
CRIMINAL INVESTIGATIONS

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

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

Summary of Changes:

Procedure:

1. Responsibilities of the Patrol Division

- 1.1 The Patrol Division has primary responsibility for the initial response to crimes against property and persons within the department's jurisdiction. [CALEA 42.1.4]
- 1.2 Patrol Division personnel responding to the scene of a major crime will:
 - 1.2.1 Make the proper notifications as defined by Policy Directive 30-01, *Major Crimes Notification*.
 - 1.2.2 Secure the crime scene according 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, 83.2.1a]
 - 1.2.3 Obtain sufficient information from the complainant(s) and witnesses to assess the dimension of the crime and broadcast BOLO information. [CALEA 42.2.1d]
 - 1.2.4 Refrain from collecting evidence. Evidence found by a member of the Patrol Division 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].
- 1.3 Patrol Division personnel responding to crime scenes not defined as a major crime scene will be responsible for:
 - 1.3.1 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]
 - 1.3.2 Locating and identifying witnesses as per Policy Directive 31-01. [CALEA 42.2.1b]
 - 1.3.3 Interviewing complainants, witnesses, and suspects. [CALEA 42.2.1d]
 - 1.3.4 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]
 - 1.3.5 Taking photographs of a crime scene not classified as a major crime scene. Digital photos will be downloaded to a disc and submitted as evidence to the Property Room or uploaded to the report under the view/attachment tab. The incident report will include the date, time, and location of the photo(s) and the name of the photographing officer. [CALEA 83.2.2a, 83.2.4b]
 - 1.3.5.1 Any use of audio or video will also be downloaded to a disc and submitted to the Property Room or uploaded to the report. [CALEA 83.2.2b, c]
 - 1.3.5.2 Any member using a personally owned device to take digital photographs, audio, or video will upload the data to the report or save to a disc and store it in the Property Room as soon as possible. [CALEA 83.2.2d]
 - 1.3.6 The collection of latent fingerprint evidence will only be conducted by trained officers to use fingerprint collection equipment properly. [CALEA 83.2.1c] Officers will place latent fingerprint evidence on a card labeled with the incident number, type of offense, date of offense, date item was processed, and the name of the processing officer. Officers will submit collected fingerprint evidence to the Property Room with an AR Crime Lab Submission Form. Officers may obtain additional fingerprint powder and supplies from the Investigations Division. [CALEA 82.2.3, 83.2.4a]
 - 1.3.7 Notifying a computer forensic investigator through proper channels before 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]

- 1.3.8 Collecting physical evidence utilizing appropriate containers/bags that officers can obtain from the evidence processing room. [CALEA 83.2.1b & 83.2.4d]
- 1.3.9 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. [CALEA 83.2.1c] 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 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 83.2.1d, 83.3.2a]
 - 1.3.9.1 It will be the responsibility of the assigned investigator or evidence custodian to maintain the proper transfer of custody when dealing with physical evidence. [CALEA 83.2.1e]
- 1.3.10 Due to the enormous caseload at the State Crime Lab, officers/investigators collecting DNA evidence should refrain from submitting "touch" DNA samples without submitting "Known Source" DNA for comparison testing. [CALEA 83.3.1]
- 1.3.11 Evidence collected at a crime scene that requires the use of the dryer will be processed in the following manner;
- 1.3.12 Officers will procure the drying machine key from the front desk. The desk operator will log the key out on a log sheet indicating the date, time, and officer who checked the key out. Upon returning the key, the desk operator will record the date/time and the officer who returned the key.
- 1.3.13 Officer will place the items in the dryer and turn the machine on.
- 1.3.14 A Property Room submission report will be completed by the officer, and the officer will place the form and key in an evidence locker.
- 1.3.15 Officer will then log the submission in on the evidence submission logbook.
- 1.3.16 The Property room officer will notify the Investigations Division upon receipt of the property receipt and key for the dryer.
- 1.3.17 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.
- 1.3.18 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.
- 1.4 An Investigations Division supervisor may authorize an investigator to respond to a crime scene to provide additional support or equipment as needed to process a crime scene properly. [CALEA 83.2.4]

2. Responsibilities of the Investigations Division [CALEA 42.1.4]

- 2.1 The Investigations Division is primarily responsible for the follow-up investigation of crimes against society, property, and persons within the department's jurisdiction. 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 offender's status. [CALEA 42.1.5c] These offenses include, but are not limited to:
 - 2.1.1 Crimes committed or attempted against persons or property, as defined by appropriate statute.
 - 2.1.2 Homicide and questionable deaths or related offenses;
 - 2.1.3 Traffic fatalities;
 - 2.1.4 Rape and all other sexual offenses;
 - 2.1.5 Assault or battery, including abuse of adults or children;
 - 2.1.6 Kidnapping, false imprisonment, terroristic threatening, and harassing communications;
 - 2.1.7 Robbery;
 - 2.1.8 Theft, including fraud and forgery; and,
 - 2.1.9 Vehicular theft, including thefts from vehicles and thefts of motor vehicle parts and accessories.
 - 2.1.10 Offenses of all types committed by juveniles;
 - 2.1.11 Conspiracies to commit any of the offenses mentioned above which involve the apprehension of an offender, concealing an offender or offense, tampering with or concealing evidence, or intimidation or attempting to intimidate a victim or witness;

- 2.1.12 Missing persons or juvenile runaway complaints;
- 2.1.13 Narcotics and vice offenses; and,
- 2.1.14 Any other offense that may be directed by the Office of the Chief of Police.

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Chief of Police