

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/14/02	STANDARD OPERATING PROCEDURE	Revised Date: 11/26/13
Chief of Police: 	Criminal Investigations Administration, 42.1	
Cross Reference: SOP 42.2 Criminal Investigations Operations SOP 42.3 Offender Registration 705 ILCS 405/5-35 730 ILCS 150		Policy Sections: 42.1.1 Availability of Investigators 42.1.2 Case Screening 42.1.3 Case File Management 42.1.4 Preliminary and Follow-Up Investigations 42.1.5 Career/Serious/Registered Offenders 42.1.6 Career Offender Program

PURPOSE

The purpose of this policy is to establish general guidelines for case assignments, staffing, general administration, and usage of the investigative function.

POLICY STATEMENT

It is the policy of the Elgin Police Department to staff investigative units to investigate crimes committed within the city of Elgin. The department recognizes that certain crimes committed may exceed the time and expertise available from patrol resources, which makes it necessary, appropriate, and cost effective to maintain a specialized component to handle lengthy and sometimes complex criminal investigations.

DEFINITIONS

Major Investigations Division (M.I.D.): A division of the investigations area composed of the Adult Investigations, Juvenile Investigations and Social Services Units.

Special Investigations Division (S.I.D.): A component of the investigations area comprised of the Gang Crimes Unit, Narcotics Enforcement Unit, Unit for Special Assignment, Resident Officer Program, Crime-Free Housing and Community Relations/Crime Prevention Unit.

Investigative Supervisor: Any lieutenant, sergeant, or senior patrolman assigned to the investigations area.

Career Offenders: Criminals who are repeatedly arrested for similar offenses which show a pattern of criminal behavior.

Serious Offenders: Criminals who are arrested for committing violent felonies or crimes in which they would be considered sexually dangerous persons.

PROCEDURES

42.1.1 AVAILABILITY OF INVESTIGATORS

- A. The Major Investigations Division operates on a shift basis. The major investigations lieutenant shall ensure that investigators are scheduled in such a manner as to best meet the needs of the community.
- B. Investigators in the Major Investigations Division shall generally be scheduled so at least one investigator is working in each unit between the hours of 8:00 a.m. and 11:00 p.m. on a daily basis. The duty schedule shall be posted in both unit areas and electronically assessable to all employees.
- C. During off duty hours, investigators will be available on a call-in basis. Investigators working the

3:00 p.m. to 11:00 p.m. shift shall be called from 11:00 p.m. until 4:00 a.m. Investigators working the 8:00 a.m. to 4:00 p.m. shift shall be called from 4:00 a.m. until 8:00 a.m. It is the duty of each M.I.D. supervisor to ensure investigators on their shift are available for call-in.

- D. Any on-duty supervisor may request investigators be called in to assist in an investigation that is beyond the scope of patrol officers and cannot wait until investigator's regular duty hours. The request is made to the appropriate investigative shift sergeant who will determine if investigators should be called in. The sergeant will then determine which investigator(s) will be sought.
- E. The on-duty supervisor shall determine if the adult, juvenile, gang crimes, or narcotic enforcement investigators will be called out. The Juvenile Division is responsible for investigating cases involving juvenile offenders. The Gang Crimes Unit is responsible for investigating gang motivated cases. The Narcotic Enforcement Unit is responsible for investigating crimes involving the possession or distribution of cannabis or controlled substances. Adult investigators may be called in to assist juvenile and gang crimes investigators on cases involving death or great bodily harm. School resource officers and resident officers shall also be notified by the on-duty supervisor when major incidents occur in their respective areas.
- F. Investigators shall be called in on all death investigations with suspicious circumstances, violent crimes with serious injuries, as well as all incidents involving class X felonies and weapon or physical injury related class 1 felonies.

42.1.2 CASE SCREENING

- A. After approval by the reviewing supervisor, all reports will then be reviewed by an adult investigations supervisor to determine case assignment and status.
- B. The supervisor shall review the reports to direct resources toward:
 - 1. The most serious crimes.
 - 2. The crimes having the greatest potential of being solved.
 - 3. Issues sensitive in nature.
- C. When making the determination on which cases should be assigned, the investigative supervisor shall consider, but not be limited by the following factors:
 - 1. Time lapse from the time the crime occurred and the time it was reported or discovered.
 - 2. Witnesses.
 - 3. Physical evidence recovered.
 - 4. Ability to identify a suspect.
 - 5. Ability to identify stolen property.
 - 6. Ability to identify a suspect's vehicle.
 - 7. Impact on the community.
 - 8. Investigative leads.
- D. When a case is to be assigned for investigation, the investigative supervisor responsible for assigning cases shall designate one investigator as the lead investigator. The lead investigator will assume responsibility for the completion and documentation of the investigation. In cases of a large magnitude or extreme complexity, more than one lead investigator may be assigned.

Investigative supervisors may also assign themselves to cases.

- E. Officers in other divisions may take a special interest in a case and request the investigation be assigned to them for follow-up when their familiarity with the case, specialized training, or expertise makes them more suitable to conduct the investigation. In such situations, the officer's supervisor and investigative supervisor must approve the assignment. Officers that are assigned cases for investigation will have the same responsibility for completion and documentation of the investigation as investigators.
- F. When a case is to be assigned for follow-up investigation, the investigative supervisor shall consider variety of factors in determining which investigator shall be designated as the lead investigator. These factors include, but are not limited to:
 - 1. Investigative experience, specialized skills, training, or knowledge.
 - 2. Availability of manpower and the current schedule.
 - 3. Current caseload.
- G. When a case has been assigned for investigative follow-up, the procedures outlined in Standard Operating Procedure 42.2, Criminal Investigation Operations are to be observed.
- H. Suspension of an investigation must be approved by an investigative supervisor. Investigations may be suspended or cleared for a variety of reasons including, but not limited to the following:
 - 1. Lack of investigative leads.
 - 2. Lack of credibility of victims or witnesses.
 - 3. Statute of limitations.
 - 4. State's Attorney's decision not to prosecute.
 - 5. Failure to meet minimum loss criteria.
 - 6. Determination that a crime has not occurred (Unfounded).
 - 7. Determination that the crime did not occur within the department's legal jurisdiction or an outside agency is more suitable to handle the investigation.
 - 8. Unwillingness of the victim to cooperate.
 - 9. Arrest of the offenders(s).
 - 10. Pending lab results.
 - 11. Death of the offender.
 - 12. Referred to another agency.

42.1.3 CASE FILE MANAGEMENT

- A. The major investigations supervisors shall ensure that case files are properly managed.
- B. Investigative unit supervisors shall access the electronic case assignment feature located in the records management system to document all assignments to include the following:
 - 1. Case number.

2. Classification of incident.
 3. Investigator assigned.
 4. Date assigned.
 5. Final disposition.
 6. Disposition date and case status.
- C. Upon assignment of a case, the assigned investigator shall be considered the lead investigator for that particular investigation.
- D. The investigator shall, in all assigned cases, attempt a second contact with the principals of the case and prepare a report indicating the date, time and a summary of the second contact.
- E. All cases assigned shall be investigated until all investigative leads are exhausted and the incident has an appropriate disposition.
- F. Upon completion of the investigation, the assigned investigator shall recommend a final disposition of the case. The case investigation report shall then be forwarded to the appropriate investigative supervisor.
- G. If the investigative supervisor, after having reviewed all submitted reports and materials, determines that the case should be closed, then a final disposition shall be entered by him/her. If the investigative supervisor does not concur with the investigator's decision to close the case, then the case shall be returned for additional follow-up work.
- H. All cases shall be classified and coded by the investigative supervisor as one of the following when closed:
1. Administratively closed.
 2. Cleared by arrest.
 3. Cleared death of the offender.
 4. Closed.
 5. Denied extradition.
 6. Inactive.
 7. Missing person located.
 8. Pending lab results.
 9. Prosecution declined.
 10. Referred to other agency.
 11. Referred to State's Attorney's Office.
 12. Unfounded.
 13. Victim does not wish to pursue criminal charges.

- 14. Victim no cooperation.
- 15. Warrant issued.
- I. Investigative files may only be accessed by law enforcement personnel that have a legitimate need related to the case, unless an exception is made by the major investigations lieutenant or designee.
- J. No information regarding on-going investigations shall be released to any outside agency without the permission of an investigative supervisor or the case lead investigator.
- K. All case files will be purged in accordance with the State of Illinois Retention Schedule.

42.1.4 PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

- A. Preliminary investigations shall generally be conducted by officers assigned to the Patrol Division. Exceptions to this may be made if it is advantageous to have non-uniformed personnel respond and conduct the preliminary investigation.
- B. The preliminary investigation duties include, but are not limited to:
 - 1. Interviewing the victim/complainant.
 - 2. Observing and noting all conditions, statements, and events.
 - 3. Reporting the incident fully and accurately.
 - 4. Locating and identifying all witnesses and suspects at the scene.
 - 5. Maintaining the crime scene and collecting or protecting evidence. This includes ensuring that only law enforcement personnel critical to the investigation enter the crime scene area.
 - 6. A log listing the dates and times of everyone who enters the crime scene should be started as part of the preliminary investigation. All officers entering a crime scene shall write a report which indicates the date and time of entry and exit, as well as purpose for entry into the scene.
- C. A patrol supervisor shall be responsible for the supervision of the preliminary investigation until such investigation is completed or until command of the scene is relinquished to a responding investigator.
- D. The preliminary investigation shall continue until such time as the postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.
- E. The responding lead investigator will assume responsibility of the crime scene and direction of the investigation. The patrol supervisor will assist the lead investigator in assuring that any necessary resources are made available for the successful investigation of the case.
- F. After the preliminary investigation and the determination that an investigative follow-up is required, the case will be assigned to an investigator by an investigative supervisor.
 - 1. The assigned investigator, under the supervision of the investigative supervisor, shall be responsible for conducting the follow-up investigation.
 - 2. Personnel assigned to a preliminary investigation who request to perform the follow-up investigation on the case, should do so through their immediate supervisor. The

department recognizes that in some instances it is more advantageous to have the initial investigating officer continue the case investigation and if the needs of the Patrol Division will not be adversely affected, such involvement by the initial investigating officer may be authorized and encouraged.

42.1.5 CAREER/SERIOUS/REGISTERED OFFENDERS

- A. During arrest booking procedures, officers and investigators are expected to make inquiries into the possibility of any prior criminal background and document their findings.
- B. The arresting officer or lead investigator shall notify the State's Attorney's Office that a case involves a career, serious or registered offender when requesting felony authorization and during the adjudication process.
- C. For information on registered offenders, refer to Standard Operating Procedure 42.3 Offender Registration.

42.1.6 CAREER OFFENDER PROGRAM (COP)

- A. The Career Offender Program (COP) monitors and tracks the activities career offenders, thereby curtailing their criminal activity, as well as rapid identification of career offenders.
- B. The unit for special assignment sergeant will network with the Special Investigations Division, Major Investigations Division and the Patrol Division to implement enforcement strategies and carry out the mission.
- C. The Unit for Special Assignment will employ a variety of investigative techniques to include, but are not limited to the following: physical surveillance, undercover/decoy operations, virtual surveillance, records checks, subpoenas, search warrants home visits, knock and talks and the use of outside resources.
- D. A mission meeting will be held on a bi-weekly basis to determine the status of the existing mission or designate a new offender to monitor. When selecting an offender, several factors are taken into consideration, to include, but are not limited to the following: criminal history, parole and probation information, suspicious pawn information, crime alert bulletins, street and intelligence information, and crime trends.
- E. If in the event another offender becomes an immediate concern, the mission will then be re-directed.
- F. The offender selection shall be approved by the unit for special assignment sergeant based upon enforcement ability, selection factors and the likelihood of the offender repeating their crime patterns.