

# JACKSONVILLE POLICE DEPARTMENT

## CRIMINAL INVESTIGATIONS

Policy: 11-1  
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**PURPOSE:** To establish investigation procedures for patrol and detective personnel.

**POLICY:** All employees of this Department must clearly understand their responsibilities for the conduct of preliminary and follow-up criminal investigations and of complaints of major infractions of the law.

### **DEFINITIONS:**

- I. **SHOW-UP/DRIVE-BY:** The process by which a complainant or witness is driven to a suspect who has been stopped in the area of a crime for purposes of excluding or verifying the suspect as the person responsible.
- II. **PHOTO-ARRAY:** The process by which a complainant or witness is shown a series of photographs which may contain a suspect in a crime for purposes of excluding or verifying the suspect as the person responsible.

### **PROCEDURES:**

- I. **ON-CALL DUTIES**
  - A. Criminal Investigation Division (CID) supervisors will be responsible for the work schedule for members of the Investigations and Narcotics Sections. A schedule is maintained to reflect the "on-call" status for each detective and/or narcotics officer.
  - B. The on-call schedule will cover a period of seven (7) days and designate a detective who will be available to respond to incidents after normal duty hours. The on-call duty hours will be determined by the CID Commander or his designee.
  - C. The on-call schedule will be posted in a common area in the CID work area and distributed to the following:
    1. Chief of Police via Chief Secretary;
    2. CID Captain;
    3. Patrol Captain;
    4. Support Captain; and
    5. Jacksonville Communications Center.
  - D. The Jacksonville Communications Center maintains a system to contact "on-call" personnel after normal working hours. The Patrol Supervisor or Communications Center may make the call to the on-call personnel; however, in all circumstances, the patrol supervisor will be notified prior to calling out CID personnel. This will insure that the patrol supervisor is aware that CID is being called out and that there is a genuine need for the call out.
  - E. The caller should be prepared to relay pertinent information to the "on-call" personnel. The "on-call" detective/narcotics officer will make the determination if additional assistance is needed. In the event that the on-call investigator is unavailable by telephone or radio, the patrol supervisor will then contact the Investigations Sergeant/Lieutenant or Narcotics Sergeant/Lieutenant, whichever is applicable. If the direct supervisor is unavailable, contact the Division Commander for further instructions.
  - F. When it becomes necessary that an incident requires a more intense investigation than can be provided by the Patrol Division, the Criminal Investigation Division (CID) should be notified. Listed below, but not restricted to, are examples of situations where the on-call detective should be contacted:

1. Death of a violent or suspicious nature (homicides or suicides);
  2. Rapes or suspected rapes that have recently occurred;
  3. Assaults with serious injury or death to the victim;
  4. Armed robberies of commercial institutions;
  5. Kidnapping;
  6. Arsons;
  7. Commercial or residential burglaries with more than \$10,000.00 missing and the crime scene is so extensive that it would require additional manpower beyond the availability of patrol to process ; and
  8. Anytime assistance is requested.
- G. Detectives are to be called if the on-duty supervisor determines it is necessary to investigate the situation further. Detectives are not to make supervisory decisions or opinions, but are to investigate when called.
- H. The on-call detectives will take charge of the crime scene once the responding officer has taken needed information.
- I. The on-call detective will call the CID Sergeant or Lieutenant for additional manpower if needed.
- J. The Criminal Investigations Captain and the Chief of Police will be notified on all homicides and/or any crime so unusual that it would shock the conscience of the public.

## II. CASE ASSIGNMENTS (7.12)

- A. Reports that are forwarded in Case Management will be reviewed each morning by the CID Commander or his designee to determine if sufficient "solvability factors" are present in the case.
- B. While the solvability factors are important, the process will be flexible enough to allow for exceptional circumstances including but not limited to:
1. Offenses of significant importance to the community;
  2. Potential danger to victim(s) or witness(es);
  3. Seriousness of the offense;
  4. Pattern, frequency, or Modus Operandi (MO); or
  5. Management decisions to pursue a case regardless of solvability factors.
- C. In cases where the offense is a misdemeanor and the suspect is known to the victim, the reporting officer will document in the report that the complainant has been advised of the procedures necessary for the victim to pursue legal action through the Prosecuting Attorney's Office.

## III. CASE FILE MANAGEMENT (7.12)

- A. Case file status will be maintained through the RMS Case Management system.
- B. Each case shall be managed and controlled using one of the following administrative designators:
1. Exceptionally Cleared (EC);
  2. Cleared by Arrest (CBA);
  3. Inactive-Open (IO);
  4. Inactive-Closed (IC); and
  5. Cleared Other (CO).
- C. The assigned detective will be responsible for maintaining the case file and ensuring the security of all case file information when the case investigation is active.
- D. Once the investigation is complete or has been suspended, the case file will be forwarded through the chain of command for review. The case file will be reviewed to ensure that all