

JACKSONVILLE POLICE DEPARTMENT

Policy: 11-1
Effective: 01-01-09
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CRIMINAL INVESTIGATIONS

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: