

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 484-I

REFERENCE STANDARDS: 41.2.4 42.1.1 42.1.2 42.1.3 42.1.5 42.2.3
42.2.4 42.2.5 42.2.6 42.2.8 42.2.9 1.2.3

SUBJECT: Criminal Investigations

PURPOSE: To outline the functions of the Criminal Investigation Bureau.

POLICY: It shall be the policy of the Hanover Park Police Department to 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 members of the Patrol Division during the course of their normal investigation. However, some matters may require more individual attention and follow up. To that end, the Hanover Park Police Department shall maintain a Criminal Investigation Bureau.

I. ADMINISTRATION

- A. The Criminal Investigation Bureau Supervisor shall be directly responsible for overseeing and coordinating the investigative personnel of the bureau. The bureau supervisor shall operate under the direct authority of the Deputy Chief of Operations and shall ensure that the Deputy Chief is informed concerning all major investigation.
- B. Personnel
 - 1. Positions within the criminal investigation bureau shall be filled by officers of the rank of Patrol Officer. (42.2.5a,b)
 - 2. Some appointments to the bureau may be made with regard to expertise and specialized areas regardless of rank at the discretion of the Chief of Police.
 - 3. The number of personnel assigned to the bureau shall be determined by the Chief of Police.
 - 4. Assignment to the bureau shall not be considered a promotion or permanent in nature.
 - 5. Assignment to the bureau shall be at the discretion of the Chief of Police.

6. The Chief of Police may designate certain positions within the bureau as temporary or rotating.
7. The temporary assignment program will provide the following benefits:
 - a. Strengthening the investigative process;
 - b. Enhancing career development;
 - c. Improving crime investigation reporting;
 - d. Improving preliminary investigation by patrol officers; and
 - e. Creation of a pool of patrol officers with investigative experience.

II. CASE SCREENING/ASSIGNMENT

A. Definitions (42.1.2)

1. Open Investigation – Cases requiring further investigation or unresolved incidents and investigative efforts are active.
2. Inactive Investigation – Cases that contain the following criteria:
 - a. Lack of further leads;
 - b. Unavailability of investigative resources; and
 - c. Insufficient degree of seriousness.
3. Closed Investigation - Cases that have been concluded through arrest, identification of offender and victim doesn't wish to prosecute, or any type of exceptional clearance. An exceptional clearance will be when action other than an arrest is used.

B. The Criminal Investigation Bureau Supervisor or his/her designee will use the following criteria, based on documented experiences of this and other law enforcement agencies, for determining if a report will be assigned to an investigator for follow up: (42.1.3b)

1. Seriousness;
2. Suspect can be named;
3. Suspect can be identified;
4. Suspect can be located;
5. Suspect vehicle license is known;
6. Suspect vehicle can be identified by something unique to that vehicle;
7. physical evidence is present;
8. known witnesses are present;

9. significant modus operandi is present;
 10. there is reason to believe that the crime would arouse such public interest that follow up would lead to crime solution;
 11. there is reason to believe that further investigative effort would lead to the solving of the crime.
- C. If a case requires specialized skills or knowledge, efforts will be made to assign the case to the investigator who possesses the training or expertise required to investigate the case.
- D. In addition, all Homicides, Suicides, Suspicious Deaths, Armed Robberies, Arsons, Felony Sex Offenses, Burglaries over \$10,000.00 and Deceptive Practice cases will automatically be assigned to be investigated regardless of the above.
- E. All case reports that are not assigned after review will be placed in an inactive status. If, at a later date, information becomes known, which may aid in the solution of the case, the appropriate investigator may initiate an investigation and the case will be assigned.

III. CASE CONTROL

- A. A Case Assignment computer program, here after referred to as log, will be maintained in the Criminal Investigation Bureau. When a case is assigned to an investigator, the following information will be entered into the log: (42.1.3a)
1. case report number;
 2. date of offense;
 3. date of assignment;
 4. complainant/victim(s) name;
 5. crime/crime code;
 6. investigator assigned.
- B. The Criminal Investigation Supervisor shall be responsible for maintaining the log and indicating in the log:
1. dates of supplementary reports;
 2. date the case is closed;
 3. status of the closed case.

- C. The investigator assigned by the bureau supervisor shall be the principal investigator of the case assigned to him/her.
- D. When cases are reviewed and assigned to an investigator for investigative follow up, the status shall be open or pending investigation.
- E. The open case status shall remain in effect until the case is cleared or closed inactive; no further leads.

IV. PRELIMINARY INVESTIGATIONS (42.1.4)

- A. Preliminary investigations will be the responsibility of the patrol officer who initiates the original report.

V. FOLLOW UP INVESTIGATIONS (42.1.4)

- A. Follow up investigation begins when the patrol officer has reached a point in the investigation in which they can no longer continue and/or when specialized skills and equipment of the Investigation Bureau are needed to bring the case to a successful conclusion.
- B. Follow up investigations will be the responsibility of the investigator to whom the cases are assigned.

VI. CRIMINAL INVESTIGATION PROCEDURES

- A. Whenever a case has been assigned to an investigator, they will make contact with the victim and/or complainant to:
 - 1. Provide victim/complainant with the name of the investigating officer;
 - 2. Establish the intent of the department concerning the disposition of the case;
 - 3. Ascertain any additional information concerning the case at hand; and
 - 4. Ascertain victim's willingness to cooperate in prosecution.
- B. Investigators shall maintain periodic contact with victims and/or complainants and shall inform them any time there is a status change in their case.
- C. The following steps shall be considered in conducting follow up investigations:
 - 1. Reviewing and analyze all previous reports;
 - 2. Conducting additional interviews and interrogations;

3. Conducting re-interviews and re-interrogations if needed;
4. Reviewing departmental records;
5. Using informants;
6. Using other information sources;
7. Utilizing LEADS, NCIC, or CJIS computer networks to disseminate and/or collect information;
8. Identifying and apprehending offenders and/or suspects;
9. Conducting additional searches for evidence;
10. Collecting evidence;
11. Considering laboratory analysis of evidence (fingerprints);
12. Establishing surveillance;
13. Preparing cases for court;
14. Assisting in prosecution.

D. Additional considerations while conducting follow up investigations:

1. Visit the crime scene whenever possible to acquaint yourself with what took place.
2. Interview complainants, victims and witnesses in person whenever possible.
3. Interrogate suspects and/or offenders at the police department whenever possible.
4. Use written forms whenever possible as suggested by the appropriate legal authorities.
 - a. Consent to Search forms
 - b. Miranda forms
 - c. Written Statement forms
 - d. Search Warrants
5. Document activities thoroughly in case the information is needed at a later date.
6. A follow up or second contact with victims, complainants and witnesses involved in the case shall be made by the investigator assigned to that case. This contact can be made after several days have elapsed and will:

- a. Possibly result in the receipt of information leading to the clearance of the case;
- b. Be helpful in building public confidence in the department by showing that officers are interested in the case as well as the welfare of those involved in it.

E. Constitutional Requirements

- 1. While conducting follow up investigations, all bureau members shall take extreme care in observing the constitutional rights of all people being dealt with to include:
 - a. Unlawful searches;
 - b. Involuntary or coerced confessions;
 - c. Right to counsel;
 - d. Delay in arraignment;
 - e. Pretrial publicity tending to prejudice a fair trial.
- 2. The appropriate legal authority should be consulted whenever a question arises as to legal rights.

F. Use of Informants

- 1. The utilization of informants in criminal investigations shall be conducted by investigative personnel with the approval of the bureau supervisor.
- 2. Informants shall be utilized in accordance with departmental policy.

VII. CRIMINAL INVESTIGATION CHECKLIST (42.2.3)

- A. The Criminal Investigations Checklist may be used for any case when follow-up is conducted. If the checklist is used it becomes part of the permanent file and will be logged with the case report.
- B. The checklist consists of 20 categories printed on the inside of the Major Case File.
 - 1. As each of the tasks is completed, the appropriate date of completion should be logged, as well as any notes the investigator wants to add. If a task does not pertain to a particular investigation the corresponding category may be marked through to indicate this.
 - 2. The checklist becomes a part of the permanent file and will be logged with the case report.

VIII. INVESTIGATOR ON-CALL COVERAGE

- A. During hours when an investigator is not on duty, the investigation call-out list shall be referred to and utilized by the personnel in need of special investigative services. (42.1.1)
- B. The patrol supervisor that is on-duty at the time any of the below listed incidents occurs, will have the on-call investigator called out. After his/her appraisal of the situation, the patrol supervisor shall insure that the Investigations Bureau Lieutenant is notified as soon as it is operationally feasible.
 - 1. Officer-involved shootings.
 - 2. Death investigations other than those that can be immediately determined to have been from natural causes.
 - 3. Homicides.
 - 4. Aggravated battery cases where the victim is seriously injured and the offender is unknown.
 - 5. Sexual assault cases, whether or not the offender is known.
 - 6. Burglary cases where a substantial dollar loss is involved.
 - 7. Home invasions.
 - 8. Kidnapping and/or child abduction cases, regardless of whether the offender is known.
 - 9. Fires where the Hanover Park Fire Investigation Unit determines that arson has occurred, the cause of the fire is suspicious or unknown, and/or fires that result in death or serious injury to any person.
 - 10. All robbery cases.
 - 11. Hit and run motor vehicle accidents where the victim is seriously injured or killed and the offender is unknown and has not been apprehended.
 - 12. All Class X controlled substance violations.
 - 13. In any criminal investigation of a serious nature where an offender is in custody and there is a possibility that the offender can be linked to other prior criminal offenses, the on-call investigator will be contacted to coordinate any further developments.
 - 14. If there were any doubt whether to call out the on-call investigator, contact would be made with the Investigations Supervisor.

IX. DISSEMINATION OF INFORMATION TO PATROL OFFICERS

- A. Investigative Bureau personnel shall make every effort to attend roll-call sessions to inform patrol officers of information that is timely and pertinent to that function to include: (42.2.4)
 - 1. Wanted subjects;
 - 2. Special operations;
 - 3. Surveillances;
 - 4. Crime trends;
 - 5. Criminal activities;
 - 6. Investigative procedures.
- B. Attendance shall be on an “as needed” basis but an attempt shall be made for Investigative Bureau personnel to attend at least one roll call per week.

X. SUSPENSION OF ASSIGNED CASES

- A. If a case is not cleared within the established IUCR guidelines, and all leads in the case have been exhausted, the assigned investigator will terminate the case with a supplementary report showing case status as inactive.
- B. In all cases where the investigation is being placed inactive, the victim/complainant shall be notified advising him/her of the status of the case. If the case is placed inactive, the victim/complainant will be assured that any new leads or information will be investigated.
- C. The Criminal Investigation Bureau supervisor shall be made aware of all cases being placed inactive and the reason for such action. The assigned investigator will complete a supplemental report documenting these actions that will be added to the original case report.

XI. CASE MAINTENANCE

- A. Copies of all active case reports being investigated by the Criminal Investigation Bureau will be maintained by the assigned investigator and shall remain secured away from public access.
- B. Investigative case files shall be available for review for administrative and investigative reasons with the approval of the investigative supervisor. (42.1.3d)
- C. Investigative case files should contain: (42.1.3c)

1. A copy of the original offense/incident report;
 2. Record of statements;
 3. Results of examinations of physical evidence;
 4. Case status reports;
 5. Any other reports/records needed for investigative purposes.
- D. Case reports, which are cleared in any manner, will be purged. (42.1.3e)
- E. All original reports (offense/incident) or supplementary (initiated by detectives) shall be forwarded to the Record section by the Investigation Bureau and copies of it shall be maintained in the Criminal Investigation Bureau case files.
- F. In all major cases, where extensive files are involved, a major case folder will be made up and maintained in the Investigative Bureau. These reports will be purged as necessary by the Investigation Bureau supervisor.

XII. USE OF TECHNICAL AIDS (42.2.6)

- A. In some cases, it may be necessary to use scientific aids in the detection of deception.
1. Polygraph Testing
 - a. Personnel requesting a polygraph test must receive approval from their Investigations Bureau Supervisor
 - b. The examination must be conducted by an examiner licensed by the State of Illinois.
 - c. Upon receipt of the results of the examination, the investigator will submit a supplementary report detailing the examination and forward the results and the reports to be included with the original case report.
 2. Hypnosis and Chemical Methods
 - a. Hypnosis and chemical methods of eliciting or determining truth have been eliminated by the Illinois Supreme Court as an investigative tool.
 - (1) Hypnosis may be used with the expressed approval of the Chief of Police when prosecution is not an option.
 - (2) Chemical methods may not be used under any circumstances.

XIII. FIELD INTERVIEWS/INTERROGATIONS (1.2.3)

- A. Field interview and/or interrogations shall be conducted by all police officers whether uniformed or plain clothes.

- B. Field interviews and/or interrogations shall be recorded on the appropriate departmental record depending on the circumstances.
- C. Interviews and/or interrogations, which are not recorded on an offense/incident or supplementary report, shall be recorded in the WebRMS/HxGN Field Interviews Module.
- D. Field Interview files shall be reviewed on a yearly basis by the supervisor assigned that collateral duty. Outdated files shall be placed inactivated and/or purged to comply with current legal guidelines.
- E. In accordance with Public Act 099-0352, whenever a law enforcement officer subjects a pedestrian to detention which includes any of the following: a frisk, search, summons, or arrest; in a public place, the officer shall do the following:
 - 1. Complete a Uniform Pedestrian Stop Card (Directive 105-A, Appendix C) that shall record at least the following about the subject:
 - a. Gender;
 - b. Officer's subjective determination of the race;
 - c. All the alleged reasons that led to the stop of the person;
 - d. Date and time of the stop;
 - e. Location and beat of the stop;
 - f. Whether or not a protective pat-down or frisk was conducted; and if so, all the alleged reasons that led to the protective pat-down or frisk, and whether it was with consent or by other means;
 - g. Whether or not contraband was found during the protective pat-down or frisk; and if so, the type and amount of contraband seized;
 - h. Whether or not a search beyond a protective pat-down or frisk was conducted of the person or his or her effects; and, if so, all the alleged reasons that led to the search, and whether it was with consent or by other means;
 - i. Whether or not contraband was found during the search beyond a protective pat-down or frisk; and if so, the type and amount of contraband seized;
 - j. Disposition of the stop, such as a warning, a ticket, a summons, or an arrest;
 - k. If a summons or ticket was issued or an arrest was made, a record of the violations, offenses, or crimes alleged or charged; and
 - l. Name and badge # of the officer.
 - 2. If a frisk or search of the subject was conducted, provide the pedestrian with a Pedestrian Stop Receipt (Appendix 105-A D) in accordance with 725 ILCS 5/107-14(b) unless impractical, impossible, or under exigent circumstances. The Pedestrian Stop Receipt will include the following information at a minimum:
 - a. The reason the subject was detained;
 - b. The Officer's Name;
 - c. The Officer's star number;

- d. The date and time of the stop.
 3. Officers will document the pedestrian stop in the electronic pedestrian stop reporting system.
 4. If a Pedestrian Stop Receipt was issued, document the date and time the receipt was given on the Computer Aided Dispatch (CAD) system and in a police report, if applicable.
- F. Creation of a Field Interview file shall be considered in the following situations:
1. Suspicious circumstances;
 2. Suspicious persons;
 3. Officer safety situations;
 4. Wanted persons;
 5. Terry stop situations;
 6. Any time information should be recorded but not necessarily on an official police report;
 7. Forwarding of intelligence information to investigators;
 8. Any time where in the opinion of the reporting officer, the recording information may be useful to sworn personnel within the police department.

XIV. INVESTIGATIVE TASK FORCES (42.2.5)

- A. An investigative task force may be established when a need or situation arises.
- B. Areas of consideration for the formation of a task force may include, but not be limited to:
1. Armed robbery
 2. Sex offenses
 3. Burglary
 4. Major theft rings
 5. Auto theft
 6. Vice

7. Narcotics

- C. The Criminal Investigation Bureau supervisor will be informed of any task force that is established within the Village of Hanover Park whether Village of Hanover Park officers are involved or not.
- D. The Criminal Investigation Bureau supervisor will be in direct command of any task force that is established in the Village of Hanover Park. This will include temporary command of personnel from outside law enforcement agencies assisting in the operation.
- E. Prior to the start of an actual operation, all members of the task force will be thoroughly briefed in regard to:
 - 1. Purpose
 - 2. Target or targets
 - 3. Assignments
 - 4. Plan of action
 - 5. Contingency plans
- F. Upon completion of any task force operation, a debriefing of all task force members will be conducted. This briefing will accomplish the following:
 - 1. Gathering of report information
 - 2. Assessment of the operation
 - 3. Training for future operations
- G. When Hanover Park Police Officers are assisting in a task force initiated by an outside agency, they will abide by all rules and regulations in effect for the Hanover Park Police Department.
- H. Upon participation in the operation initiated by another agency, all members of the Hanover Park Police Department will submit written reports of their activities to the Criminal Investigation Bureau supervisor.
- I. All resources available to the Hanover Park Police Department will be made available to any task force within our jurisdiction.

XV. HABITUAL OFFENDERS (42.1.5)

POLICE OPERATIONS MANUAL

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VILLAGE OF HANOVER PARK

Rescinds: 084-I

Auth:

- A. Habitual offenders are defined in 720 ICLS 5/33B-1, as: 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 classified in Illinois as a Class X felony, criminal sexual assault, aggravated kidnapping or first degree murder, and is thereafter convicted of a Class X felony, criminal sexual assault or first degree murder, committed after the 2 prior convictions, shall be adjudged a habitual criminal. (42.1.5a)
- B. Serious offenders are 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. (42.1.5a)
 - 1. It is the policy of the Hanover Park Police Department to identify all calls in which a habitual or serious offender is a party. (42.1.5b)
 - 2. Officers should routinely read all wanted bulletins provided by cooperating agencies.
 - 3. Record or wanted checks should be made through LEADS (Law Enforcement Assistance Data System), NCIC (National Crime Information Center), and CCH (Computerized Criminal History), when detaining a suspect in a serious case.
 - 4. Send fingerprints via facsimile to ascertain true identity and criminal history for all felony arrests.
 - 5. Investigations personnel should attend regularly scheduled meetings with other agencies to share information concerning recent arrests of known habitual/serious offenders.
 - 6. Intelligence bulletins will be generated by the Intelligence officer as appropriate, identifying recent arrests of known habitual/serious offenders arrested in the area.
 - 7. Notify the A.S.A. during the felony review process if an offender meets the criteria of habitual or serious offender. Prior to trial, review the offender's criminal history information with the A.S.A. who is prosecuting the case. (42.1.5c)

XVI. IDENTITY THEFT (42.2.8)

- A. In cases where a person who has learned or reasonably suspects that his or her personal identifying information has been unlawfully used by another (commonly referred to as Identity Theft), the person may file a report and initiate an investigation with our department if they reside in our jurisdiction or if any aspect of the criminal activity occurred in our jurisdiction. (42.2.8a)
- B. If a victim of Identity Theft wishes to file a report with our department, employees shall:

1. Take a police report of the matter, provide the complainant with appropriate copies of the report, and begin an investigation of the facts. If the suspected crime was committed in a different jurisdiction, refer the matter to the law enforcement agency where the suspected crime was committed for an investigation of the facts. If the crime is referred to another agency, employees of our department will make all reasonable efforts to assist that agency, and the victim, in investigating the matter. (42.2.8a,c,d)
2. Employees shall document the incident on the appropriate original or supplemental case report. Due to the often far-reaching aspect of these cases, care should be taken to get all available information regarding the matter, including information on persons, locations, financial accounts, etc., that may not be commonly collected in other types of cases. (42.2.8b)
3. Provide the victim with the Federal Trade Commission (FTC) publication *Take Charge: Fighting Back Against Identity Theft*, or other similar publication. (42.2.8c)
4. Explain the procedures the victim should take in response to the crime, including (42.2.8c):
 - a. Calling the toll-free fraud number of any one of the three major credit bureaus (Equifax, Experian, or TransUnion) to place a fraud alert on their credit report. As soon as the credit bureau confirms the fraud alert, the other two credit bureaus will automatically be notified to place fraud alerts. Once a fraud alert is placed, victims are entitled to order one free copy of their credit report from each of the three nationwide consumer reporting companies.
 - b. Close the accounts that victim knows or believes have been tampered with or opened fraudulently. When disputing new unauthorized accounts, many banks and creditors will accept the ID Theft Affidavit contained in the *Take Charge: Fighting Back Against Identity Theft* publication, which will save victims valuable time in the recovery process.
 - c. File a complaint with the FTC using the online complaint form; or call the FTC's Identity Theft Hotline, toll-free: 1-877-ID-THEFT (438-4338); TTY: 1-866-653-4261; or write Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.
5. The FTC publication *Avoid ID Theft* should be made available to the public via the Village literature rack, and be provided to citizens upon request. (42.2.8e)

XVII. COLD CASES (42.2.9)

- A. Cold cases are unsolved investigations that (42.2.9a):

1. Involve serious crimes against persons, such as homicides, robberies involving serious victim injury, sexual assaults, and aggravated batteries involving serious victim injury;
 2. Remain with the state and/or federal statute of limitations; and
 3. Include a victim who is willing to cooperate with the investigation and pursue criminal charges if an offender is identified.
- B. Periodically, the investigations bureau supervisor or his/her designee shall review all cold cases to determine if the position of persons involved and/or advancements in investigative techniques or technology may present new opportunities to solve them. The results of this review should be documented and forwarded up the chain of command. (42.2.9b)
- C. All investigative actions or activities taken in a cold case shall be documented on a supplemental report associated with the original case. (42.2.9c)

XVIII. DISCOVERY IN CRIMINAL CASES

A. Definitions:

1. Brady: U.S. Supreme Court ruling requiring police or prosecutors disclose to the defendant any exculpatory evidence they possess. Failure to disclose can result in the dismissal of a case. (*Brady v. Maryland*, 373 U.S. 83 (1963))
2. Exculpatory Evidence: Exculpatory evidence is any source of information (e.g. statements, physical evidence, scientific evidence, witness statements) that might have some bearing on a person's claim of innocence or that mitigates the degree of the offense. Exculpatory evidence also includes any evidence that may cast doubt on the credibility of a state witness. The determination of whether evidence is exculpatory is ultimately a judicial determination. Therefore, all evidence shall be submitted whenever there is a question as to whether it is favorable to the accused.
3. Giglio Material: refers to material tending to impeach the character or testimony of the government's witness in a criminal trial. The prosecution is required to turn over or disclose this evidence to the defendant. (*Giglio v. United States*, 450 U.S. 150 (1972))

B. Obligations

1. Discovery procedures in criminal cases shall be in accordance with Supreme Court Rules and follow the guidelines in 725 ILCS 5/114-13.
2. Pursuant to *Brady*, the Department shall provide to the State's Attorney's Office any material or information including, but not limited to, reports, memoranda and in addition field notes in homicide cases, within its possession or control that would tend to negate the guilt of the accused as to the offense charged or which would tend to reduce his or her punishment therefore. The obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form.
3. All department personnel shall document in writing the tender of investigative materials to the State's Attorney's Office and include the date and description of materials transmitted.
4. Personnel are to be aware that the Department is obligated to turn over material to the State's Attorney's Office regarding personnel matters, discipline, and other relevant information pursuant to *Brady* and *Giglio*. This may include but is not limited to disciplinary actions against personnel related to untruthfulness, official misconduct, or other violations of policy or statute. Personnel are to be aware that these disciplinary actions may affect their ability to testify as a witness in court proceedings.
5. The Department shall cooperate with all requests for investigative materials made by the State's Attorney's Office in a timely and efficient manner.

C. Homicide Investigations

1. All Hanover Park Police employees responsible for investigating any homicide offense or participating in an investigation of any homicide offense shall:
 - a. Preserve all investigative material, including but not limited to original and supplementary reports, memoranda, field notes, statements, line-ups, and lab reports, that have been generated by or have come into the possession of the employee concerning the homicide offense being investigated.
 - b. Consolidate the investigative material into a common file when the case is cleared.
 - c. Provide the investigative material to the authority prosecuting the offense.
 - d. Provide to the prosecuting authority any material or information, including but not limited to original and supplementary reports, memoranda, field notes, statements, line-ups, and lab reports, within its possession or control that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the homicide offense.
2. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form.

D. Non-Homicide Felony Investigations

1. All Hanover Park Police employees responsible for investigating any non-homicide felony offense or participating in an investigation of any non-homicide felony offense shall:
 - a. Preserve all investigative material, including but not limited to original and supplementary reports, memoranda, statements, line-ups, and lab reports, that have been generated by or have come into the possession of the employee concerning the non-homicide felony offense being investigated.
 - b. Consolidate the investigative material into a common file when the case is cleared.
 - c. Provide the investigative material to the authority prosecuting the offense.
 - d. Provide to the prosecuting authority any material or information, including but not limited to original and supplementary reports, memoranda, field notes, statements, line-ups, and lab reports, within its possession or control that would tend to negate the guilt of the accused of the offense charged or reduce his or her punishment for the non-homicide felony offense.
2. This obligation to furnish exculpatory evidence exists whether the information was recorded or documented in any form. The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case and remains after the defendant's conviction and until the fact-finding proceedings, or possibility of them, is terminated.

D. Purging of Discoverable Material

1. All Hanover Park Police employees will be responsible for the decision to purge investigative material from their immediate possession.
 - a. Purged investigative material will be reviewed to ensure that any original or previously un-preserved material, including but not limited to original and supplementary reports, memoranda, field notes, statements, line-ups, and lab reports, are placed in the common case file.
 - b. Investigative material that is determined to be suitable for destruction shall be shredded or otherwise destroyed in a method that does not allow reconstruction of the material.

F. Continuing Obligations

1. The duty to disclose exculpatory information under this policy continues throughout the course of the prosecution of the case and remains after the defendant's conviction and until the fact-finding proceedings, or possibility of them, is terminated.