

CRIMINAL INVESTIGATIONS

MAJOR CRIMES NOTIFICATION

Purpose: The purpose of this directive for the North Little Rock Police Department is to establish procedures or protocol, and guidelines for notifying the Detective's Office (DO) of incidents requiring an immediate response in order to ensure that all major crimes are investigated thoroughly and completely, so the mission of the Police Department is carried out in an efficient, professional manner.

Policy: It is the policy of the North Little Rock Police Department through the establishment of these call-out procedures to ensure that the guidelines are followed in order to provide managerial control so the major tasks of recognition, documentation, and recovery of evidence can be performed in a methodical, detailed and organized manner during the crime scene search process.

Summary of Changes:

Definitions

Protocol is defined a code prescribing strict adherence to correct etiquette and precedence.

Procedure is defined as a series of steps followed in a regular definite order. A traditional or established way of doing things. Protocol and procedure are synonyms.

Guidelines are defined as an indication or outline of policy or conduct. Guidelines and policies are synonyms.

Policy is defined as a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.

Major Crimes as defined by this policy will be considered: Any death other than by natural causes, any kidnapping or hostage situation when the victim remains restrained, any aggravated robbery resulting in serious physical injury to any person, any act of violence that is likely to result in death, any homicide, any bank robbery or robbery of a nature that demonstrates unusual violence, any officer involved shooting, and emergency activation of the Swat team, or any other felony crime that would require the immediate action of the criminal investigation division.

After-hours is defined as any time outside the normal operational hours of the criminal investigation division which is normally 0700 to 1700 hours, Monday through Friday.

Procedure:

1 Notification

1.1 The Detective's Office (DO) will be notified of all major crimes in a timely manner.

1.1.1 The notification will be made by the on-scene patrol supervisor to the on-call detective sergeant.

1.2 During normal operational hours (0700 to 1700 hours, Monday through Friday), contact should be made with the appropriate detective sergeant. If the unit sergeant cannot be contacted for any reason, then any supervisor within the DO may be contacted and notified of the situation.

1.2.1 The notifying patrol supervisor will possess sufficient knowledge of the circumstances concerning the incident in order to effectively communicate information to the detective sergeant, so that appropriate decisions can be made concerning the allotment of personnel and resources.

1.2.2 This notification is imperative at major crime scenes so that the crime scene search is organized and methodical to ensure the proper documentation, collection, and preservation of evidence.

2 Notification After Normal Duty Hours

2.1 When a major crime occurs after the normal duty hours, notification is to be made to the on-call detective sergeant.

2.1.1 The on-call sergeant's name, home phone number, and cell phone number will be available at the desk.

2.1.2 If the on-call sergeant does not answer his/her phone or respond back within ten (10) minutes, then contact should be made with the detective lieutenant.

2.1.3 If contact for any reason cannot be made with either the duty sergeant or the detective lieutenant, then contact should be made with the Investigations Division Commander.

3 Assignment of Investigative Personnel

3.1 The decision to assign investigators to a major crime scene will be made by the ranking detective supervisor in charge of the crime scene.

- 3.1.1 In order for the detective supervisors to make the proper decision for the allocation of personnel and resources, patrol supervisors must make their notification for assistance from the actual crime scene.
- 3.1.2 This on-scene notification will allow for the most accurate information to be exchanged at the time of the incident, in order for the detectives' response to be in a timely manner with the proper allocation of personnel and resources.

4 Patrol Division Responsibilities

- 4.1 The initial responding officer to arrive on the scene should establish control of the crime scene. (Refer to Policy Directive 31-1). The patrol officer(s) will:
 - 4.1.1 Aid injured person(s);
 - 4.1.2 Establish and secure perimeter;
 - 4.1.3 Limit access to the crime scene;
 - 4.1.4 Start crime scene log;
 - 4.1.5 Secure witnesses; and
 - 4.1.6 Advise a patrol supervisor of the situation.

5 Narcotics Unit Notification

- 5.1 When there is a major crime involving the manufacturing or trafficking of narcotics, the Narcotics Unit should be notified in the following manner.
 - 5.1.1 During normal working hours if assistance is needed, the patrol supervisor at the scene will contact the Narcotics Unit to request assistance from a supervisor. If no supervisor is available, the request will be made by contacting a narcotics investigator.
 - 5.1.2 If assistance is needed after normal duty hours, the on-call narcotics investigator should be contacted. The investigator will notify his/her supervisor of the call out.
 - 5.1.3 If a seizure of money or vehicles is a consideration, contact should be made with the Narcotics Unit prior to any seizure being made.

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