 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: <b>NEED TO KNOW</b>	
	<b>424 INVESTIGATIVE SERVICES</b>	
	EFFECTIVE DATE: <b>05 MAR 2019</b>	REVIEW DATE: <b>ANNUAL</b>

**PURPOSE**

Coordination between Patrol and Investigative Services personnel is essential to successful investigations. An investigation is successful if the person responsible for a crime is identified and apprehended and adequate information and evidence are obtained to ensure prosecution is possible. The department's procedures are designed to ensure a coordinated and effective investigative process. The purpose of this general order is to provide administrative and operational procedures to govern the criminal investigation function.

**POLICY**

The Yale University Police Department will effectively and efficiently manage criminal investigations by coordinating the efforts of Patrol, ISU and other law enforcement agencies.

**ORGANIZATION CTLEA 3.2.31**

The organizational structure of the Investigative Services Unit (ISU) establishes the chain of command and flow of communications within the Unit.

- The Assistant Chief of Support Services is the commanding officer of the Investigative Services Unit and is responsible for all investigative functions of the department.
- The Officer in Charge of ISU (OIC) reports to the Captain of Support Services and the Assistant Chief of Support Services.
- The Officer in Charge of ISU (OIC) commands and oversees all activities of the Unit.
- The Executive Officer of ISU (XO) assists the OIC in the efficient operation of the Unit, supervises subordinate personnel and conducts criminal and administrative investigations assigned by the Captain of Support Services, Assistant Chief of Support Services or the Chief of Police.
- Detectives conduct assigned investigations.
- Patrol Officers conduct preliminary investigations.

**GENERAL**

The Investigative Services Unit investigates a myriad of criminal activity. Although the Unit provides investigative assistance to all divisions of the police department, the bulk of assistance is provided to the Patrol Division by conducting follow-up investigations on cases initiated by patrol officers in the field. ISU also collects and disseminates information on criminal activity, addresses Patrol roll calls to share information on wanted criminals, homeland security issues, and intelligence on criminal organizations. The Unit is also responsible for dignitary protection.

**PRELIMINARY INVESTIGATION CTLEA 3.3.8**

Preliminary investigative activities involve protection of persons, collection of evidence, apprehension of perpetrators at or near the crime scene and solving the crime. Patrol Officers conducting preliminary investigations:

- Observe all conditions, events and remarks;
- Assist the injured;
- Establish a perimeter, secure the crime scene, and start a crime scene log;
- Make the crime scene as safe as possible;
- Notify the dispatcher of injuries or dangerous conditions;

- Request appropriate resources (i.e. fire, ambulance, etc.);
- Determine whether a crime was committed;
- Locate and identify witnesses;
- Interview complainant, witnesses and suspect(s);
- Arrange for evidence collection;
- Take notes.

#### **PATROL CASE MANAGEMENT**

- Patrol Officers pursue preliminary investigations to the full extent of their available time and investigative expertise.
- Whenever practicable, preliminary investigations should be concluded by the end of the shift when the incident occurred.
- In all cases, supervisors will ensure that a report of the incident is prepared insuring that all information necessary for follow-up investigation is included consistent with GO-419.

#### **CASE SCREENING CTLEA 3.3.6**

The ISU OIC AND XO are responsible for initial case reviews and screening and on a daily basis to include:

- Reviewing offense reports for possible assignment to a Detective;
- Screening cases to determine the need for follow-up investigation based upon solvability factors, available staffing, the chance of a successful resolution based upon past experience, and the severity of the crime.
- Assigning those cases in which a follow-up investigation is necessary based on the above factors.

The OIC and XO will conduct an ongoing review and screening of cases. In certain cases, information may become available that will increase solvability factors. These cases will then be reviewed to determine if assignment to an investigator for follow-up investigation is warranted.

#### **FOLLOW-UP INVESTIGATIONS CTLEA 3.2.22**

Investigations proceeding beyond the preliminary stage may be conducted by Patrol officers:

- When there is a reasonable chance of apprehending a suspect in a short period of time;
- When additional information is needed for the initial report;
- When there are other compelling circumstances, such as the collection of physical evidence that might be immediately destroyed or altered.

Follow-up investigations may be conducted by Investigative Services personnel:

- When a complete investigation by uniformed personnel is not possible or practical;
- When additional evidence or information is required to identify and apprehend the perpetrator and the time required to obtain such evidence or information by the initial officer is impractical or extends to a point that the investigation could be compromised;
- When complexities of the case require the use of specialized personnel or equipment.

#### **INVESTIGATIVE SERVICES PERSONNEL AT CRIME SCENES**

The Investigative Services OIC or Investigative Services XO will be notified of the occurrence of a crime by the Shift Commander or Patrol Supervisor based on:

- The seriousness or complexity of the crime;
- The need to process or document evidence at the crime scene;
- The likelihood the crime may be linked to another crime or series of crimes.

ISU will assume control of and responsibility for the crime scene upon their arrival, as well as the management and completion of investigations of all major crimes. The Shift Commander or Patrol Supervisor may assign Patrol Officers to assist ISU Personnel who will report to the ISU officer in charge.

#### **INVESTIGATIVE SERVICES FOLLOW-UP INVESTIGATIONS CTLEA 3.3.9**

The Investigative Services OIC and XO will review and analyze all incident reports and determine whether additional investigation is required. These activities may include:

- Making appropriate NCIC-COLLECT entries/Inquiries relative to wanted persons, stolen property, etc.;
- conducting additional interviews/interrogations of witnesses or suspects;
- Making notifications of or coordinating with other law enforcement agencies; seeking additional information (from uniformed officers, informants);
- Searching for new witnesses;
- Conducting surveillance or identification procedures;
- Planning, organizing and conducting searches;
- Collecting physical evidence;
- Identifying/apprehending suspect(s);
- Determining suspect(s) involvement in other cases;
- Checking suspect(s) criminal history;
- Presenting evidence and statements to the State's Attorney's office to obtain arrest or search warrants;
- Attending and retrieving evidence at autopsies;
- Searching for and recovering stolen property;
- Submitting items for forensic examination;
- Preparing cases for court presentation;
- Notifying victims-witnesses when their presence is required in court.

#### **INTERVIEW AND INTERROGATION CTLEA 3.3.7b**

Interviews are conducted with individuals who may have information pertinent to an ongoing investigation. Interrogations are conducted with persons suspected of committing or directly involved in criminal activity.

**Interviews and interrogations will be conducted consistent with legal requirements.**

#### **TECHNICAL AIDS CTLEA 3.3.10**

Technical aids for the detection of deception such as polygraph tests as well as blood tests, DNA tests, etc. may be utilized for follow up investigation.

- Only the Detective(s) specifically assigned to the case will be authorized to request and use technical aids and tests.
- Permission of the ISU OIC or XO must be obtained prior to the tests being administered.
- All forensic and scientific testing will be requested according to established procedures.
- Polygraph tests will only be conducted by certified personnel.

#### **SURVEILLANCE CTLEA 3.3.7e**

- Surveillance may be used in the investigation of criminal activity when it is necessary to observe suspects or conditions in an unobtrusive manner.
- Surveillance often generates new or additional information involving crimes under investigation, creates intelligence information, and often leads to firsthand observation of criminal activity.

- Surveillance activity will be conducted in compliance with all legal requirements.

#### **CANVASSES CTLEA 3.3.8**

Canvasses are conducted to ensure that all witnesses to a particular crime have been located and interviewed regarding information they may possess. Canvasses should cover a pre-determined area around the crime scene or area of criminal activity, and should be conducted in a systematic and thorough manner.

- A preliminary canvass shall be conducted as soon as possible after the occurrence of a crime, so witnesses are interviewed while information is fresh in their mind.
- A secondary canvass should be conducted to re-interview witnesses as to information they may have remembered since the first interview, and to interview potential witnesses that may have been unavailable during a prior canvass.

Detailed notes of the canvass shall be kept, including addresses visited, parties interviewed, and information obtained. A supplementary report documenting the canvass shall be completed in a timely manner.

#### **COLLECTION, PRESERVATION AND USE OF PHYSICAL EVIDENCE CTLEA 3.3.7c**

Physical evidence may be searched for, collected, and preserved during the investigation of any crime scene in compliance with all applicable laws and court decisions. Officers will be mindful of proper evidence collection procedures and their importance in the development of thorough investigations.

#### **IDENTIFICATION PROCEDURES**

Identification procedures include one-on-one show-ups, photo arrays, and line-ups. Investigators should ensure that procedures used to identify the suspect of a crime are reliable and satisfy all legal requirements.

#### **BACKGROUND INVESTIGATIONS CTLEA 3.3.7d**

Background checks and investigations are often conducted on persons who are suspects in certain crimes or who have applied for legitimate purposes such as permits, licenses or employment. Multiple sources of information will be used in order to provide a thorough investigation, such as:

- Local records
- National Crime Information Center (NCIC)
- Past and Present Employers
- Credit History
- Personal References
- Established informants

Information collected from such investigations will be used and managed as police information. The distribution of such information will be in accordance with all applicable laws, policies, and procedures. Information collected as the result of a criminal investigation will become part of the case and will be maintained in the case file.

#### **INVESTIGATIVE SERVICES CASE MANAGEMENT CTLEA 3.3.6**

The Investigative Services Unit OIC will maintain a case tracking and filing system for all cases investigated by the Unit.

In order to maintain a standardized system for the accountability, immediate retrieval and status of investigations conducted by ISU, each investigator will follow these procedures:

- Cases will be opened when there is sufficient justification for investigative effort. When sufficient information is received from any source that would require investigative effort to resolve, a case should be opened and pursued.
- Investigative reports will be prepared on any case which requires significant commitment of investigative resources or at the discretion of the Investigative Services OIC or XO.
- Cases may be initiated independently with notification to the Executive Officer or assigned by the OIC or Executive Officer.
- Once a case is opened, an initial supplemental report will be completed within 30 days and every 30 days thereafter unless otherwise directed by the OIC or Executive Officer.

Criminal investigations may be closed with the approval of the Executive Officer when all worthwhile investigative leads have been explored, or no investigative activity has taken place for a period of 60 days. If new leads are developed in a case after it has been closed, the case can be reopened.

Cases will be closed when an arrest has been made and no further investigation is warranted.

Case files will be neat and orderly and contain the following:

- Case Summary,
- Case Screening Form,
- Case Activity Log,
- Table of Contents (for all major or voluminous case files)
- Copy of all incident reports connected with the investigation,
- Witness statements,
- Photographs,
- Results of examinations of physical evidence,
- Any other records needed for investigative purposes.

Active criminal intelligence and active criminal investigative information are exempt from public disclosure and will not be disseminated to the public.

**Criminal case files may be purged and destroyed consistent with legal requirements.**

#### **VICE AND INTELLIGENCE CTLEA 3.3.13**

Information about individuals and groups involved in criminal activity are kept within ISU. Due to the sensitive nature of certain investigations access to the intelligence kept within the Unit shall be restricted to ISU personnel. On occasion the Unit may disseminate intelligence to, or receive intelligence from, other agencies and police personnel. Intelligence kept within the Unit shall not be given to any outside agency without permission of the OIC or XO. The OIC or XO shall immediately be advised of intelligence received from outside agencies.

Records, reports, and written intelligence related to vice and intelligence investigations shall be kept in a secure file within the Unit and maintained separately from the central record system **CTLEA 3.3.23, 3.3.24**. A review of records kept within the Unit will be conducted

Complaints or information involving vice related crimes received by officers not assigned to Unit can be forwarded to the Unit by the following means;

- Verbally contacting a member of the Unit if the complaint or information warrants immediate action or is of a sensitive nature.
- Forwarding an offense report to the Unit.
- Completing a Field Interview and forwarding it to the OIC.

Detectives may keep records of information gathered on their individual cases using their own method and shall advise the OIC as to the progress of the investigation. The OIC or XO shall be immediately advised of information received from outside agencies.

The OIC shall evaluate new information/complaints received by the Unit. Due to the sensitive nature of vice investigations an official record of the complaint will not be made unless the information can be substantiated and at the discretion of the OIC.

Because investigations into vice crimes can often involve large expenditures of time, money, and effort, each complaint must be evaluated by the commander of the OIC or XO, taking the following factors into consideration;

- The accuracy and credibility of the information/complaint.
- The relative importance of the problem.
- What investigative techniques might be necessary.
- The availability of resources, personnel, and potential operational problems.

Upon evaluating information and complaints the OIC shall decide the appropriate course of action.

The OIC shall report periodically to the Chief of Police about vice activity and related crime. Reports will include information on ongoing investigations, new intelligence and task force activities.

#### **CAREER OR HABITUAL CRIMINALS**

Investigators should identify cases involving career or habitual criminals and should coordinate with the State's Attorney's Office when a career or habitual criminal is a suspect in any criminal investigation.

#### **CONTINUITY OF INVESTIGATIONS**

Case investigation continuity is critical to ensure the investigation is complete and accurate. Many cases may require extensive follow-up either by Patrol or ISU. The following areas should be reviewed by supervisors to ensure the case is ready for prosecution and that the investigation is complete:

- Review and analyze all incident reports, statements, evidence, and documents connected to the case.
- Determine the need for additional interviews, interrogations, information (from officers, witnesses, victims, complainants, other law enforcement agencies).
- Plan, organize, and conduct searches for the purpose of collecting physical evidence.
- Identify and apprehend suspect(s).
- Determine the involvement of suspects in other crimes.
- Check criminal histories on suspect(s).
- Prepare the case for court presentation.
- Make a "second contact" with the victim and/or witness.
- Keep the victim apprised of the progress of the investigation and the status of the case as it proceeds through the court process.

#### **ROLL-CALL**

Members assigned to ISU will periodically attend roll-calls to enhance relationships between patrol officers and the investigators and to exchange criminal intelligence and information. **CTLEA 3.2.36b**

#### **INVESTIGATOR - CALL OUT**

The Investigative Services OIC or Executive Officer will immediately be notified of all serious crimes reported to the department, regardless of the time of occurrence. When necessary, the OIC or Executive Officer will assign a Detective to conduct the investigation.

**INFORMANTS CTLEA 3.3.12**

All sworn members of the department who rely upon information provided to them by a confidential informant that results in the officer requesting a search or arrest warrant must register the informant with the Chief's office and the Yale and New Haven Police Departments Investigative Services Units.

The Chief and the Investigative Services OIC will maintain a file of registered informants to include biographical and background information, including criminal history information, identifying the informant by name and code number and listing all cases (by case number) from which information was used to secure an arrest or search warrant and money paid for such information.

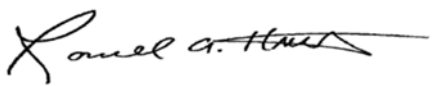
The department will maintain a case preparation fund for payment of informants and the purchase of stolen property. The fund will be under the custody of the Chief. A record of expenditures from the fund will be kept to include: Case number, Items purchased, Department person requesting funds, Person or firm paid, Amount paid. All requests for funds from the case preparation account will be done through the Investigative Services OIC. **CTLEA 3.3.14**

**INVESTIGATIVE TASK FORCES CTLEA 2.1.9**

The Department recognizes that pooling and coordination of resources among members of the Department and other law enforcement or criminal justice agencies are often the most effective and efficient means of investigating certain crimes. The Department will participate in multi-agency task forces when approved by the Chief of Police after appropriate mutual aid and inter-jurisdictional agreements are executed.

- Department members may participate on task forces with written approval of the Chief of Police and ISU-OIC.
- The assignment of department members to task forces is temporary and they may be reassigned at any time.
- Department members assigned to task forces shall act within the rules of the Department at all times and will be briefed by the ISU-OIC prior to assuming those duties.
- As may be allowed, department members assigned to task forces will submit a weekly report to the ISU-OIC detailing:
  - Investigative activities
  - Arrests
  - Intelligence gathered pertinent to the University
  - Matters of concern within the jurisdiction of the Department
- Matters of immediate concern will be reported verbally to the ISU-OIC.
- Department members assigned to task forces will be debriefed by the ISU-OIC upon being relieved of that assignment.

PER ORDER OF



RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

**THIS GENERAL ORDER SUPERSEDES GO-502F INFORMANTS-CASE PREPARATION AND GO-502G CASE SCREENING AND CASE FOLLOW UP AND GENERAL ORDER 424 INVESTIGATIVE SERVICES ISSUED ON 1/20/2014.**