

## CRIMINAL INVESTIGATIONS

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**Purpose:** To define the responsibilities of various divisions of the North Little Rock Police Department regarding initial response and follow-up criminal investigations.

**Policy Statement:** it is the policy of the North Little Rock Police Department, within the limits of available resources, to fairly and completely investigate crimes against persons and property within its jurisdiction.

**Summary of Changes:** New format.

#### Procedure

##### 1 Responsibilities of the Patrol Division

The Patrol Division has primary responsibility for the initial response to crimes against property and persons occurring within the Department's jurisdiction. [CALEA 42.1.4]

1.1 Patrol Division personnel responding to the scene of a major crime, will:

- 1.1.1 Make the proper notifications as defined by Policy Directive 30-01, *Major Crimes Notification*.
  - 1.1.2 Secure the crime scene pursuant to Policy Directive 31-1, *Crime Scene Preservation* until investigators arrive to process the scene. Securing the crime scene also includes preserving evidence from the unwitting destruction of DNA evidence by officers. Responding officers should take precautions not to contaminate possible DNA evidence through improper handling or sneezing and coughing. [CALEA 42.2.1c, 83.2.7a]
  - 1.1.3 Obtain sufficient information from complainant(s) and witnesses to assess the dimension of the crime and broadcast BOLO information. [CALEA 42.2.1d]
  - 1.1.4 Refrain from collecting evidence. Evidence found by a member of patrol should refer the discovery to an investigator at the scene. Should evidence be collected by a patrol officer, the officer will give the evidence to an investigator and document the transfer of custody on an incident/supplement report. [CALEA 83.2.1].
- 1.2 Patrol Division personnel responding to crime scenes not defined as a major crime scene will be responsible for:
- 1.2.1 Securing the crime scene, documenting all conditions, events and remarks. If necessary, officers will complete a sketch of the crime scene on a supplement report utilizing reference points and measurements. [CALEA 42.2.1a, 83.2.4c]
  - 1.2.2 Locating and identifying witnesses as per Policy Directive 31-01. [CALEA 42.2.1b]
  - 1.2.3 Interviewing complainants, witnesses and suspects. [CALEA 42.2.1d]
  - 1.2.4 Processing the crime scene for evidence only to the extent their specialized investigative training allows. Officers who have not received the specialized training required to process the scene will notify a supervisor. [CALEA 42.2.1c, 83.2.1]
  - 1.2.5 Taking photographs of a crime scene not classified as a major crime scene. Officers not assigned a camera may request one from a supervisor to photograph the scene. Photos will be downloaded to a disc and submitted as evidence to the property room. The incident report will include the date, time and location of photo and name of photographing officer. [CALEA 83.2.2, 83.2.4b]
  - 1.2.6 The collection of latent fingerprint evidence will only be done by officers who possess a fingerprint kit and have been trained in the proper use of that equipment. Latent fingerprint evidence will be placed on a card labeled with the incident number, type of offense and date of offense, date item was processed and the name of the processing officer. Collected fingerprint evidence will be submitted to the property room. Officers may obtain additional fingerprint powder and supplies from the Investigations Division. [CALEA 82.2.3, 83.2.4a]
  - 1.2.7 Notifying a computer forensic investigator through proper channels prior to operating or seizing any computer or other device capable of storing electronic data that may contain evidence. The extraction or analysis of stored data will only be performed by an investigator trained in data forensics. [CALEA 83.2.5]
  - 1.2.8 Collecting physical evidence utilizing appropriate containers/bags that can be obtained from the evidence processing room. [CALEA 83.2.4d]
  - 1.2.9 Collecting DNA evidence only to the extent their specialized training allows. Officers may collect DNA evidence if they have received in service training concerning the proper collection process. Officers will wear new disposable gloves and use new disposable or cleaned instruments for each sample collected. DNA evidence will be placed in properly labeled paper bags or envelopes and kept cool and dry until it's submission to the property room. An Arkansas State Crime Lab (ASCL) Submission form requesting the type of analysis needed will be completed by the submitting officer and submitted with the evidence. An assigned investigator or evidence custodian will transport the evidence to the lab for analysis. [CALEA 83.3.2a, 83.2.7b, c, d]

- 1.2.10 Due to the enormous case load at the State Crime Lab, officers/investigators collecting DNA evidence should refrain from submitting "touch" samples of DNA without submitting "known source" DNA for comparison testing. [CALEA 83.3.1]
- 1.2.11 Evidence collected at a crime scene that requires the use of the dryer will be processed in the following manner;
- 1.2.12 Officers will procure the drying machine key from the desk officer. The Desk Officer will log the key out on a log sheet indicating Date/Time/ and Officer who checked key out. Upon return of key the desk officer will record the date/time and officer who returned key.
- 1.2.13 Officer will place the items in the dryer and turn the machine on.
- 1.2.14 A property room submission report will be completed by the officer and the form and key will be placed in an evidence locker.
- 1.2.15 Officer will then log the submission in on the evidence submission log book.
- 1.2.16 The Property room officer will notify the Investigations Division upon receipt of the property receipt and key for the dryer.
- 1.2.17 The Investigations Division is responsible for assuring that once the evidence is dry, it is checked out of the property room for processing and then resubmitted to the property room for storage or admission to the state crime lab. It is also responsible for cleaning the dryer after use and returning the dryer key to the desk officer to be logged in.
- 1.2.18 The dryer will be locked at all times. The only exception will be when evidence is being stored or removed from the dryer or when the dryer is being cleaned or serviced.
- 1.3 An Investigations Division supervisor may authorize an investigator to respond to a crime scene to provide additional support or equipment as needed to properly process a crime scene. [CALEA 83.2.4]

## **2 Responsibilities of the Investigations Division**

The Investigations Division has the primary responsibility for follow-up investigation of crimes against society, property and persons occurring within the Department's jurisdiction. [CALEA 42.1.4]

Investigations in which it is determined a habitual offender (as defined by ACA 5-4-501) is involved should be identified in the case file summary submitted to the Prosecuting Attorney. [CALEA 42.1.5 a, b] Investigators should follow up with the assigned Prosecuting Attorney staff to ensure their office is aware of the status of the offender. [CALEA 42.1.5c]

These offenses include, but are not limited to:

- 2.1 Crimes committed or attempted against persons or property, as defined by appropriate statute.
  - 2.1.1 Homicide and questionable deaths or related offenses;
  - 2.1.2 Traffic fatalities;
  - 2.1.3 Rape and all other sexual offenses;
  - 2.1.4 Assault or battery, including abuse of adults or children;
  - 2.1.5 Kidnapping, false imprisonment, terroristic threatening, and harassing communications;
  - 2.1.6 Robbery;
  - 2.1.7 Theft, including fraud and forgery; and,
  - 2.1.8 Vehicular theft, including thefts from vehicles and thefts of motor vehicle parts and accessories.
- 2.2 Offenses of all types committed by juveniles;
- 2.3 Conspiracies to commit any of the aforementioned offenses which involve the apprehension of an offender, concealing an offender or offense, tampering with or concealing evidence, or intimidating or attempting to intimidate a victim or witness;
- 2.4 Missing persons or juvenile runaway complaints;
- 2.5 Narcotics and vice offenses; and;
- 2.6 Any other offense that may be directed by the Office of the Chief of Police.