

 MIDDLETON POLICE DEPARTMENT	DATE November 13, 2013	POLICY 6.3.01
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SUBJECT: Criminal Investigations		

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Purpose

This policy explains the method used for investigations of cases referred to Investigative Services. A major function of the Police Department is the investigation of crimes. Cases of major magnitude often require additional manpower or special service.

The general public has the expectation of having crimes investigated in the most expeditious and conscientious manner. The Department, therefore, will establish systems to accomplish this goal.

Policy

It is the policy of the Middleton Police Department to adopt procedures which will ensure the effective and the efficient detection, apprehension and prosecution of those persons who violate criminal laws.

Preliminary Investigations

Response and initial investigation will generally be conducted by the field services division, under the supervision of the Shift Commander or his/her designee. Each criminal investigation

is unique, but officers are expected to do the following tasks when investigating crimes that occurred within the City of Middleton if applicable:

- A. Proceed to scene safely and promptly;
- B. Secure the scene;
- C. Render assistance to injured if needed;
- D. Determine if a crime has occurred;
- E. Determine jurisdiction of crime;
- F. Attempt to locate and detain suspect of crime;
- G. Attempt to locate and identify witnesses and victims;
- H. Interview all involved parties;
- I. Maintain a secure crime scene and protect evidence;
- J. Record all pertinent information of the crime;
- K. Determine if additional assistance is needed from specialized personnel;
- L. Arrange for collection of evidence;
- M. Report incident fully and accurately;
- N. Turn scene over to officers/investigators assigned for follow up.

Follow-Up Investigations

All reports completed by Middleton Police officers that need follow up will include a Case Screening Worksheet appropriately filled out by the original reporting officer. All reports will be reviewed by the shift commander, officer in charge of the shift or those employees who have been given review/edit privileges. Any report that may have follow-up potential will be appropriately designated and forwarded to the Investigative Services Bureau Commander or designated alternative.

In all cases where the report has been referred to Investigative Services for follow up, a review of the contents of the report will be conducted by the Investigative Services Commander or designee. The review will include looking at the gravity of offense, the probability of solution, the urgency of action and the Commander's judgment.

The Investigative Service Commander or designee shall make the determination as to what if any follow up will be completed and by whom. Cases can be assigned to a specific investigator, a team of investigators, a specific patrol officer or a group of patrol officers. A worksheet will be prepared by the Investigative Services Commander, or designee, if follow up is warranted. This worksheet will include description, priority class, assigned to, completion due date, any notes that are entered by the investigator, number of follow up reports, an area for extension of due date, and an area for cases reopened. In addition, the worksheet will show the closing status of a particular investigative report. Case assignments will be tracked by a computer program which will show the status of a case, who it is or was assigned to, due date or closing date and the status when closed.

Follow-up officers are responsible for the following tasks if applicable to the case assigned to them:

- A. Gathering additional information from officers, other agencies, electronic databases, informants, and outside resources;
- B. Conducting additional interviews and interrogations;
- C. Disseminating information to other officers;
- D. Conducting surveillance;
- E. Obtaining search warrants and planning execution of said warrants;
- F. Collecting additional evidence;
- G. Identifying and apprehending suspects;
- H. Connecting suspects to additional crimes;
- I. Preparing additional reports;
- J. Preparing cases for court presentation and assisting with prosecution.

When the case has been completed either by an arrest, inactivated, unfounded, exception or non-offense, the worksheets and associated documents of that particular complaint will be turned into the Investigative Commander for review and forwarding to records and court if appropriate.

On a monthly basis, the investigators will meet to review their work, workload and request extensions for past due cases if needed for that period of time. These meetings will take place on a time and date designated by the Investigative Commander.

Annually, a report outlining the efforts of investigative services will be completed. This report will include the number of cases assigned to investigative services, cases investigated and those resolved. It will also report workload by investigative services personnel.

Major Crimes

It is the responsibility of the Shift Commander to coordinate the investigation and notify appropriate individuals of the incident, or request additional manpower/equipment from this or other appropriate agencies.

The Investigative Division will encourage participation by patrol officers in follow up investigations, when such participation is deemed mutually beneficial by Patrol and Investigative Commanders for the purpose of bringing the case to a speedy and successful conclusion or for enhancement of the professional capabilities of the patrol officer.

Major incidents that may require specialized assistance, will require contact with the Investigative Services Bureau Commander or his/her designee. This is to ensure 24 hour access to qualified personnel. The decision to contact the Investigative Services Bureau Commander lies with the on-duty Shift Commander.

These incidents may include but not be limited to: Homicide; Kidnapping; Robbery; Sexual Assault; Child Molestation; or other serious crimes as deemed necessary by the Shift Commander.

Specialized Investigations

The Investigative Service Bureau shall be responsible for criminal investigations not assigned to a patrol officer and those follow-up investigations requiring specialized knowledge or expertise, such as:

1. Homicide or unnatural death;
2. Robberies
3. Sex offenses
4. Child abuse
5. White collar and computer crimes
6. Major burglaries
7. Arson
8. Major drug investigations;
9. Gang activities
10. Vice investigations

These cases should be received, processed, documented, and investigated utilizing the standard incident report, workflow, case management system, and referred to the ISB Commander for review and assignment. Cases that are sensitive or confidential in nature, requiring additional security, shall be placed in a restricted access status (10.1.03, page 18). The ISB Commander will establish policies and procedures for joint investigations with or referrals to other agencies or task forces (drugs, gangs, vice, burglary, etc.).

Intelligence

The criminal intelligence function relates to the collection, analysis, and dissemination of information that enables members of the department or other law enforcement agencies to identify, investigate, deter, or solve criminal activity. The ISB Commander and ISB personnel are responsible for the criminal intelligence function, nonetheless, all members of the department are responsible for reporting information from all areas of the community, to ensure a continuous flow of intelligence data into the department. Criminal intelligence gathering shall be limited to information which pertains to criminal conduct or activities that present a threat to the community. Intelligence information should be received, processed, documented, and investigated utilizing the standard incident report, workflow, case management system, and referred to the ISB Commander for review and assignment, or may be emailed or otherwise directly imparted to a member specializing in related intelligence. Cases that are sensitive or confidential in nature, requiring additional security, shall be placed in a restricted access status (10.1.03, page 18). Intelligence information held outside of the RMS shall be securely stored in ISB and periodically reviewed by the ISB Commander with ISB personnel. Outdated or inaccurate materials shall be purged so that files remain current, accurate, relevant, and that the individual's right-to-privacy is safeguarded.

Activities performed by ISB relating to criminal intelligence include:

1. Establish and maintain criminal intelligence in conjunction with confidential informant information.
2. Conduct follow-up investigations on criminal intelligence related complaints or allegations from reliable information sources.
3. Promoting liaison with other department components as well as with local, state, and federal agencies and members of the community for the purpose of exchanging intelligence information.
4. Analyzing collected criminal intelligence information.
5. Disseminating criminal intelligence information to other department components and outside agencies. Dissemination of criminal intelligence information is limited to criminal justice agencies.

Deconfliction

Deconfliction is designed to prevent tactical, field or investigative operations of different agencies or units from occurring at the same location and at the same time and date to prevent them from interfering with one another and to facilitate officer safety. Deconfliction of subjects, investigations and tactical operations is paramount to officer safety.

To improve interagency collaboration and to promote the sharing of accurate and timely information and intelligence, members of the Investigative Service Bureau will routinely deconflict new confidential informants, confirmed target locations, and prior to search warrant execution when feasible.

1. The ISB Commander or their designee will contact the Commander of the Dane County Narcotics Task Force to initiate the deconfliction process. Task Force staff will, in turn, deconflict the operation through the Wisconsin Statewide Information Center.
2. To standardize the methods for major case and drug deconfliction, the Wisconsin Statewide Information Center (WSIC), acting as a RISSNET™ watch center, is providing deconfliction services through RISSafe™.
3. As part of the RISSafe™ system, a unique confirmation number is generated that provides proof of deconfliction.
4. The Middleton Police Department's operations plan will include RISSafe™ event deconfliction as part of the approval process. The RISSafe™ deconfliction confirmation number and date/time stamp are included. The Investigative Service Bureau Commander or designee will ensure all required RISSafe™ data is included in the operations plan.

Internet crimes against children and similar investigations with unique technological involvement will deconflict with the National Internet Crimes Against Children Data System.

1. Deconfliction will occur through the ICAC COPS website and through NCMEC.
2. Unique individual identifiers such as subjects screen names, IP addresses, user profiles, email addresses, etc. will be subject to deconfliction when feasible.
3. Middleton Police Department proactive operations will be reported to National Internet Crimes Against Children (ICAC) Data System via DCI.