

**Stevensville Police Department
General Orders**

Chapter 20

Criminal Investigations

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By The Order of: **M. Sosa, Jr., Chief of Police**

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The purpose of this directive is to establish guidelines by which Stevensville Police Department personnel shall conduct criminal investigations. This directive establishes administrative and operational procedures for all components of the Stevensville Police Department involved in criminal investigations.

20.1.1 CRIMINAL INVESTIGATIONS FUNCTION

CALEA Standard: 11.1.1, 11.2.2

The criminal investigations function is a significant and integral part of the Stevensville Police Department’s efforts to efficiently and effectively conduct investigations into criminal offenses occurring in the community. It is the function of the Stevensville Police Department Officers to complete preliminary and follow-up investigations of crimes committed within the jurisdiction boundaries of the Stevensville Police Department.

Constitutional Requirements

The constitutional rights of persons involved in criminal investigations must be protected and ensured as they relate to interviews, interrogations, custody, and the right to have access to counsel. Policy and procedures relative to such constitutional rights are detailed in Stevensville Police Department General Orders, Chapter 1, and Section 1.2.1 “Legally Mandated Authority and Constitutional Rights”.

20.1.3 CASE ASSIGNMENTS FOR FOLLOW-UP INVESTIGATIONS

CALEA Standard: 42.1.2

The Chief of Police or his designee shall assign cases for follow-up investigation based on available personnel and caseload considerations. In cases where specialized skills, knowledge, or training may be required, efforts will be taken to assign the case to an investigator that best meets the specific qualifications. The investigator assigned to conduct a follow-up investigation shall be the principal investigator and case coordinator for that case.

Suspension of Investigative Efforts

All cases assigned to Criminal Investigations Section personnel that are subsequently suspended or inactivated must reflect the reason for suspension. Criteria for the suspension of investigative efforts include:

- All current leads have been exhausted
- Unavailability of investigative resources on low priority case
- The degree of seriousness on low priority case
- Other circumstances subject to approval by The Chief of Police

Case Screening

All incident reports completed by Officers are reviewed by Supervisors to determine the potential for clearing the incident through follow up investigation. Information included in the initial incident report that supports assignment for follow up investigation includes:

- Seriousness of the incident
- Suspect is known and/or can be named
- Stolen property is traceable
- Sufficient physical evidence is recovered
- Reliable witnesses are available
- Extent of injury or property loss
- Recognition of crime trends, series, or geographic similarities

Other factors that may indicate a case should be assigned for follow-up investigation include:

- Documented experiences of the Stevensville Police Department with similar cases
- Documented experiences of other law enforcement agencies with similar cases
- The development of research and intelligence indicating further investigation is warranted
- Sensitivity or high-profile nature of a case

20.1.4 DESIGNATION OF CASE MANAGEMENT/STATUS/DISPOSITION

All cases shall be assigned an appropriate administrative status designation. Administrative designations for case status are:

OPEN

Indicates further investigation is warranted. The case may be assigned for further investigation and investigative efforts are active.

SUSPENDED

Indicates investigative efforts are inactive. Current leads have been exhausted, but the investigation has not been brought to a satisfactory conclusion and investigative efforts may be resumed.

CLOSED/CLEARED

Indicates the investigation has been concluded satisfactorily. One of the following NIBRS case dispositions must be indicated:

- “Cleared by Arrest” – Indicates that one or more offenders have been arrested and charged by Stevensville Police Department personnel.
- “Cleared by Exceptional Means”
 - a. Death of Offender
 - b. Prosecution Declined (by prosecutor for other than lack of probable cause)
 - c. In Custody of Other Jurisdiction (Includes extradition denied)
 - d. Victim Refused to Cooperate (In the prosecution)
 - e. Juvenile/No Custody – (The handling of a juvenile without taking into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)
 - f. Not Applicable (Not cleared exceptionally)

20.1.5 ACCOUNTABILITY FOR CRIMINAL INVESTIGATIONS

CALEA Standard: 42.1.4

Preliminary Investigations

Uniformed patrol Officers or shall complete an incident report.

Death investigations will be referred to the Ravalli County Sheriff’s Office on a case-by-case basis.

Instances of Domestic Violence involving Agency personnel will require a supervisor to make the scene location.

This policy in no way relieves any Officer of his duty to act in circumstances in which immediate action may result in the apprehension or arrest of the offender. If the Officer conducting the preliminary investigation determines that leads exist that may lead to the identification or arrest of a suspect, or the recovery of property, the Officer shall reasonably pursue the investigation to the fullest extent, unless otherwise directed. The Officer conducting the preliminary investigation is responsible for documenting all activities taken during the course of the preliminary investigation.

Once a preliminary investigation is conducted, the case shall be forwarded Chief of Police or his designee, who may refer the incident back to the officer conducting the preliminary investigation for follow-up. Stevensville Police Department General Orders, Chapter 19, and Section 19.1.1 “Field Operations Division Functions” outlines the duties and responsibilities of the patrol function.

When an Officer makes an arrest on a warrant that references a case number, the Officer shall prepare a supplementary incident report and submit a copy to the appropriate investigator.

Temporary Assignment of Patrol Officers

When personnel resources permit, Officers may be assigned exclusively to a follow-up investigation on a temporary basis. Benefits of temporary assignment of uniformed patrol Officers include:

- Strengthening the investigation process
- Enhancing career development for Officers
- Improving crime investigation reporting
- Improving and providing more complete preliminary investigations by patrol Officers
- Creating a pool of patrol Officers with investigation experience

Follow-up Investigations

All Stevensville Police Department personnel assigned to conduct investigations shall be responsible for seeing that all investigative activities are properly and thoroughly documented and included in the case file. Supplemental reports shall be submitted detailing the progress of the investigation until the incident is suspended or closed.

20.1.6 CRIMINAL INTELLIGENCE

CALEA Standard: 42.1.6

For the purposes of this directive, the following definitions apply:

Criminal Intelligence Information: Records or information that pertain to a person or group of persons that is compiled by a public law enforcement agency in an effort to anticipate, prevent, or monitor possible violations of the law.

- **Civil Disorder:** Overt acts of defiance by groups or associations of three or more persons, usually against established laws and rules of order; these acts can result in spontaneous outbreaks of violence resulting in personal injuries and loss of property.
- **Public Disturbance** Any annoying, disturbing, or alarming act or condition exceeding the bounds of social toleration normal for the time and place in question which occurs in a public place or which occurs in, affects persons in, or is likely to affect persons in a place to which the public or a substantial group has access.
- **Subversive Activity:** Any overt or covert activity practiced by groups or associations of persons to achieve goals that are usually contrary and detrimental to the welfare of the community; such activities often embrace or adopt resolutions to overthrow established political governments and to intimidate or harass ethnic, racial, and religious groups through the use of terrorist acts, civil disorder, or other illegal methods.
- **Terrorism:** Acts of violence committed against individual persons and/or the general public, designed to intimidate, harass, and otherwise cripple or eliminate opposition or resistance to political, mercenary, or commercial goals.

Criminal Intelligence Function

The timely gathering and sharing of criminal and crime related information among all functions of the Stevensville Police Department is fundamental to the Agency's policing philosophy. This directive is in no way intended to prevent the gathering and transference of information related to criminal activity, crime patterns or trends, criminal suspect information, or other information related to criminal investigations or public safety interests.

The Stevensville Police Department does not maintain a Criminal Intelligence Unit. Should one be developed in the future, the following policy will apply.

The Criminal Intelligence Officer's primary responsibilities include coordinating criminal intelligence information relating to major vice, drug, and similar organized crime information, and overseeing the asset forfeiture efforts of the Department.

Intelligence relating to organized crime vice or drug activities that does not need to be disseminated for immediate action will be maintained by the Criminal Intelligence Officer in secure files and password restricted databases. The Criminal Intelligence Officer shall classify intelligence information as either permanent or temporary. Permanent files shall be purged after five years of no evidence of ongoing criminal activity. Temporary files shall be purged at the end of one year unless information is obtained upgrading the information to a permanent status.

Gathering and Dissemination of Criminal Intelligence Information

Criminal intelligence records are not public records under Montana Statute and shall not be released or disseminated except to law enforcement or public safety agencies and personnel on a need or right to know basis as necessary to further a legitimate law enforcement function.

The gathering of criminal intelligence information shall be limited to legitimate investigative objectives relating to the control and prevention of criminal conduct and will be used only for lawful law enforcement purposes. The collection of information that has no operational value is prohibited. Examples of prohibitive information gathering include:

- For general/personal interest purposes
- On the basis of an individual's religion, political affiliations, ethnicity, or race
- Because an individual may support an unpopular cause

Investigators shall be responsible for ensuring that intelligence information is based on legitimate public safety interests. Unless immediate needs dictate otherwise, criminal intelligence information shall be forwarded through the chain of command to the appropriate enforcement function. In the event the intelligence is of an immediate nature, the on-duty Supervisor will notify appropriate the Chief of Police to determine the appropriate actions.

Training

The Criminal Intelligence Officer and other Officers assigned the task of handling sensitive information, will receive training in the legal and privacy requirements governing the collection and dissemination of criminal intelligence information.

Annual Review

At least annually, in July, the Chief of Police shall review the procedures and processes used in the collection, processing, and sharing of criminal intelligence information relating to criminal and homeland security activities.

20.1.7 HABITUAL OFFENDERS

CALEA Standard: 42.1.5

Montana Statute establishes criteria and defines habitual felons, violent habitual felons, and habitual misdemeanor assault.

A habitual felon is defined as “any person who has been convicted of or pled guilty to three felony offenses in any federal court or state court in the United States or combination thereof”.

Stevensville Police Department personnel investigating incidents should, during the course of their investigations, determine if defendants meet criteria for habitual offender as defined by Montana Statutes. If so, the investigating Officer should indicate that information in the appropriate investigative reports to the County Attorney and seek assistance from the County Attorney in obtaining indictments for habitual offender violations.

20.2.1 PROCEDURES USED IN CRIMINAL INVESTIGATIONS

CALEA Standard: 42.2.1, 42.2.2, 42.2.3, 42.2.6, 42.2.10

All Stevensville Police Department personnel shall conduct assigned investigations fairly and impartially. Officers should conduct investigations as discreetly as possible and be mindful not to endanger the reputation of any person under investigation. Officers shall make every effort to contact victims and witnesses promptly upon being assigned a case for follow-up investigation. Sworn personnel, while in plain clothes and taking part in arrest(s), back-up, or raid situations, shall display their badge on their outermost clothing or from an attached chain with an ID/Badge holder.

Resources to be used in Criminal Investigations and Information Development – Investigative Contacts

- Victims
- Witnesses
- Neighbors
- Relatives
- Informants

- Other law enforcement agencies
- Other public agencies

Interviews and Interrogations

An interview of a suspect or witness occurs when the questions being asked are not intended to lead to incriminating information. When an Officer asks questions that are intended to lead to incriminating information, an interrogation has begun. *Miranda* warnings are never required for interviews whether the individual is in custody or not. *Miranda* warnings are only required when the suspect is in custody *and* an interrogation is being conducted and where the suspect is not free to leave. Whenever possible, Officers should make every attempt to conduct noncustodial interviews. When custody is necessary, Officers should issue *Miranda* warnings before an interrogation begins, and only proceed with the interrogation if the suspect has knowingly and voluntarily waived his rights.

Detainees and suspects will not be interviewed in the Officer Work Area, unless all other approved areas are occupied. Investigating Officers shall search the prisoner/detainee prior to interviews. Firearms may be worn at the investigating Officer's discretion and the prisoner/detainee shall be observed at all times.

If feasible, a visual and audio recording shall be done. However, at a minimum, an audio recording shall be done. The following require electronic recording:

- Custodial interview/interrogation of a juvenile

The recording shall begin with advising the person of their constitutional rights and the starting time. At the completion of the interview, the time of completion must be recorded also, and no further recording is necessary. Additionally, the recording must be an "uninterrupted" recording. "Uninterrupted" for these purposes, means the person conducting the interview and the person being interviewed must be present throughout. Necessary periods of rest are allowed and do not constitute an interruption of the recording. However, the recording must reflect the starting time of the rest period, as well as the time the interview was resumed.

Collection, Preservation, and Use of Physical Evidence

Physical evidence should be searched for, collected and preserved when investigating any crime scene. Officers investigating any criminal offense should be mindful of any physical evidence collected from a crime scene and see that it is used in the development of the case. Additional instruction concerning the collection and preservation of evidence can be found in Stevensville Police Department General Orders, Chapter 35 and Section 35.1.1.

Surveillance

Surveillance may be used as an investigative tool when it is necessary to observe suspects or conditions in an unobtrusive manner. Surveillance may generate additional information concerning a crime under investigation, create intelligence information, or provide first-hand observation of criminal activity.

Background Investigations for Criminal Investigations

Criminal investigations frequently involve background investigations of individuals, particularly as they relate to white-collar crime, organized crime, and vice activities. The Stevensville Police Department shall only conduct background investigations in conjunction with a legitimate, ongoing criminal investigation. **NOTE: This section does not apply to the employee selection process.** Sources of information available in conducting background investigations include:

- Financial institutions
- Business associates
- Former employers
- Informants
- Utility companies
- Public records
- Intelligence reports
- Criminal history
- Other law enforcement agencies
- Pawn shops

All information obtained in a background investigation shall be incorporated into the criminal case file. All case files are subject to Stevensville Police Department records policy as outlined in Chapter 34, and Section 34.3.4, Records, of the Stevensville Police Department General Orders.

Field Interviews

The Stevensville Police Department encourages Officers to conduct legitimate field interviews as an investigative tool, and as a crime prevention and information gathering tactic. The field interview is a means of collecting, preserving, and disseminating information about suspicious activity of individuals and/or vehicles. Officers stopping individuals or vehicles for the purpose of conducting an investigative field interview may detain a person if the Officer has reasonable suspicion to believe that the person is committing, has committed, or is about to commit a crime. The right to detain applies to both pedestrians and vehicles and may be exercised upon reasonable suspicion of a crime.

Reasonable suspicion is more than a hunch. It must be based on articulable circumstances. Elements that help establish an Officer's reasonable suspicion include:

- The suspicious person fits the description of a suspect wanted for committing a crime
- The vehicle being driven fits the description of a wanted suspect's vehicle
- A person flees at the sight of an Officer
- A person or vehicle is seen leaving the area of a crime
- The person is behaving or maneuvering a vehicle in a manner indicating criminal activity
- The time of day
- The type of neighborhood or physical surroundings
- The Officer's prior knowledge of the person or the person's criminal record

- The location where the person or vehicle was observed

Officers may detain a person or vehicle for a reasonable period of time. Officers should, however, detain a person only for the length of time necessary to obtain identification or an accounting of the suspicious person's presence or conduct. The person should be released as soon as the interview is completed unless probable cause to arrest or search develops. A person may only be detained at or near the scene of the stop and may not be moved to another location without their consent. The individual has the right to refuse to answer questions during the investigative field interview.

During an investigative field interview no *Miranda* warnings are necessary because the individual is only being temporarily detained and the Officer has not restricted the movement of the suspect to a degree associated with formal arrest or its functional equivalent. If the Officer develops probable cause during the field interview, the suspect may be placed in custody. If the Officer wishes to interview the suspect once in custody, *Miranda* warnings must be issued.

Situations in which a field interview may be appropriate include:

- The Officer observes persons on foot or operating vehicles under suspicious circumstances
- The Officer observes suspicious persons on foot or operating vehicles in high crime areas
- The Officer has contact with known criminals
- An Officer has reasonable suspicion as outlined above in this directive

20.2.2 CONDUCTING PRELIMINARY INVESTIGATIONS

CALEA Standard: 42.2.1

Stevensville Police Department Officers conducting preliminary investigations shall follow the listed procedures as they apply to the situation:

- Observe all conditions, events, and remarks surrounding the complaint
- Locate and identify witnesses
- Secure the crime scene and protect evidence
- Interview complainants and witnesses
- Interview and interrogate suspects
- See that the crime scene is processed and all evidence is collected
- Effect the arrest of suspects
- Report the incident fully and accurately

All Stevensville Police Department personnel assigned to conduct investigations shall be responsible for seeing that all investigative activities are properly and thoroughly documented and included in the case file. If the Officer conducting the preliminary investigation determines

that leads exist that may lead to the identification or arrest of a suspect or the recovery of property, the Officer shall pursue the investigation to the fullest reasonable extent, unless otherwise directed.

20.2.3 CONDUCTING FOLLOW-UP INVESTIGATIONS

CALEA Standard: 42.2.2, 41.2.5

All open preliminary investigations will be submitted to Sergeant and Chief of Police for review to determine if the incident merits assignment for follow-up investigation. Officers assigned to follow-up investigations shall conduct follow-up investigations on cases as assigned by the Sergeant and Chief of Police. Uniformed patrol Officers are responsible for conducting follow-up investigations on:

- Traffic-related cases
- Cases as determined by the Sergeant and Chief of Police

The following procedures shall be considered and completed as necessary when conducting follow-up investigations:

- Review and analyze all previous reports prepared in the preliminary investigation
- Conduct additional interviews and interrogations
- Review Agency records
- Seek additional information from available resources
- Review results from laboratory examinations
- Disseminate information as appropriate
- Plan, organize, and conduct searches
- Collect and process physical evidence
- Identify and apprehend suspects
- Check suspect's criminal histories
- Determine suspect's involvement in other crimes
- Prepare cases for court presentation
- Assist in prosecution

Follow-up Contact with Victims and/or Complainants

It is the policy of the Stevensville Police Department to make a second contact with the principal(s) involved in a case requiring follow-up investigations or in a case that has been closed. A second contact is valuable in building public confidence in this agency as well as being an indication that the agency and the other Officers involved are genuinely concerned about the welfare of the victim(s) and other citizens associated with a case.

The Officer assigned to conduct a follow-up investigation shall make a reasonable effort to contact principals involved in a case within three (3) working days after assignment. Follow-up contact may be in person, by telephone, or by mail. The Officer responsible for the follow-up

should use the best available means to make contact with principals. Officers will document follow-up contact and/or unsuccessful attempts as part of the investigative case file.

Investigating Missing Persons

Due to the potential for harm to come to individuals classified as missing, once a case has been assigned to an Officer, the Officer shall contact the reporting person as soon as practical. During the ensuing interview, the Officer will ensure that the reporting person is given telephone numbers and other contact information so that they may report any additional information or receive information concerning the status of the case. The exception to this requirement would be when the Officer had been previously called to the scene. Any subsequent contacts are to be at the Officer's discretion and are dependent upon the circumstances surrounding the individual's absence, investigative leads, and other variables unique to a particular situation.

If an Officer locates a subject who has been reported missing or comes in contact with a person who is believed to be mentally and/or physically challenged, an elderly individual who appears to be unable to care for themselves, or a person believed to be despondent, the locating Officer shall do the following:

- Attempt to locate and contact the reporting person or a responsible person (such as a relative) to whom the found person may be released;
- If the individual has been entered into CJIN/NCIC, ensure the found individual is removed in accordance with regulations and procedures established by these respective systems;
- If there are circumstances which lead the Officer to believe that releasing the person would not be in the person's best interest, the Officer should return the person to their home, to a medical facility, or contact the DPHHS.

If an Officer locates, or is investigating a case in reference to a found juvenile and during the investigation determines or suspects any of the following unusual circumstances exist, the investigator will comply with procedures for handling juveniles as directed in Chapter 22 and Section 22.2.2 of the Stevensville Police Department General Orders and will take the youth into protective custody and notify their immediate supervisor:

- The juvenile appears to be out of the zone of safety for his/her age and/or developmental stage
- The juvenile is mentally incapacitated and not able to care for him/herself
- The juvenile is dependent on medications or other drugs and may be in physical danger if not obtained
- The juvenile appears to be a victim of foul play, violence, or abuse
- The juvenile is in an environment "dangerous" to the youth based on the age and development of the child

20.2.4 INVESTIGATIONS CHECKLIST

CALEA Standard: 42.2.3

An investigative checklist is available and should be used to track investigative efforts in serious, complex, or lengthy investigations. Use of the checklist is generally at the discretion of the assigned Officer. However, the Sergeant or Chief of Police may mandate the use of the checklist when deemed necessary.

20.2.5 PHOTO/PHYSICAL LINE-UPS

CALEA Standard: 42.2.11, 42.2.12

During the course of an investigation, it may become necessary to conduct procedures that allow witnesses to identify suspects. This is an investigative tool, and can be either a Show - Up, Photo Line-up, or Physical Line - up. Montana Statute establishes requirements for the preparation and presentation of photographic and/or physical lineups involving known suspects in criminal investigations.

In those circumstances in which the investigating Officer has no specific suspect, the Officer may elect to have a witness view photographs in a photo database or other such sources. If the witness identifies a suspect(s) or possible suspect(s) in that manner, that witness cannot be allowed to identify the suspect in an actual lineup.

20.2.7 LAW ENFORCEMENT TASK FORCES

CALEA Standard: 42.2.5

Law enforcement task forces combine resources which are assembled with one designated leader to support specific missions or operational needs. The Stevensville Police Department may participate in such task forces when the stated purpose of the task force is deemed appropriate to the needs of the agency and the community served.

As a member of a task force, the agency may provide personnel, equipment, money, and time to law enforcement task forces as available resources and needs dictate. Authority and responsibilities of agencies and individuals participating in the task force should be established by written agreement prior to the task force beginning law enforcement operations.

Prior to committing personnel or resources to a task force, the Chief of Police shall establish that task force's accountability and any related requirements for both within the Stevensville Police Department and among any other participating agencies.

Evaluations of task force activities should be conducted at specified intervals to evaluate results, determine if objectives have been met; determine if the task force should continue operations, and determine if the Stevensville Police Department should continue to participate in the task force.

20.2.9 USE OF INFORMANTS AND SOURCES OF INFORMATION

CALEA Standard: 42.2.7,

Informants are assets of the Stevensville Police Department and are not for exclusive use of a particular Officer. The Stevensville Police Department does not have a program established specifically for the purposes of paid informants. However, Information that is provided critical to an investigation and contributing to the clearance of an investigation may be referred to Crime Stoppers for possible payment. Information on all informants used by Stevensville Police Department personnel shall be maintained in a master file. Informant files shall contain at a minimum:

- Biographical and background information
- Criminal history record
- Payments made by Crime Stoppers
- Information received from informants
- Informant's involvement in operations

Protecting Informant Confidentiality

The Officer assigned to the Criminal Intelligence function shall maintain and update confidential files on all informants. Officers using informants shall be responsible for forwarding all information and records to the Criminal Intelligence Officer for inclusion into the master file. All informant files shall be maintained in a secure location in the Criminal Intelligence Officer's office. Access shall be on a need-to-know or right-to-know basis as authorized by the Chief of Police or designee and shall be for the purpose of conducting official investigations by Stevensville Police Department personnel.

Every reasonable effort should be made to corroborate information provided by an informant so that the informant is not required to appear in court. Arrangements should be made for meetings with informants to take place at locations where the identity of the informant is not jeopardized. Informants shall be referred to in Stevensville Police Department documents by that informant's code name, code number, or as a "confidential source of information".

Precautions to be taken with All Informants

- Informants' knowledge of the Stevensville Police Department operations, facilities, and personnel shall be kept to a minimum.
- At least two Officers should be present to meet informants whenever possible.
- If only one Officer is available to meet an informant, that Officer shall notify a supervisor prior to the meeting and immediately after the meeting.
- All meetings with informants in which information is obtained or investigative progress is made shall be documented and included in the investigation file related to the case.

- All information or services provided by informants shall be documented and included in the investigation file related to the case.
- Documentation for payments made to informants shall be placed in the informant's files.
- When the Stevensville Police Department personnel are assisting another law enforcement agency, and that agency is using an informant, personnel may use the code name or number assigned to the informant by the agency requesting assistance.
- Information provided by informants that might be of interest to any other law enforcement agency should be documented and forwarded to the appropriate agency.
- Officers shall see to it that all informants understand their role in assisting the Stevensville Police Department.

Officers shall never:

- Refer to Crime Stoppers for payments to an informant until the information has proven to be of some value
- Permit an informant to take control of any phase of an investigation
- Place entire confidence in information furnished by an informant
- Divulge any more information to an informant than absolutely necessary
- Make promises or deals with an informant that cannot be fulfilled
- Intentionally assist and/or allow an informant to violate the law

Additional Precautions for Juvenile Informants (Informants under 18 Years Old)

- A parent or guardian of a juvenile must provide written authorization before the juvenile may assist the Stevensville Police Department as an informant.
- All juvenile informant files shall be tagged to indicate that the informant is a juvenile

Additional precautions should be taken when dealing with informants of the opposite sex and with informants whose sexual preferences may make an investigation more susceptible to compromise through alleged improprieties.

Use of Informants by Patrol Officers

All procedures and guidelines applicable to the use of informants shall be applicable to patrol Officers of the Stevensville Police Department. Patrol Officers using informants shall be responsible for all information and records being included into the master file.

Guidelines for Paying Informants

Prior to any referral to Crime Stoppers for payment to an informant, the investigating Officer should first discuss the information provided or services rendered by the informant with a supervisor to determine its value.

20.2.10 IDENTITY CRIME INVESTIGATIONS

CALEA Standard: 42.2.8

Identity Crime Reports

Victims often suffer from significant and potentially long-term financial problems as a result of identity theft. The complexity of these types of crimes requires unique investigative skills and knowledge.

Identity Theft involves a crime in which an imposter obtains personal information such as Social Security or Driver's license numbers, in order to impersonate someone else, usually for the purpose of financial gain. The information can be used to obtain credit, merchandise, services in the name of the victim, or to provide the thief with false credentials.

Stevensville Police Department personnel shall complete a preliminary incident report for any incident in which a person knows or reasonably suspects that their personal information has been unlawfully used by another.

All identity theft reports shall be forwarded to the Sergeant and Chief of Police for case review, screening, and possible assignment for additional investigation.

Victim Assistance

Personnel taking an identity theft report shall provide the victim with additional information on how to mitigate the damage from the incident and how to minimize the potential for future identity theft incidents. This should include having the victim contact all major credit Divisions to place a "fraud alert" on their credit file and close all accounts that they believe may have been violated with or fraudulently opened. Victims should also forward a copy of the incident report to their creditors if requested.

Personnel taking the report are required to provide the victim with the incident report number (OCA) and other pertinent information such as the Stevensville Police Department Victim Rights Information Card.

Coordinating Investigations with Outside Agencies

Identity Theft investigations may require the coordination of efforts with other jurisdictions and resources. Such investigations will generally be determined by the Chief of Police or designee.

Providing Information on Identity Theft Prevention

The Stevensville Police Department provides public information on the prevention of identity theft, fraud, and financial crimes through requested or other planned financial crime presentations. Information is also available upon request at the Agency and is routinely disseminated at various events and functions.

20.2.11 COLD CASE INVESTIGATIONS

CALEA Standard: 42.2.9

Cold cases are identified by the Stevensville Police Department as unsolved felony investigations that have been placed into an inactive status when all leads have been exhausted. Although further evaluation or investigative work may take place, the case file is no longer being actively investigated by an Officer. Generally, cold case reviews are limited to missing persons, sexual assaults, and other violent assaults resulting in serious injury. However, any felony case may be reviewed if circumstances support consideration for review.

The Chief of Police or their designee is responsible for evaluating cold case files to determine if a case will be brought forward for review and/or reassignment. In determining which cases may be appropriate for review or require additional investigative measures, the supervisor will consider the following factors.

- The development or revealing of new information
- Time elapsed/age of the case
- Documentation/information in the case file
- Existence of physical evidence
- Suspect information
- Renewed interest by victims or families
- Other pertinent factors suggesting a review may be beneficial

The Chief of Police or their designee will schedule review meetings quarterly with Officers. Current, active cases, as well as cold case investigations, will be discussed during these reviews. When a case is reviewed at these meetings, a supplemental incident report or other appropriate documentation that includes a summary of the case discussion and any investigative action plan will be completed by the assigned Officer.