

A. PURPOSE. To outline the organization and responsibilities of the Detective Unit

B. ORGANIZATION

1. The Detective Unit consists of five (5) teams: Major Case Team I, Major Case Team II, Family Services Team, General Case Team, and Auto Theft/Financial Crimes Team.
2. The Unit Commander reports directly to the Commander of Investigations.
3. Police sergeants will supervise each Investigative Team.
4. Investigative Team members will be police officers assigned as investigators.
5. All Detective Unit members are responsible for monitoring criminal activity assigned to their respective teams for the purpose of recognizing crime patterns. This data will be passed on to Crime Analysis personnel.

C. SPECIFIC RESPONSIBILITIES

1. Major Case Teams I and II shall investigate the following incidents:
 - a. Homicides
 - b. Deaths – suspicious circumstances
 - c. Life-threatening assaults
 - d. All robberies (including purse snatching)
 - e. Weapon offenses
 - f. Non-sexually motivated abductions
 - g. Extortion
 - h. Explosive devices or bomb threats
 - i. Serious assaults

- j. Stalking
 - k. Other assignments as directed by the Chief of Police
2. Family Services Team (FST) shall investigate offenses in which the victim or others involved may possess a unique physical or psychological need:
- a. Sexual assaults
 - b. Sexually motivated abductions
 - c. Indecent exposures
 - d. Parental kidnapping
 - e. Domestic assaults
 - f. Child abuse or neglect
 - g. Runaways
 - h. Missing Persons
 - i. Stalking – domestic related.
3. General Case Team (GCT) shall render investigatory services for all other case assignments, including but not limited to, the following incidents:
- a. Burglaries and attempts
 - b. Larcenies from vehicles
 - c. Larcenies
 - d. Malicious destruction of property
 - e. Embezzlements
 - f. Telephone offenses

- g. Minor assaults (non-domestic)
 - h. Receiving and concealing stolen property
4. Auto Theft/Financial Crimes Team shall investigate:
- a. Auto thefts and attempts
 - b. Pawn shops, precious metal dealers, and second-hand shops
 - c. Check law violations
 - d. Frauds

D. MAJOR CASE TEAM CALL OUT

1. The Service Area Commander or Watch Commander shall promptly notify the Commander of Investigations, the Detective Unit Commander, or a Major Case Team Sergeant of the occurrence of the following incidents:
- a. Homicides
 - b. Deaths – suspicious circumstance
 - c. Assaults – life threatening
 - d. Criminal sexual assaults
 - (1) Involving penetration when the victim is 16 years of age or less; and the assault occurred within the past 120 hours (5 days).
 - (2) Involving penetration and no prior relationship exists between the victim and the offender
 - (3) Resulting in serious injury
 - (4) Occurring during the commission of another felony
 - e. Kidnappings/abductions

- f. Armed robbery involving:
 - (1) Serious injuries
 - (2) Weapon discharges
 - (3) Substantial monetary losses
 - g. Bank robberies
 - h. Extortion
 - i. Detonated explosives/incendiary devices
 - j. Arsons (involving potential or actual death)
 - k. Critical incidents
 - l. Other assignments directed by the Chief of Police
2. The Commander of Investigations, the Detective Unit Commander, or a Major Case Team Sergeant shall determine the response to and supervise the above investigations.

E. CASE FILE MANAGEMENT

- 1. Investigations will be identified by their assigned and unique complaint number. Case files will include the investigative team assigned, investigator assigned, and date assigned to the investigator.
- 2. Investigations will be designated as either “Open,” designated as 00, or “Closed.” If the investigation is “Closed” the case file will indicate an administrative designator showing the type of closure.
 - a. 01 – Closed with warrant authorized
 - b. 02 – Exceptional closure
 - c. 03 – Arrest
 - d. 04 – Unfounded

- e. 05 – Warrant denied
 - f. 06 – No leads
 - g. 07 – No cooperation
 - h. 08 – Completed
 - i. 09 – No investigation
3. Case files will include, either electronically or in hard-copy form, materials obtained during the investigation. This may include, but are not limited to:
- a. Written statements
 - b. Lab reports
 - c. Property forms
 - d. Photographs
 - e. Forensics reports
4. “Open” investigations will be maintained and kept secure by the assigned investigator. “Closed” investigations will be filed within the Investigations Unit or the Record Management System and kept secure.