



- A. Developing divisional goals which facilitate the goals of the department;
- B. Developing and implementing general and special programs within the division;
- C. Preparing and executing the division's budget;
- D. Managing confidential funds;
- E. Ensuring division personnel comply with established policies and procedures that govern the division and the department; and
- F. Reporting monthly to the Division Major on the activities, arrests, seizures, case status, and fiscal accounting of department funds.

**Case Management (02-33-02)**

- A. The Criminal Investigations Division shall receive a copy of all incident and supplemental reports via the records management system. All Part I and Part II crime reports shall include any written statements and documentation connected to the case.
- B. Criminal incident reports are forwarded to CID for general assignment on a daily basis. Many cases have little, if any, chance of being solved based on preliminary information. In order to ensure that a detective's resources are best utilized, a CID supervisor will review all criminal incidents and determine the probability of the solvability of the case utilizing the information at hand.
- C. Case Screening:
  - 1. The case screening model utilized for all criminal incidents is the OSSI Solvability Factors. Each factor is given a score of one (1). Numerical values are based on the components automated and designated in the OSSI Records Management System. The system will automatically assign a solvability value when detected in the initial incident report. The solvability factors are as follows:
    - a. Suspect can be named
    - b. Suspect can be identified
    - c. Suspect vehicle can be identified
    - d. Witness to offenses
    - e. Stolen Property Traceable
    - f. Physical Evidence Collected
    - g. Fingerprints Lifted
  - 2. If the resulting scores totals one (1) the case shall be assigned to a detective. Regardless of the solvability factor all Part 1 crimes shall be assigned. Where an appropriate score is not apparent, the professional judgment and experience of the CID Supervisor is important, and may choose to assign a case with less than a score of one (1). Factors such as media interest, trends, patterns and public concern may also have impact on the decision to assign or not.

For crimes that score less than one (1) and are not assigned to a detective, a letter will be sent to the victim acknowledging receipt of the complaint and that the case will be suspended until such time as further evidence appears. Additional evidence may warrant the case being reopened.

**D. Case assignments:**

1. Cases are assigned to an individual detective for control and accountability; however, more than one detective may be assigned to an investigation.
2. Cases are assigned on a rotational basis and according to an investigator's training, experience and ability.
3. Cases assigned for investigation shall be recorded in the department's records management system. The records management case assignment section shall reflect:
  - a. Case number;
  - b. Incident type;
  - c. Report due date;
  - d. Detective assigned
  - e. Date assigned; and
  - f. Case status and status date.
4. Cases involving major crimes, preparation for prosecution, coordination with other agencies and crime lab analysis may remain active for long periods.
5. Active cases shall be periodically checked on a continuous basis. All cases will be reviewed and inspected upon completion by the Lieutenant or his/her designee. Completed cases shall be checked for accuracy, completeness, legality and appearance. He/she shall ensure appropriate copies are forwarded to the prosecutor's office or stored in the Records Unit for purging in compliance with current Georgia Open Records Laws.
6. CID will investigate referrals from other law enforcement agencies and the Georgia Department of Family and Children Services (DFACS). CID will assign these referrals to detectives to determine if a crime has been committed. If it is determined that a crime has been committed the detective will open a criminal investigation into the matter. If it is determined that a crime has not been committed, the detective will notify the requesting law enforcement agency or DFACS of their findings. The notification of findings will be documented.

E. Case files shall be used on all cases subject to an investigation. Each officer assigned to a case shall be responsible for establishing and maintaining the case file. The file shall consist of a folder with fasteners to retain the amassed documentation. The file shall be conspicuously marked with the case number or identifying number. The documentation, if applicable, amassed may include:

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|------------------------|--------------------------|
| 1. Cover sheet         | 17. Diagram of scene     |
| 2. Complaint room form | 18. Photographic Lineup  |
| 3. Case synopsis       | 19. ID Data on victim    |
| 4. Incident Report     | 20. ID Data on defendant |
| 5. Supplemental report | 21. ID Data witnesses    |

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|---|--|
| 6. Investigator's report                | 22. Tow/Impound form                     |
| 7. Statement narratives                 | 23. Investigative Notes/Progress Reports |
| 8. Miranda Rights Waiver Form           | 24. Audio/Video Statement of defendant   |
| 9. Written statement of defendant       | 25. Audio/Video Statement of victim      |
| 10. Criminal history                    | 26. Audio/Video Statement of witness     |
| 11. Arrest warrant (copy)               | 27. Miscellaneous documents              |
| 12. Search warrant and Affidavit (copy) | 28. Contact Letter (copy)                |
| 13. Evidence/Property returned          | 29. Phone records                        |
| 14. Crime lab report                    | 30. Leads online inquiry                 |
| 15. Photographs of crime scene          | 31. Status Reports                       |
| 16. Photographs of victim               |  |

- F. Detectives shall utilize investigative checklists to ensure critical areas of their investigations are not overlooked and meet the needs for prosecution. Critical areas include any type of sexual assault, missing child and homicide.
- G. Active cases shall be secured in the investigator's desk or CID filing cabinet. Cases requiring "need to know" sensitivity shall be maintained in that manner and shall not be openly discussed. Completed cases shall be properly filed in the Records Division; this will include all documents utilized or included throughout the case. The Records Division is responsible for purging the files in accordance with Georgia Open Records Laws and Regulations.
- H. Once a case has been completed the assigned detective shall ensure all evidence and property forms have been completed and the items are returned to the victim or owner, if applicable.

### **Case Reporting (02-33-03)**

When writing investigative narrative reports, detectives shall use the individualized reporting of each event method of reporting. This reporting mechanism requires a separate (supplemental) report for each action taken, such as a report for each interview, surveillance, search warrant execution, etc. Typically, when this method is used, reports are more detailed than those reports generated by other reporting methods.

### **Case Review (02-33-04)**

Case review is an ongoing process which begins when the case is opened and ends when the case is closed. The case review process for the CID Supervisor is as follows:

1. The CID Supervisor shall read each detective's reports as they are completed. This will allow the supervisor to check the timeliness and thoroughness of reporting and verify legal requirements are being met for each case. Spelling and grammar should also be checked.
2. The CID Supervisor should discuss each case with the assigned detective, when applicable. By discussing each case, questions relating to the need for additional

investigative resources on a particular investigation, how long the case needs to remain open if there are no additional leads to pursue, and other questions can only be answered by discussing the case with the detectives assigned.

3. If applicable, the CID Supervisor should discuss cases with prosecutors. By querying prosecutors on a regular basis regarding cases, the supervisors can learn first-hand how well the unit is performing and contributing to the prosecution.
4. The CID Supervisor should conduct periodic case review on a regularly scheduled basis. The CID Supervisor will conduct a review of all cases assigned to a particular detective monthly. Each month the review will be for a different detective and his/her cases.
5. The CID Supervisor should also conduct case review when significant events occur. Events such as the arrest of the offender, execution of a search warrant, or discovery of additional victims are all events which trigger inquiries about investigations. Therefore a case review of these critical events is warranted.
6. The CID Supervisor should conduct case review before the closing of the case, referring the case to the prosecutor's office, and/or to another agency. This will ensure the investigation has been thoroughly and professionally concluded, and the final work product has been professionally prepared.
7. Cases declined for prosecution by the Fulton County District Attorney's Office shall be reviewed for deficiencies by the CID supervisor. If the deficiencies can be overcome, the case will be resubmitted for prosecution. If it is determined the case was mishandled, the detective and reviewing supervisor may be subject to discipline, which may include additional training or more punitive actions.

#### **Case Status (02-33-05)**

CID supervisors shall be responsible for approving the status of case assignments. One of the following assignments shall be given to each case:

1. **Open** – indicates the case is assigned to a detective and investigative efforts are active. Cases shall not continue in OPEN status beyond forty-five (45) days, unless a continuous flow of leads or information is available to support that status.
2. **Suspended** – indicates that all available leads have been exhausted, but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
3. **Closed** – indicates the case has been satisfactorily concluded.

A Status report shall be completed for any open cases which extend beyond forty-five (45) days. The status report will contain information as to why the case was not completed within forty-five (45) days and what steps are being taken to complete the investigation and close the case.

A designation of Suspended shall not be made without an evaluation by the CID supervisor of the following factors:

1. Absence of further leads or solvability factors
2. Unavailability of investigative resources
3. Negative interviews with victim/witnesses
4. Inconclusive physical evidence found at the scene of the crime/incident
5. The exhaustion of all other sources
6. The degree of seriousness of the offense/incident

### **Case Clearance (02-33-06)**

Cases receive clearance status upon conclusion of the investigation by the detective. Clearance is established through:

- A. Cleared by Arrest.** An offense is cleared by arrest when the offender(s) is arrested.
- B. Cleared: Unfounded.** An offense is cleared as unfounded when the investigation reveals no evidence to verify the incident occurred.
- C. Cleared Exceptionally.** An offense is cleared by exception when all of the following questions are answered in the affirmative:
1. Has the investigation definitely established the identity of the offender?
  2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
  3. Is the exact location of the offender known so that the subject could be taken into custody now?
  4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

### **Call Out Procedures (02-33-07)**

Patrol officers requiring the assistance of a detective should have the authorization of their Supervisors; the Supervisor will initiate the callout procedure for the investigator. If during business hours, the CID Lieutenant or Supervisor will assign the investigator.

If there are no detectives on duty the patrol supervisor shall have the Communications Center notify the on-call detective from the CID "on-call roster". If a detective cannot be located, or does not respond to the call/scene, the CID Lieutenant, or designee shall be notified.

Detectives shall respond without fail or argument and shall arrive promptly and in a professional manner within one (1) hour of original phone call. The "on-call roster" shall be updated weekly and distributed to the Patrol Division, Records Unit and to the Communications Center. Detectives should also contact the Patrol Supervisors immediately after the phone call to confirm information and update him/her on arrival time.

### **Assignment and Training of Personnel (02-33-08)**

Assignment to the investigative division shall be made at the direction of the Chief of Police. The position(s) shall be posted and selection made through an application and screening process. Officers may compete for the position(s) available with the optimum candidate for the assignment being chosen. Officers should consider investigative courses as part of their career development and preparation for this type assignment.

Officers assigned to the division shall receive the requisite training for their assignment, including advanced and specialized training. Newly assigned personnel shall receive on the job training before being assigned any major cases or placed on call; and must successfully complete a Detective Training Program, consisting of a minimum of twenty (20) Detective Observation Reports (DOR). The Detective Training Program can be extended or reduced depending on the detective's experience and prior training.

Officers assigned to CID will be required to complete a Basic 40-hour Criminal Investigations course and an Interviews and Interrogations Course as soon as possible.

Pay grades and/or rank will not usually be affected by lateral transfers.

### **Patrol Division Support (02-33-09)**

When the workload increases significantly, when a specific investigative operation requires additional manpower, or in the event of major cases requiring additional personnel, a request may be made of the Chief of Police to temporarily supplement the division staff. The Chief of Police or his/her designee may assign patrol officers to CID.

When a special action or event requires immediate support of detectives, the on duty Supervisor should be notified and should assign any *available* personnel.

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42.2.5

42.2.1-3