, unless excused by the polygraph or CVSA examiner.
 - 3) The case detective shall be available in the event a confession is obtained during the examination.
 - 4) Polygraph or CVSA examiners providing services from outside the agency must provide a current copy of their certification prior to assisting with the investigation.

c. Computer Voice Stress Analyzer (CVSA) Examinations: When the CVSA is used for investigative purposes, the following guidelines will be used: [CFA 15.05]

- 1) The examiner shall be highly trained in the interview techniques and the interpretation of psychological and emotional responses recorded on the instrument.
- 2) All CVSA examinations shall be administered only by examiners who have completed the academic requirements and training and have a current certificate to administer the CVSA. [CFA 15.05]

d. Testing: Standard CVSA testing procedures will be used by the examiner as applicable to case facts.

1) Pre-Test Interview Steps Shall Include:

- a) A completed *Constitutional Rights* Form, when necessary.
- b) Obtain case information without bias from the case detective requesting the exam.
- c) Background information on suspect.
- d) Establish facts as given by the person being examined.
- e) Review questions to be asked.

2) Post-Test Interview: If deception is indicated on the exam or inconclusive results exist, an interview will be initiated with the subject by the detective/deputy.

- a) If a confession is obtained, a case detective will be called to obtain the confession.
- b) A written report will be prepared by the examiner in a timely manner and a copy will be provided to the case detective.
- c) The CVSA examiner will complete the CVSA log, which shall include, but will not be limited to the case number, date, time, name of suspect evaluated and the name of the examiner.

9. Interviews: Victims and witnesses to an incident shall be interviewed when possible. Initial and supplemental reports should reflect statements of victims and witnesses. The value of eyewitness testimony must take into consideration differences in perception by individuals.

- a. Whenever possible, witness statements shall be obtained in writing or audio/video recorded.
 - b. Interviews should be conducted at a location which provides comfort for all parties involved whenever possible.
 - c. When necessary, witnesses may be subpoenaed to provide information. Arrangements shall be made through the State Attorney's Office.
- 10. Witness Statements:** Witness statements may be taken verbally, audio recorded, video recorded or written on a *Sworn Statement* form at the discretion of the investigating member. *Sworn Statement* forms will be maintained in the Records Management Division with the original report. A copy of the statement may be maintained with the detective's case file. Prior to taking the sworn statement, a deputy or detective shall swear the victim in, in accordance with Florida Statutes.
- 11. Interrogations:** Suspect/arrestee interrogations shall be conducted in accordance with established state and federal law. No attempt will be made to obtain confessions or statements by force, coercion, threat, or promise. An investigating member shall:
- a. Ensure that suspects are not subjected to unusually long interview periods.
 - b. Not deny a suspect of necessities such as water, food, or use of toilet facilities.
 - c. Not subject a suspect to an inhumane atmosphere.
 - d. Not subject a suspect to physical abuse or the threat thereof.
- 12. Advisement of Miranda Warning:** All persons undergoing a custodial interview will be advised of their Miranda Warnings. [CFA 15.06]
- a. Miranda Warnings shall be fully read from an agency-issued card, *Waiver of Rights* form, or some other acceptable written format.
 - b. A suspect should be advised of the name and authority of an interviewing member and the nature of the matter in question.
 - c. Once a suspect invokes the right to counsel or silence, the interview into that particular offense will cease. Only when a suspect voluntarily reinitiates an interview may a sworn member recommence questioning.
- 13. Waiver of Rights:** The burden of proof is on the state to establish that the suspect has waived his/her constitutional rights. Whenever feasible, the waiver should be audio recorded, video recorded or obtained in writing.

- a. Once audio recorded, video recorded or the *Waiver of Rights* form is executed, it becomes evidence and shall be handled in accordance with G.O. 84.1.
- b. A criminal suspect, in custody, need not be informed that an interview is being recorded.

14. Suspect Statements: When possible, suspect statements shall be processed in one of the following manners:

a. Audio Recorded/Video Recorded Statements;

- 1) The original video/DVD is to be placed into evidence.
- 2) A copy of the video/DVD may be made and maintained by the investigating member.

b. Miranda Warning/Suspect Statement Forms;

- 1) When a statement is handwritten on a Miranda Warning/Suspect Statement Form by a suspect or arrestee, the date the statement was completed shall be noted therein.
- 2) The Miranda Warning/Suspect Statement Form shall be signed by the suspect and witnessed by a sworn member.
- 3) If the suspect or arrestee is illiterate, a sworn member will transcribe the statement and it will be read back to the suspect or arrestee with a witness present, if possible.
- 4) The original document (Miranda Warning/Suspect Statement Form) is evidence and shall be submitted as such. The signed Miranda Warning Form shall be treated as evidence even if the suspect does not provide a written Statement.
- 5) Copies of the Miranda Warning/ Suspect Statement Form may be included in the case file. A copy shall be forwarded to Records.

15. Autism: When interviewing or interrogating a person diagnosed with autism or an autism spectrum disorder, and upon the request of the person (or their parent or guardian), members shall make a good faith effort to ensure a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews or interrogations of the person. [CFA 15.18]

- a. It is not required to verify or substantiate a person's statement that they have autism or an autism spectrum disorder.
- b. Members are not required to summon a professional as described above, on behalf of the person, for any interview or interrogation.

- c. Reasonable assistance will be rendered to the person to be interviewed/interrogated (or their parent/guardian) in contacting such a professional (e.g., use of telephone or phone directory).
- d. The interview or interrogation will be delayed for a reasonable amount of time to facilitate the presence of the professional in the interview/interrogation.
- e. The requesting parent, guardian, or individual is responsible for all expenses related to the attendance of the professional at an interview or interrogation.
- f. State law requires the professional “have experience treating, teaching, or assisting patients or clients who have been diagnosed with autism or an autism spectrum disorder or related developmental disability or is certified in special education with a concentration focused on persons with autism or an autism spectrum disorder,” but it is not the responsibility of members or the agency to ensure the person meets those qualifications.
- g. Failure to have a professional as described above present at the time of an interview/interrogation is not a basis for suppression of any statement or the contents of the interview/interrogation.
- h. Sworn members shall receive periodic training in reference to Section 943.0439 Florida Statutes.

16. Interview Rooms:

- a. Designated interview rooms:
 - 1) May be utilized for purposes of interviewing, interrogating, processing or testing victims, witnesses, suspects, arrestees or detainees. [CFA 31.01A]
 - 2) Shall be accessed/controlled by sworn members, who are authorized to wear issued/approved securely retained/holstered weapons within the interview rooms. [CFA 31.02B] [CFA 31.02C]
 - 3) Are not equipped with panic or duress alarms. Members shall have an agency radio or cell phone with them, to utilize in the event of an emergency. [CFA 31.02H]
 - 4) Shall be searched by sworn members prior to and after anyone is left unattended in one of these rooms, for purposes of identifying/correcting security issues and locating contraband. [CFA 31.02I]
 - 5) The nature and severity of the offense under investigation shall govern the number of detectives/deputies present inside the interview room. Under normal circumstances, no more than two (2) detectives/deputies should be present during the interview/interrogation of a suspect.

- 6) All sworn law enforcement members who are the subject of a criminal investigation shall be directed by a supervisor to remove and secure all weapons and firearms prior to entering any interview room.
- b. Suspects, arrestees or detainees left unattended in an interview room:
- 1) Shall be searched prior to being left unattended. [CFA 31.02A]
 - 2) May be handcuffed and/or restrained with leg shackles, but under no circumstances will be secured to a fixed object. [CFA 31.01D]
 - 3) Even if they are involved in the same case, shall be separated by whether they are male, female, or juveniles, unless approved by a supervisor and continuous audio and video observation is maintained. [CFA 31.01C]
 - 4) Shall be locked in the room, if left unattended, to prevent escape. [CFA 31.02D]
 - 5) Shall be allowed reasonable access to water, restrooms, or other needs which may arise. [CFA 31.01E]
 - 6) Shall be contacted/visually observed every fifteen (15) minutes and documented on an interview room observation log if audio/video equipment used to maintain continuous monitoring of the suspect, detainee, or prisoner is not available or operational. [CFA 31.01G]
- c. Any detective transporting a suspect, arrestee or detainee to the Sheriff's Office for processing, questioning or testing, is responsible for that suspect, arrestee or detainee. Any patrol deputy transporting a suspect, arrestee or detainee for the referenced purposes, is responsible for that person until such time they are turned over to another deputy or a detective; who in turn will assume responsibility. [CFA 31.01B]
- d. In the event of an emergency (fire, bomb threat, etc.), which requires the evacuation of an agency building, all persons in any interview rooms will be removed from the building by the detective who has assumed responsibility for those persons. [CFA 31.02F]
- e. In the event that a medical emergency arises, a detective who has assumed responsibility for a suspect, arrestee or detainee will summon medical assistance and will accompany that person to a medical facility if it is necessary for them to be transported. It is not necessary for a suspect who is free to leave be accompanied to a medical facility. [CFA 31.02F]
- f. Detectives will determine if potentially dangerous personal property or clothing should be taken from a suspect, arrestee or detainee. Sworn personnel may take potentially dangerous property from an arrestee or detainee if that property can be used to injure either that individual or the agency member. Seized property shall be taken to the jail and placed in the

arrestee or detainee's property if the person is subsequently taken there. If property is seized from a suspect, who is later released, the property will be returned as long as it is not considered evidence or contraband. Seized property, determined to have evidentiary value or to be contraband, shall be inventoried and submitted to the Crime Scene Unit as prescribed in general orders governing such. [CFA 31.02E]

- g. All detectives accountable for suspects, arrestees or detainees within interview rooms will receive training in their duties/responsibilities regarding interview room usage and camera usage procedures during the DTEP. [CFA 31.01H] C.I.D. supervisors shall ensure that these policies and procedures are adhered to.
- h. Members shall be mindful of safety considerations regarding items/objects contained in any interview room. Any unnecessary items/objects, which could jeopardize any member's safety, should be removed from the room. [CFA 31.01F]
- i. Interview rooms will be kept orderly and absent of clutter or combustible items. Evacuation routes will be posted in the areas that have interview rooms. All interview rooms shall be equipped with at least one sprinkler head for purposes of fire suppression, and each unit will have a fire alarm. [CFA 31.02G]
- j. Continuous supervision of suspects, arrestees or detainees placed in an interview room may be accomplished by audio and video units which are fixed in each of the respective units having an interview room(s). The observation units shall not be altered in any manner without prior authorization of the CID Division Captain. Continuous supervision shall not be accomplished from a remote location.

17. One Person "Show-Up" Identification: Show-up(s) will be conducted in accordance with G.O. 41.2.

18. Investigations On-Call Scheduling: On-call members are identified through a schedule, posted via the agency's intranet and made available to all members on a monthly basis. On-call members shall make themselves readily available during their scheduled on-call period.

19. Specialized Investigative Equipment: Investigative equipment shall be maintained in a designated location within each unit. In order to facilitate the maintenance, issuance and to ensure accountability of equipment, an *equipment accountability form* shall be utilized. Equipment removed shall include a description, when it is removed/returned and the name of the detective using it.

- a. Members signing out the equipment will inspect it for operational condition and missing parts. If there is any deficiency, the member discovering the problem shall notify his/her supervisor, as soon as practical.

- b. When returning equipment, it will be indicated on the accountability report by date and time. Any malfunction, damage, lost part, or deficiency shall be brought to the attention of a supervisor.
- c. It is the responsibility of the unit supervisor to initiate repair of deficient equipment, after being notified of any equipment malfunction.
- d. In urgent circumstances, when a supervisor is not available to inspect equipment upon checking it out, the member will complete the report accordingly without the supervisor's initials and notify a supervisor upon the equipment's return.

20. Purging Records: The supervisor of the Records Management Division has the responsibility of determining when information will be purged pursuant to Florida Statutes.

21. Agency Interaction: Whenever possible, the on-call detective from each unit in the Criminal Investigations Division will attend Uniform Patrol check-on briefings. Attendance at these briefings shall serve to enhance cooperation and permit the timely dissemination of information.

APPROVED: _____

WALT MCNEIL

SHERIFF, LEON COUNTY

