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GENERAL ORDER 42

CRIMINAL INVESTIGATION

EFFECTIVE DATE: May 1st, 2019

SUMMARY OF REVISIONS:

INDEX OF STANDARDS

42.1 ADMINISTRATION

- 42.1.1 "ON-CALL" INVESTIGATORS
- 42.1.2 CASE SCREENING/SOLVABILITY
- 42.1.3 CASE FILE MANAGEMENT (**LE1**)
- 42.1.4 ACCOUNTABILITY FOR INVESTIGATIONS
- 42.1.5 HABITUAL/SERIOUS OFFENDERS
- 42.1.6 INTELLIGENCE INFORMATION

42.2 OPERATIONS

- 42.2.1 STEPS IN PRELIMINARY INVESTIGATIONS (**LE1**)
- 42.2.2 CONDUCTING FOLLOW-UP INVESTIGATIONS/COLLECTING EVIDENCE
- 42.2.3 DETECTIVES AT PATROL ROLL CALLS
- 42.2.4 MULTI-JURISDICTIONAL INVESTIGATIVE TASK FORCES
- 42.2.5 DETECTION OF DECEPTION EQUIPMENT
- 42.2.6 USING CONFIDENTIAL SOURCES (**LE1**)
- 42.2.7 PROCEDURES FOR INVESTIGATING COLD CASES
- 42.2.8 INTERVIEWS AND INTERROGATIONS/INTERVIEW ROOMS (**LE1**)
- 42.2.9 PHOTOGRAPHIC OR PHYSICAL LINEUPS IN EYE WITNESS IDENTIFICATION
- 42.2.10 USING SHOW-UPS IN EYEWITNESS IDENTIFICATION
- 42.2.11 PROCEDURES FOR FORENSIC HARDWARE AND SOFTWARE INVESTIGATIONS
- 42.2.12 PROCEDURES FOR INVESTIGATING IDENTITY THEFT

PURPOSE: This chapter provides for administrative and operational policies and procedures that should result in efficient and effective criminal investigations.

42.1 ADMINISTRATION

42.1.1 "ON-CALL" INVESTIGATORS

The Bureau Commander or his/her designee shall establish a **“call out” roster, found on the 42-day personnel order** for investigators and shall make available a copy of the “call out” roster to all detectives, the communications center, and the Community Services Bureau and Section Commanders.

Investigators are required to respond to any crime scene when requested by a police supervisor. The following incidents may require the response of a Detective Section Supervisor:

- Any reported death with no known cause of death unless determined natural causes
- Any crime of violence where there is a necessity to have multiple detectives.

The Detective Supervisor may make the determination on any call out to require the response of additional personnel for specific assignments.

When a Detective Supervisor responds to the scene, he/she shall complete a Chief’s Report and the initial investigative summary prior to securing.

42.1.2 CASE SCREENING/SOLVABILITY

A. The Section Commander or his/her designee will **screen cases** based on the following criteria:

- **The seriousness of the offense**
- **The availability of investigative resources**
- **Solvability factors:**
 - Was there a witness to the crime?
 - Can a suspect be named?
 - Can a suspect be identified?
 - Can a suspect be located?
 - Can the suspect vehicle be identified?
 - Is the stolen property traceable?
 - Is there significant physical evidence present?
- **Other factors** the Detective Lieutenant or his/her designee may be aware of or **circumstances** that would require an investigation.
 - Cases that may be linked or part of a crime series or crime pattern.
 - Cases of community concern.
 - Cases where there is a significant reason to believe that the crime may be solved with a reasonable amount of investigative effort.

B. The Detective Lieutenant or his/her designee will be responsible for identifying which cases are initially identified as “**inactive.**” These cases will first be assigned to detectives for call backs to the reporting party(ies) or victim(s) to check for further information that would enhance the cases solvability. If additional information is gathered, the detective will include this in a supplemental report and forward it to the Detective Lieutenant, or his/her designee for possible assignment. If no further information is gathered, the reports will be returned to the Detective Lieutenant who will mark the cases as “inactive”, change the status in the case management system, and forward them to records personnel.

C. The progress of follow-up investigations shall be **periodically evaluated** by the Section Commander to determine if case investigations should be suspended or re-assigned. The Section Commander will conduct this periodic evaluation on at least a monthly basis.

D. The Section Commander shall normally make **case assignments**. For each case assignment, the Section Commander or Shift Supervisor will identify the principle investigator.

- The Section Commander or Shift Supervisor should take into account the skills, knowledge, and abilities of an officer relative to each specific case as well as the officer's experience and current case load.

- This shall not prevent the assigned officer from seeking further assistance, but is intended to assign the most qualified person to each case as well as assign responsibility and establish investigative continuity.

42.1.3 CASE FILE MANAGEMENT

A. Case status control for the criminal investigative function will be maintained under the direction of the Section Commander and will include: (1) Case number; (2) Date of the offense; (3) Type of case; (4) Investigating officer assigned; (5) Case status; (6) Clearance (closure) date.

- Officers and detectives will be expected to effectively investigate an assigned case and normally come to a **case conclusion within 60 days of case assignment.**

- The Section Commander will use the **OSSI case monitoring system** so that he/she may check on case status during the course of the investigation.

- The Section Commanders shall prepare an investigative section case management report no less than monthly.

- The Section Commander shall review the monthly individual investigator workload report which includes: (1) Cases active at the start of the month; (2) New cases assigned during the month; (3) Cases active at the end of the month; (4) Case clearances for the month.

- Investigators are expected to regularly check with Records to ensure that they are aware of any new supplemental information filed on behalf of a case they are assigned to investigate.

B. Administrative designators: All completed cases submitted to the Section Commander for review shall be classified as one of the following:

- **Active / Pending investigation:** The report has been reviewed and assigned to a detective or officer for follow-up investigation. The case is considered active and under investigation.

- **Closed by Arrest Adult and Juvenile:** An offense is “closed by arrest” or solved when at least one person is: (1) arrested; (2) charged with the commission of an offense; and/or (3) turned over to the

court for prosecution (i.e. arrest, court summons, warrant filed, or direct indictment). Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.

- **Closed:** After a review of the offense/investigation, it is determined that the crime cannot be investigated and/or solved based on the information provided or lack thereof and investigative follow-up would not provide any further leads, the case can be classified as closed. During the course of an investigation, the complainant/victim elects to cancel the investigation or elects not to pursue the investigation or after a review of the offense/investigation, it is forwarded to another agency for follow-up and/or investigation (i.e. FBI, prosecutor’s office, etc.).

- **Death of Offender:** Investigation is closed based upon or discovery that the offender is deceased.

- **Juvenile No Custody:** Juvenile case investigated that results in the juvenile being released to the custody of his/her parents without prosecution. (i.e. Runaway)

- **Unfounded:** If an investigation shows that no offense occurred nor was attempted, the reported offense can be classified as unfounded. If a report is determined through law enforcement investigation to be false or baseless, it can be classified as unfounded.

- **Victim Refuses to Cooperate:** The victim signs an Affirmation form advising the detective that they do not want their case investigated further.

C. Types of records maintained: Investigative case files shall be maintained for all assigned cases and shall contain copies of preliminary investigation reports, written statements, results of examinations and other laboratory reports, supplemental reports, and other case investigation reports.

- Officers assigned to investigate cases will normally use copies of the original NIBRS report to proceed with their investigation, while leaving original NIBRS documents in Records.

- Original case files that are removed from the Records Section shall be replaced by a continuity sheet indicating the case file number, date of removal, and the officer who has the file.

- All original documents are to be filed in the Records Section upon completion of the investigation.

D. Access to files: Case files are accessible to authorized members of this Division through the Records Section. The assigned investigator will be responsible for his/her paperwork associated with cases “under investigation”.

E. Purging files: The purging of records, including criminal investigative files and related records are found on the Records Retention Schedule.

42.1.4 ACCOUNTABILITY FOR INVESTIGATIONS

A. Patrol officers shall normally conduct **preliminary investigations** of criminal offenses. They will routinely be assigned to conduct **follow-up investigations** in order to increase their effectiveness, and to enhance their role, and to provide specialized investigators more time to concentrate on complex investigations.

- The officer will evaluate the offense to determine whether the case can be investigated or solved and should consider solvability factors and the following criteria before proceeding with the follow-up investigation.

- The officer will determine if geographic barriers will hinder his/her investigation (can the officers go where he/she needs to in order to investigate the crime).

- The officer will determine if he/she has the expertise or experience to investigate the crime.

- The officer will determine if he/she has or will be allotted sufficient time to investigate the crime.

- If any of the above factors pose a hindrance to the investigation, the case should be reported and referred to the Detective Section. This is not intended to preclude the officer from conducting preliminary interviews, from obtaining witness statements, from securing and/or collecting evidence at a crime scene, or from conducting any other necessary preliminary investigative activities.

- If the above factors can be met and the case has been determined as one that can be further investigated and/or solved, the reporting officer will be the assigned investigator for the case. Officers will be encouraged to follow cases through to closure.

- If the officer is going to work the case or if the case is assigned to the officer by a supervisor, the General Offense Report must be marked for follow-up by the officer. This will ensure that the Detective Lieutenant is notified that the case is being worked by the officer.

- The officer should make a copy of any paperwork needed to continue the preliminary or follow-up investigation and open a case jacket in Records if the case creates more paperwork than normally is attached to a General Offense Report.

- The officer will document any additional investigative activities conducted by completing a supplemental investigation report.

B. All other **follow-up investigations** based on case screening/solvability will normally be assigned to a detective. Specific follow-up requests by personnel responsible for the initial report are noted on the original report.

- **Preliminary investigations of serious crimes** (i.e. aggravated or felonious assaults, robberies, violent sexual assaults, etc.) may be assigned to a detective at the discretion of the patrol supervisor. All homicides will be investigated by the Detective Section. All felonies of the 1st, 2nd and 3rd degree will be assigned to a detective to ensure complete and timely follow-up and case preparation for the Prosecutor's office.

42.1.5 Career Criminal Profile Criteria

A. Career Criminal Profile Criteria applies as follows:

- Any felony offender who has incurred two felony convictions for crimes of violence and currently is under investigation for a third felony, or;

- Any person charged with a designated “target” crime and who has incurred a prior conviction for a target crime. Target crimes are Felonious Assault, Aggravated Assault, Rape, Aggravated Robbery, Robbery, Aggravated Burglary and Burglary, or;

- A person charged with a target crime while on probation or parole.

B. Cases targeting potential career criminals will be reviewed by the Section Commander and discussed with the Prosecutor.

C. Any case which the Division identifies as involving suspects who meet the above criteria should cause the investigator to **contact the Prosecutor’s Office** to request assistance and advice in case preparation and bond.

42.1.6 INTELLIGENCE INFORMATION

A. Collecting intelligence information: Intelligence activities of the Mansfield Division of Police shall include information gathering, processing, and dissemination of information relating only to criminal activity and/or threats to the community to the appropriate, authorized personnel. Such information includes “tips and leads”.

B. It is the **responsibility** of ALL agency personnel to gather and properly document all relevant intelligence information. Personnel shall document known or suspected criminal information prior to the end of their tour of duty and forward same to the Special Investigative Section (SIS) for evaluation and storage.

C. All Division personnel will be trained on the use of intelligence report forms and process and shall document information received as outlined in B, above.

Utilization of personnel and techniques: Intelligence operations requiring the use of specific personnel, specialized equipment, and/or special techniques requiring special training shall be at the direction of the Special Investigative Section or the Special Operations Bureau Commander or and/or the Chief of Police.

Prior to the beginning of any intelligence operation, the investigating officer shall complete a written special operations plan, to be reviewed by the designated section commander and approved by the SIS Commander, Special Operations Bureau Commander, and/or the Chief of Police.

D. Safe and Secure Storage of Information: All designated Intelligence Reports and/or files of the Mansfield Division of Police will be maintained using procedures to safeguard the intelligence information in a secure safe manner to include storage in a secure location with controlled access and after-hours alarm system. The SIS Commander is responsible for maintaining the safety and security of such information. Dissemination of such information will also be controlled.

- Information contained in the intelligence database will have access limited to authorized agency personnel on a “need-to-know” and a “right-to-know” basis. (Requests for information submitted by collaborative agencies may result in a referral (Pointer System) to the submitting agency only).

- **“Need-to-know”** is defined as any law enforcement agency in the lawful pursuit of a criminal investigation; any law enforcement agency (including prosecution) preparing an assessment of criminal activity where this information is required; or any law enforcement agency developing an analytical product pertaining to strategic or tactical analysis.

- **“Right-to-know”** is defined as any law enforcement agency in the lawful pursuit of a “specific” criminal investigation.

E. Information to be included in an intelligence report shall be related to **specified, suspected crimes and**

criminal activities, including vice and organized crime, drugs, terrorism, gangs, civil disorders, and routine criminal activity. This information may include simple tips and/or leads provided by anonymous sources. The Intelligence Report uses a source evaluation and content rating to ensure the quality of information.

Definitions:

– **“Criminal activity”** is defined as any activity that pertains to the commission, or possible commission of a crime.

– **“Threats to the community”** are defined as any information pertaining to any actual, perceived or potential threats to the health, safety and welfare of the community.

F. Requests, Inquiries and Dissemination of information will be documented and maintained on the Inquiry Log.

Any breach of security in these or other agency files by departmental personnel may result in disciplinary action up to and including termination.

– **The Special Investigative Section will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are not compromised.** This will include:

– **Ensuring the anonymity of all Sources.**

– Limiting the collection of intelligence information to criminal conduct and activities that present an identifiable threat to the community.

– Restricting activities to the collection of unconfirmed intelligence, strategic intelligence, and tactical intelligence. These forms of intelligence information are defined below:

– **Unconfirmed Intelligence:** Information from various sources (often anonymous) that by itself may infer criminal activity often referred to as tips and leads, but when combined with other information may legally establish criminal activity.

– **Strategic Intelligence:** Information that is gathered in response to a policing problem and which is used to direct police efforts to a specific area, criminal activity, or modus operandi in an attempt to determine criminal responsibility, arrest criminal offenders, and prevent additional crime occurrences. Strategic Intelligence is used for planning, problem-solving and assessments.

– **Tactical Intelligence:** Information that is gathered for use in the allocation of manpower and equipment to combat or suppress identified active criminal activity.

G. Personnel shall document all intelligence information on an “Intelligence Report”.

All intelligence reports shall be screened by a Special Investigative Section supervisor or designated Intelligence Officer to ensure it is related to criminal activity and/or threats to the community during the coding process PRIOR to entry into the automated system.

– Information extracted from Intelligence Reports, except those specifically relating to restricted, covert or undercover investigations, may be distributed to all members of the Division through e-mail and/or MDT alert for Strategic or Tactical purposed upon approval of the SIS Commander or Intelligence Officer.

– Information related to covert or undercover operations shall be released on a need-to-know basis

only, as determined by the Special Investigative Section Commander, Special Operation Bureau Commander and/or the Chief of Police.

H. Methods for purging information: Information classified as intelligence as described in this section and entered in the intelligence module of the SIS records management system shall be reviewed annually by the SIS Commander for the purpose of updating or purging files which contain incorrect or obsolete information, in accordance with the records retention schedule and current technological capabilities. Any information determined to be incorrect shall be immediately removed and forwarded to the SIS Commander for further action to include purging and notification of submitter, if known. Any file purge shall conform to the Records Retention Schedule.

I. An **annual review** of procedures and processes will be conducted by the Special Investigative Section Commander. Recommendations for changes shall be submitted to the Chief of Police in writing not later than March 1 of each year.

42.2 OPERATIONS

42.2.1 STEPS IN PRELIMINARY INVESTIGATIONS (LE1)

The preliminary investigation may be sufficient to bring the case to a satisfactory conclusion, thus eliminating the need for a follow-up investigation. Patrol officers shall normally conduct preliminary investigations of criminal cases and may be assigned follow-up investigations.

A. Officers conducting preliminary investigations shall be responsible for **observing and reporting all conditions, events and remarks** regarding a suspected or reported crime.

- The single most important determinant in solving crime is the information supplied by the victim or witnesses to the immediately responding officer.

- If a person, not the owner or victim, wishes to file a report, the officer shall take the information from the reporting party, and in second contact, shall determine if the owner and/or actual victim wishes to pursue the investigation and/or possible charges.

- Normally an officer will handle any report/investigation that may result in criminal charges in person.

- In the event a victim wishes to report a crime and resides out of state, an offense report will be taken over the phone. If follow-up is necessary, a detective may coordinate with the police agency in the victim's jurisdiction to assist.

B. Officers conducting preliminary investigations shall be responsible for **locating and identifying all witnesses**, including all information about the party who reports the incident.

- Officers conducting preliminary investigations shall conduct a **neighborhood canvass** to identify potential witnesses or evidence, where applicable.

- Officers conducting preliminary investigations shall attempt to obtain taped or signed handwritten statements from the complainant, victim, witnesses, and any other person(s) who may have information that could provide leads to solving a crime, where possible and time permitting.

C. Officers conducting preliminary investigations shall be responsible for ensuring **the crime scene is protected** until evidence can be properly collected.

- The officer who initially takes responsibility for a crime scene will **be responsible for securing and protecting the crime scene.**

- If the Crime Lab is not responding to the scene, the officers are to photograph the crime scene, collect evidence **using evidence collection/packaging materials**, and each patrol officer who is supplied with a **fingerprint kit is to attempt to lift fingerprints whenever possible. Each shift is provided with a drug testing kit.** When practical, patrol officers are expected to be able to process crime scenes for evidence.

- If an officer believes that a detective needs to be summoned based on his/her initial analysis of the crime scene, the officer will notify the on-duty patrol supervisor, who will make the final determination as to whether a detective will be called out.

- It is the **responsibility of the supervisor** to make a determination as to whether the Crime Lab needs called out to process a crime scene or collect physical evidence.

- The supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of detectives and/or crime lab could lead to a more efficient or effective conclusion to the investigation.

- Patrol section personnel will remain responsible for providing assistance to detectives during crime scene processing until relieved by the Lead Detective.

- At major crime scenes or at other times when a detective is on the scene, that detective shall be responsible for ensuring that the crime scene is secured, protected, and processed.

D. When conducting the preliminary investigation, the officer should **interview the complainant, victim, witnesses, and suspect(s)** and should isolate them so the officer(s) can obtain clear, concise, and individual statements.

- In the course of the preliminary investigation, officers should attempt to interview/interrogate and **obtain written statements** from the complainant, victim, witnesses, and suspects.

- If the officer feels a detective needs to be contacted to conduct an interview or interrogation, the officer will notify the on-duty patrol supervisor who will make a determination based on availability and necessity.

- When no on-duty detectives are available and a detective call out is requested, contact will be made with the Special Operations Bureau Commander to make a determination as to whether a detective can be made available to conduct an interview or interrogation.

- The Commander/Supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of detectives could lead to a more efficient or quicker conclusion to the investigation.

When a detective is called upon by officers to interview or interrogate suspects that have been arrested, the detective will normally be responsible for filing charges.

- Patrol section personnel will remain responsible for providing assistance during questioning until released by the responding detective.

E. Bad Check Procedures

In order to establish consistency in the reporting, filing, and prosecution of bad check charges, the Mansfield Division of Police will institute the following policy and procedures.

- The Division will only report felony bad check cases that involve non-sufficient funds, i.e. the value of the check is over \$1,000 and/or the instrument was stolen and/or forged. Other types of bad check cases, forged signature and closed accounts will be investigated regardless of the dollar amount.

- **Misdemeanor bad check** cases (non-sufficient funds) will be referred to the Small Claims Division of the Municipal Court in which the case would otherwise be heard.

Before taking information for a bad check report, the officer will ensure that the complainant has completed the legal elements in order to file the report and subsequent charges. Ohio Revised Code section 2913.11 specifies the elements that are necessary in order to charge and prosecute an offender for passing bad checks. It shall be the policy of this agency that the following elements must have been met in order for a report and subsequent charges to be filed.

- The complainant must have had payment refused on a payee's check or other negotiable instrument within thirty days of the time the check or instrument was given to the complainant or dated for payment.

- The complainant must have forwarded a notice, by certified mail, that payment had been refused and that the payee has ten days in order to satisfy the account.

- The complainant must bring a copy of the return certification, which must have been signed by the payee and/or by any other member of the residence to which the certified letter was sent, and the complainant must bring a copy of the letter that was sent to the payee.

- If all elements are not met, criminal prosecution cannot occur and the complainant shall be advised to seek other remedies to secure payment.

- If all elements are met, officers will complete an offense report which will be followed up by the Detective Bureau.

F. Conducting Death Investigations

The preliminary investigation for any death or apparent life-threatening injury that has occurred, or is discovered within the jurisdictional boundaries of the City of Mansfield, and is reported to the Division of Police will follow the same procedures outlined in this chapter for investigating all serious offenses, but in addition the following tasks must be completed:

- A death scene checklist must be filled out by the initial responding patrol officer.
- The coroner's office must be contacted.
- If the death appears to be suspicious, the Shift Commander must contact the Special Operations Bureau Commander or his /her designees to consider the necessity to have detectives respond to the scene.
- The Prosecutor's office must be called when the death is suspicious or considered a possible homicide.

NOTE: Patrol officers will not routinely respond to deaths of a non-suspicious nature when the decedent is under the care of hospice or in a nursing home.

42.2.2 CONDUCTING FOLLOW-UP INVESTIGATIONS

Maintaining contact with principals in any investigation is valuable in building public confidence in the agency as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with this case.

A. The Section Commander or his/her designee will **review and analyze all reports** prepared in the preliminary phases of reporting/investigation and, where provided, any departmental records or laboratory results.

- Investigators assigned to conduct a follow-up investigation of a case will review reports prepared in the preliminary phase, division records, results from laboratory examinations, past incidents at the same location, and information contained in previous case files related to the location, victim, or suspect.

B. Officers assigned to follow-up investigations will conduct **additional interviews and interrogations** of victims, complainants, witnesses, and suspects as a means to gather additional information, identify and apprehend suspects, locate and recover evidence, uncover other crimes, and otherwise solve crime. The Section Commander or appropriate supervisor may determine when additional interviews and interrogations for a preliminary or follow-up investigation will be needed.

- Officers assigned to conduct a follow-up investigation will make a **“second contact”** with victims within three (3) working days of case assignment.

- Officers assigned to conduct a follow-up investigation will make a **“case disposition contact”** with victims prior to the clearance and filing of a case.

- Normally an officer assigned to a follow-up investigation will complete that investigation no later than 60 days from assignment. If the Section Commander finds, as part of his/her regular case management review, that there is sufficient cause to keep a case open longer than 60 days, he/she may authorize the investigator to continue the investigation. No case should be kept open longer than 60 days without first being reviewed and approved for continued investigation by the Section Commander, other appropriate supervisor, or the appropriate Bureau Commander.

C. The officer assigned to the case should seek **additional information** from the following resources, to include but not limited to:

- Other officers
- Sources
- Division records
- Intelligence/Information bulletins
- Outside agencies

D. The officer assigned to the follow-up investigation will **plan, organize, conduct searches, and collect physical evidence**, when or if necessary. Officers assigned to the follow-up investigation should, at a minimum, consider the following strategies for searches and collection of physical evidence:

- Investigative subpoenas
- Search and/or arrest warrants

- Court order or Grand Jury
- Voluntary consent to search
- “Knock and Talk”
- Re-visit the crime scene
- Neighborhood canvasses for witnesses or evidence
- Visually inspect the victim and/or suspect for signs of physical evidence

Collection and preservation of physical evidence: Officers of this agency and/or personnel trained in current methodology or techniques will accomplish the collection, preservation, and use of physical evidence.

- Where practical, officers will lawfully search crime scenes and suspects for signs of physical evidence and collect such evidence.

- Officers of this agency shall canvass crime scenes for physical evidence much in the same way as neighborhoods are canvassed for possible witnesses.

- When evidence is collected, it shall be identified either by an evidence label/tag or shall be placed in an envelope, bag, or other container that shall be tagged or contain an evidence label.

- The evidence shall be placed in a property locker outside the lab with an evidence sheet specifically describing and identifying each item of the property that has been seized. Small, non-breakable items of evidence may be placed through the slot at the rear of the lab along with the evidence sheet or locked inside one of the gun lockers in the hall adjacent to the lab. The gun locker key must be slid under the lab door so the lab can retrieve the evidence.

- All evidence submitted to the lab must be accompanied by an accurate and complete evidence sheet which includes any requests for processing.

- Vehicles held for evidence may be placed in the city building Mayors Garage or other secured area until processed and then moved to a designated storage area or released.

- Vehicles impounded for forfeiture or traffic crash investigation purposes will be normally towed to the rotating on-call tow service impound lot.

E. The officer assigned to a follow-up investigation will be responsible for obtaining information to **identify and apprehend suspects**. Officers assigned to the follow-up investigation should, at a minimum, consider the following strategies for the identification and apprehension of suspects:

- Photographic Lineup
- Mug shot system
- Handwriting sample
- Fingerprints/AFIS
- Source(s)
- Victim or witness description/identification
- Neighborhood canvass
- Division records
- Media Release
- DNA submission

Detective Section surveillance operations: Many times it is necessary to conduct surveillance operations in support of efforts to apprehend suspects. These operations, as they relate to criminal investigations, will normally be conducted at the direction of the Section Commander and planned only with the units necessary to maximize internal and external security. (See G.O. 43.1.5 for additional procedures).

- Patrol surveillance operations, as they relate to criminal investigations, will normally be conducted at the direction of a patrol shift supervisor.

F. The officer assigned to a follow-up investigation shall attempt to determine **involvement of suspects in other crimes**. Officers assigned to the follow-up investigation should, at a minimum, consider the following strategies for determining the involvement of suspects in other crimes:

- Source(s)
- Division records
- Case management system
- Outside agencies
- LEADS/NCIC
- Intelligence reports
- Crime Analysis information
- ILINCS, OLLESIN, OHLEG

G. The officer assigned to a follow-up investigation will be responsible for checking **suspects' criminal histories**.

- The officer assigned to the case will be responsible for checking the career criminal history check (CCH) of the suspect(s) using division records and LEADS/NCIC.

Execution of criminal background investigations: Criminal investigations frequently involve background investigations of persons particularly as they relate to intelligence, white-collar crime, organized crime, and drug and vice activities. Prior to beginning a background investigation, the following criteria should be clearly identified:

- Identify the purpose of the investigation
- Potential sources of information
- Use of the information collected
- Control of information and records developed
- Retention and purging of records

The information collected in these investigations shall be reviewed by the Section Commander for possible inclusion in files pertaining to the matter under investigation. Records pertaining to background investigations are subject to record retention policies and public record laws.

H. The officer assigned to a follow-up investigation will be responsible for the **preparation of the case for court presentation**. The officer assigned to an investigation will provide whatever assistance is necessary to the criminal justice system prior to and during prosecution.

Process for handling case summaries

To ensure that cases are prepared and delivered to the Prosecutor in a timely manner, the following procedures will be followed:

- It is the **arresting or investigating officer’s responsibility to prepare a Request for Charge sheet and submit all of the case information to the Prosecutor’s office for review.**
- If a case is refused for indictment, the Prosecutor will forward the Request for Charge sheet back to the investigating officer or Section Commander who will review the case with the investigator. The charge sheet will be filed in the case jacket.
- The offense report will normally serve as a **checklist** for preliminary investigations. An **investigative checklist** included on the case jacket will be completed on those cases assigned for follow-up investigation.

42.2.3 INVESTIGATORS AT ROLL CALLS

Members of the Detective Section will periodically **attend patrol shift roll calls** to enhance relationships between the sections and to provide for the exchange of information.

42.2.4 INVESTIGATIVE TASK FORCE

When Mansfield Division of Police personnel participate in formal, long-term, multi-jurisdictional investigative task forces, a written agreement will describe the task forces activities. This is normally accomplished through a Memorandum of Understanding (MOU) or similar document signed by the CEO’s of the participating agencies or their designees. The MOU or directive shall include:

A. The purpose of the Division’s participation in the task force such as the information found in the METRICH Enforcement Unit MOU:

- To provide a means to interrupt the flow of illegal drugs and weapons into the community.
- To establish partnerships within the community to combat crime.
- To increase investigative capacity through the development of multi-jurisdictional law enforcement collaboration at the local, regional, state and federal levels, sharing resources and information.

B. A description of the authority, responsibilities and any written agreements relating to the task force will be included in any MOU. Examples are those descriptions found in the METRICH MOU:

- The employee representative will retain his or her authority and responsibility with this agency, and shall also bear the authority and responsibility commensurate with his or her position in the formal, long-term, multi-jurisdictional task force.
- Memorandums of Understanding will be completed by the Chief Executive Officer (CEO) of each participating agency.
- The project is guided by county control groups comprised of the local Prosecutor, Sheriff and Chiefs. METRICH control board members, who have ultimate control and authority of the project, consist of Prosecutors, Sheriffs, and Police Chiefs from the project’s ten counties.

– The task force maintains a policy and procedure manual that outlines and governs task force operations which further defines responsibilities.

C. On an annual basis, the designated task force lead or supervisor from the Division shall evaluate the

results and continued necessity of division participating in the task force to the Special Operations Bureau Commander and Chief of Police along with his/her recommendation. The review will include:

- Reviewing the written agreement(s)
- Reviewing the reports and activities of the employee(s) (representatives) involved in the task force(s)
- Evaluating the results of the Division’s participation in the task force(s)
- Reporting on the continued necessity for participation to the appropriate Bureau Commander and Chief of Police

D. METRICH staffing, equipment, and resource requirements are outlined in the METRICH Enforcement Unit Operations Manual

E. METRICH officer safety information is outlined in the METRICH Enforcement Unit Operations Manual

F. METRICH identification procedures are outlined in the METRICH Enforcement Unit Operations Manual

42.2.5 DETECTION OF DECEPTION EQUIPMENT

A. The use of devices such as the Computerized Voice Stress Analyzer (CVSA), polygraph or other **detection of deception equipment** shall be coordinated and scheduled with the consent of and at the discretion of the Section Commander or, in his/her absence, the Special Operations Bureau Commander. The Prosecutor should be consulted prior to use in criminal cases.

- Polygraph examinations shall only be conducted at or by another agency.
- CVSA and polygraph examinations performed by qualified examiners are gaining national acceptance as an information aid and are tools to be used in conjunction with an investigation.

B. Only certified examiners will conduct CVSA or polygraph examinations. These examinations may be conducted in conjunction with criminal investigations, pre-employment investigations and non-police internal investigations.

- CVSA examinations are to be used as a tool in conjunction with other investigative means.
- The CVSA should not be used as the determining factor for offering employment to perspective Division employees, or a final determining factor in investigations.
- The CVSA is used for truth verification.
- The CVSA should be viewed as a means to protect the integrity of an investigation and/or the interviewee.

C. The CVSA may be used in both overt and covert interviews.

- Any subject being examined in an overt interview will sign a release before the administration of any questioning.

- The consent must be on the Truth Verification Release Form, and must be in the presence of the CVSA examiner before the beginning of the examination.

- The examination will not be limited by age, as long as the person being tested can differentiate between right and wrong, and will be at the discretion of the certified examiner, although children under 6 years of age will not be tested.

- Persons under the age of eighteen must have a parent or legal guardian's consent before testing.

D. Responsibilities of Officer/Detective requesting a CVSA Examination:

- The Officer/Detective will complete a preliminary investigation and consult with the examiner before a CVSA examination is scheduled. The CVSA is a supplement to, not a substitute for, a thorough investigation.

- The examiner, not the Officer/Detective, will contact the subject to set up a date and time for the examination.

- The Officer/Detective will remain available until completion of an examination if possible.

- CVSA records may include a Rights Waiver Card, Truth Verification Release Form, CVSA charts, and/or a statement of examination results.

- A copy of the CVSA charts and a statement of the examination results will be maintained with the original report.

E. Polygraph examinations may be used in the employee applicant background investigation phase of the selection process for employment.

- The results of the Polygraph examination will not be used as the only determining factor in eliminating a prospective Division of Police employee.

- Admissions that a prospective employee makes during the Polygraph process can be used in the hiring process.

- The questions asked during a pre-employment Polygraph will be standardized and approved by the Chief of Police in conjunction with the Director of Human Resources.

- A copy of the Polygraph charts and a statement of the examination results will be included in all applicant background packets.

42.2.6 USING CONFIDENTIAL SOURCES (LE1)

The effective use of confidential sources by the Division of Police is a critical asset to law enforcement.

When individuals indicate a willingness to cooperate with the Division as a confidential source and may be compensated for their cooperation, or the need exists to maintain their confidentiality, they will be processed as a confidential source.

The first step is the assignment of a primary and secondary Control Officer. The Control Officer is the

employee who has primary authority to contact the confidential source. The secondary Control Officer is aware of the facts and circumstance associated with the Source and may be needed to contact the source in the absence of the primary Control Officer.

The process begins with a debriefing of the source and completion of two forms required to assign a confidential number to the source unique only to this source. During the debriefing, the Control Officer shall interview the source as to ALL information he/she may have relating to criminal activity. The Control Officer will complete the Confidential Operative Agreement and Source History Report. The confidential source will sign their legal name in the space provided on the Confidential Operative Agreement and ten additional times on the back of the form. This may be needed in the future during an audit process in the event the source is paid with confidential funds.

If the source is to be used in an operational capacity, the officers' Section Commander must review the Source History Report and Confidential Operative Agreement and at a minimum consider the following:

- (1) Type of crime being investigated
- (2) Source's criminal history
- (3) Source's history related to alcohol or drug abuse
- (4) Source's probation or parole status and restrictions
- (5) Source's history of reliability
- (6) Source's work for other police agencies
- (7) Motivation of the source
- (8) Risk to the source's safety prior to approving the source.

During the registration and evaluation process, the supervisor approving the use of a confidential source should consider the following **criteria** to establish the necessity of utilizing this particular confidential source:

- Is the person in a unique position to help the Division in a present or future investigation?
- How likely is it that the person will not compromise Division interests or activities?
- Will the person accept the direction necessary to effectively use his/her services?
- Is there any known history of prior unsatisfactory involvement as a confidential source?

If approved, the file shall be forwarded to the Special Investigative Section for final registration and assignment of a control number if no such number already exists.

A. The Special Investigations Section shall maintain all **confidential source files** in a **master file** with access limited to authorized Special Investigations Section personnel and Chief of Police. All original documentation must be forwarded to Special Investigations to be included in the source files.

When officers intend to conduct an investigation based on information supplied by an untested confidential source, a formerly reliable source with whom the officer has had no contact for a period of three months or longer; or a source who may be supplying information to another officer or agency; the officer shall check with the Special Investigative Section to ascertain the current status of the source. The source file must be reviewed and updated every six months if the source remains active.

Under NO circumstances will a confidential source be permitted to violate the law. Members of the Division will not intercede on the behalf of sources in order to preclude their arrest or to influence the disposition of pending arrest or the influence the disposition of pending criminal charges without the express permission of the their Section Commander, Bureau Commander and the Officer who filed the original charges unless approved by the Chief of Police. Sources may offer information in exchange for immunity

from prosecution or for release from incarceration; however any such offers must be subject to approval by the Prosecutor responsible for prosecuting the offense.

Confidential sources shall be instructed to notify their Control Officer in the event they are the subject of law enforcement action including arrest. The Control Officer will then notify their immediate supervisor of the incident including a recommendation as to the individual's future value as a source. Failure to comply with this section may cause the source to be designated "Undesirable". The Division will provide full disclosure of the terms of any agreement with a cooperating witness to the defendant as determined by proper legal authority. See *Giglio v. United States*, 405 U.S. 150 (1972).

Criteria for classifying a source as undesirable can include:

- The commission of an act which could endanger the life of a Police Officer
- Revealing the identity of a Police Officer or another source to suspects, or in any other way compromising an official investigation
- Attempting to use the Division to further criminal objective
- Providing false or misleading information to any police agency
- Failing to report contact with juvenile targets
- Engaging in criminal activity

Officers will not conduct investigations based solely upon information supplied by a Source designated as "Undesirable" unless approval is granted in writing by the Bureau Commander, Chief of Police or Prosecutor.

Whenever sources are relegated to undesirable status, the Control Officer shall forward a written report to their immediate supervisor detailing the reasons. A copy of the letter along with the supervisor comments will be placed in the source file.

B. The source file should contain:

- Source History Report
- Confidential Operative Agreement.
- Criminal history records
- Code name(s) or number(s) for source
- A record of funds paid to the source
- A report and designation if the source is determined to be undesirable.
- Photograph.

C. The Special Investigative Section Commander shall be responsible for the maintenance and security of the source file, master file and all related codes. Access to the source file is limited to the Special Investigative Section authorized personnel and the Chief of Police. The files shall be maintained in a separate and secured area from other files. The area shall be equipped with an alarm system which is activated when the section is closed.

D. The Special Investigative Section Commander shall be responsible for other methods to protect the identity of sources, such as changing codes periodically or maintaining a rotating system of identification, if needed. ALL names, codes or other identifications must be cross-indexed in the master file for specific sources. Assigned Source codes shall contain the year initiated, followed by a control number. The source code will be preceded with an "area code" established in 1986 for all agencies in the METRICH region. Ohio Public Records law does also provide information (i.e. identity) protection to "confidential sources".

E. When a **source is paid** with government funds, the completed Confidential Funds Receipt shall be signed by the source and his/her control number who will also indicate the amount of money received, initialing both the front and back of the amount. The receipt shall then be signed by the officer dispersing the funds and at least one witness. When the presence of a witness is not possible, prior approval of the Control Officer's immediate supervisor is necessary prior to payment and a written report must be prepared documenting the event. The Confidential Funds Receipt is then maintained the section responsible for the funds with mandatory supporting documentation. (e.g. lab reports, confidential reports, receipts etc.) Each expenditure shall have a written report attached to the receipt explaining the cost and its association to the pending investigation.

Payment amount authorizations have been pre-determined up to those requiring the approval of the Chief of Police.

F. Informant safety (TBD)

G. Precautions to be taken with sources generally include:

- Keeping accurate records and documentation.
- Never provide a source with knowledge of specific police operations or activities.
- Sources that are actively being used shall periodically undergo a record check.
- The officer should pick the location for the meetings.
- Officers shall check sources for contraband to include their vehicles when engaged in covert operations.
- Contact should be kept on a business level, particularly when dealing with a source of the opposite sex or one whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties.
- Officers must be aware of the CI's background, limitations, and motive. ALL contacts with CIs, including those where payments are made, should be done with two officers present. When this is not possible, a written notation should be made explaining why only one officer was present. Extra precautions should be taken when dealing with CIs of the opposite sex or those whose sexual preferences may compromise the credibility of an investigation. In all cases officers must be able to substantiate all information provided by the CI.

H. Juvenile Sources will normally not be used except in the most critical situations and then only with the explicit permission of the Bureau Commander or Chief of Police. The permission of a parent or guardian or Prosecutor must be obtained before a juvenile can be utilized as an operative in an investigation. This does not preclude the use of "information only" from juvenile sources.

42.2.7 PROCEDURES FOR INVESTIGATING COLD CASES

A. A **cold case** is any unsolved homicide, felonious assault, kidnapping, sexual assault, or aggravated robbery that has been deactivated by the initial investigator.

Any detective wishing to reopen a cold case shall send an email to the Detective Lieutenant, with copies to the Special Operations Bureau Captain and Chief of Police, requesting the cold case be reassigned or reopened to them.

B. The Detective Lieutenant will use the following criteria to establish whether a cold case will be reassigned.

- Cases that are identified through additional information and/or evidence brought to the attention of the Division.
- Unsolved cases that have witnesses, suspects, and/or victims that are still available for interviews and may provide new information.
- Any unsolved case where technology is not available or not utilized at the time of the original investigation may provide new opportunities to solve the case.

The Detective Lieutenant shall be responsible to conduct an annual review of agency cold cases to determine if any meet the above set criteria for reassignment.

C. All investigative actions or activities involved in the investigation of any cold cases shall be recorded in the case packet, as with any other follow up investigation. The progress of an investigation will be reviewed by the Detective Lieutenant periodically as a part of his/her case management reviews.

42.2.8 INTERVIEWS AND INTERROGATIONS/INTERVIEW ROOMS (LE1)

Interview: An interview is a voluntary, non-custodial series of questions and answers that may be conducted by sworn members of this division.

A person who is being interviewed must understand that their statement(s), either oral or written, are completely voluntary and that the statement(s) are not being made while in custody.

Interrogation: An interrogation is an in-custody questioning about matters closely related to a crime, or suspected crime. When sworn members of this division conduct an interrogation, the suspect will be afforded every right under the U.S. Constitution, the State of Ohio Constitution and the Ohio Revised Code.

- An officer shall make a reasonable attempt to contact a parent(s) or guardian(s) prior to the interrogation of a juvenile suspect.
- **Miranda Warning:** Persons who are interrogated while in custody shall be given their Miranda rights prior to questioning and shall be afforded the opportunity to obtain counsel.
- There shall be documentation that the defendant(s) has been read and informed of his/her Miranda rights.
- The question of coercion or the involuntary nature of confessions and admissions will be addressed by requiring a suspect to acknowledge their right before making a statement, indicating that the confession is completely voluntary. The acknowledgement and waiver of their rights shall be documented.
- If a suspect wishes to make a statement but refuses to sign a rights waiver, the suspect's oral waiver must be witnessed by a second Division employee or another sworn officer, and/or recorded through audio recording.

Access to counsel: Defendants shall not be deprived of counsel. It is incumbent upon the defendant after being advised of his/her rights to affirmatively request the right to counsel if he/she desires to invoke such

right.

– After the arrest, detention, or any other taking into custody of a person, with or without a warrant, such person shall be permitted facilities to communicate as soon as practical with an attorney of his/her choice or to communicate with any other person of his/her choice for the purpose of obtaining counsel.

– Such communication may be made by a reasonable number of telephone calls or in any other reasonable manner. Such person shall have a right to be visited when practical by any attorney and to consult with him/her privately.

– No officer shall prevent, attempt to prevent, or advise such person against the communication, visit, or consultation provided for by this section.

Interview rooms: This agency utilizes several designated interview rooms. They are: the two interview rooms in the rear hallway of the Police Department, second floor; and two interview rooms off the patrolman's office on the first floor.

A. When any officer utilizes the interview rooms to interview a subject who has already been arrested or incarcerated, he/she must **secure his/her firearm** prior to entering the interview room.

B. When conducting interviews or interrogations with potential suspects after normal business hours, the officer/detective conducting the interview/interrogation should advise the communications center with his/her location.

C. There should be **no more than two officers** in an interview/interrogation room at any time during an interview or interrogation.

D. In the event of an emergency or other situation where **assistance is needed**, an officer utilizing one of the Division's interview rooms should utilize the "panic" button on the wall to **summon help**. These alarms are monitored by the Division's Communications Center who will summon assistance to the appropriate interview room. If it is not possible to utilize the "panic" button, the officer should use his/her portable radio to request assistance.

E. An interrogation conducted in reference to the below listed crimes should be video and audio recorded.

– Aggravated Murder, Murder, Voluntary Manslaughter, Involuntary Manslaughter, Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter, Rape, Attempted Rape, and Sexual Battery.

– The interview rooms on the second floor of the police department have audio/video capability, as well as an interview room at the Richland County Jail.

F. Each **interview room will be equipped** with at least two chairs and a table.

G. Officers/Detectives who are conducting interviews or interrogations shall provide subjects with reasonable access to **restrooms**, as well as access to **water and breaks**.

42.2.9 PHOTOGRAPH OR PHYSICAL LINEUPS IN EYEWITNESS IDENTIFICATIONS

A. Composition of Lineup:

The investigator will:

– obtain five photos of non-suspects who match the suspect’s description and four blank pages that contain no images.

– These photos can be obtained through Richland County’s photo-lineup system or OHLEG, but in order to maintain consistency make every effort to get all the photos using the same program.

– permanently affix one of the NON-SUSPECTS in a plain manila folder and mark the folder as #1.

– permanently affix the suspect photo and the remaining non-suspect photos in five empty manila folders, shuffle them and mark them folders #2 through #6. Do not look inside the folders after you shuffle them.

– place the four blank photo pages in four empty folders and mark them folder #7 through #10.

B. Using Video and/or Audio Recording. Once the witness has observed the photo lineup, a taped statement should be obtained from the witness describing the results of the observation regardless of the outcome. Once the lineup is complete and a statement taken from the witness, the investigator must document the activity and its results through his/her case follow-up log and/or supplement. The following information must be documented:

– The names of the people present.

– Date and time of lineup.

– Eyewitness identification of any of the individuals in the lineup.

– All identification or non-identification results, including confidence statements by the witness and the results of any subsequent viewings.

– Names of the lineup members and the source of the photographs or people in the lineup.

C. If more than one witness is available, the photo lineups should be shown to each separately so as not to influence any results. Statements should also be taken separately.

The Mansfield Division of Police does not normally do **physical lineups**.

D. Administering the Lineup:

Instructions should be given to the witness prior to them observing the lineup explaining what they will be observing and the procedures to follow. No information should be given to the witness that would in any way influence the results of their observation of the lineup. Witnesses should be encouraged to be honest, do not guess, and to not be disappointed if they can not identify the suspect.

The investigator or administrator of the lineup will use the witness instructions sheet to advise the witness of the procedures to be followed.

The investigator or administrator will hand the witness each of the ten folders individually without looking at the photos. After viewing each photo the witness will close the folder and hand it back to the administrator and indicate if the person he/she saw was the suspect . If the witness picks out a suspect, he/she will indicate to the administrator, in their own word, the degree of confidence in their choice. The same procedure will be followed and the photos shown in the same order if the witness asks for a second viewing. No more than two viewings are permitted and only do the second viewing if asked, do not offer.

The investigator or administrator will say nothing to the witness about the witness’ identification.

E. If the witness identifies a suspect out of the photo lineup, the investigator should address the **level of confidence the witness has in his/her identification** and this information should be captured during the taped statement.

F. No **feedback** should be given by the investigator reference proper or improper identification that would influence this or any subsequent lineup.

G. Once the lineup is complete and a statement taken from the witness, the investigator must document the activity and its results through his/her case follow-up log and/or supplement.

42.2.10 SHOW-UPS IN EYEWITNESS IDENTIFICATION

A. Show-ups carry a dangerous degree of improper suggestiveness and should not be used absent **compelling reasons** for not using a photographic lineup. Some examples of compelling reasons are:

- Subject, who fits the physical description of the suspect, is apprehended within a short distance of where the crime was committed and within a short time after the commission of the crime.

- Officer(s) attempt to apprehend a suspect in the area of the crime within a short time period and the subject flees the area and is apprehended after a pursuit.

- Suspect is apprehended under the criteria listed above and is in possession of some type of evidence that he/she committed the crime.

B. When **transporting** a subject back to the scene of a crime for witness identification he/she will be transported in a police vehicle using necessary safety precautions depending on the nature of the crime, while preserving the rights of the subject who has been detained. If possible, the subject should be removed from the vehicle prior to the witness observing him/her so as not to influence the identification.

C. If **more than one eye witness** is available they should observe the suspect separately as to not influence each other's identification, if possible.

D. **Instructions should be given to the witness** prior to them observing the suspect explaining the procedures to follow. No information should be given to the witness that would in any way influence the results of their own observations. Witnesses should be encouraged to be honest and to not be disappointed if the person they are observing is not the suspect that they are being asked to identify.

E. If the witness identifies the suspect from the show-up, the investigator should address the **level of confidence the witness has in his/her identification** and this information should be captured during the taped statement.

F. No **feedback** should be given by the investigator reference proper or improper identification that would influence this show-up or subsequent lineup.

G. Once the show-up is complete and a statement taken from the witness, the investigator must document the activity and its results through his/her case follow-up log and/or supplement.

42.2.11 PROCEDURES FOR FORENSIC HARDWARE AND SOFTWARE INVESTIGATIONS

The use of forensic software can be utilized to conduct investigations involving computers to include desk top computers, laptop computers, cell phones, storage devices, other computer devices, and digital media. These investigations will normally require a search warrant. In all cases, an investigative log or summary will be kept that includes at a minimum, the requesting agency and officer, the date, the type of device, and the justification for the analysis. Only a trained investigator is authorized to conduct the analysis and additional experts from outside of the Division may be utilized as required.

42.2.12 PROCEDURES FOR INVESTIGATING IDENTITY CRIMES

A. The agency shall take an **initial incident report** for any case of alleged **identity theft** that has either been initiated by a perpetrator within the City of Mansfield or has resulted in a person being victimized in the City. As a courtesy to Mansfield residents a report may be taken for identity thefts that occur outside of our jurisdiction. If the victim is not able to make the report in person the officer may utilize information taken over the phone to initiate the report (see G.O. 81.2.14).

B. Officers will use the **standard incident report** format to report cases of alleged identity theft.

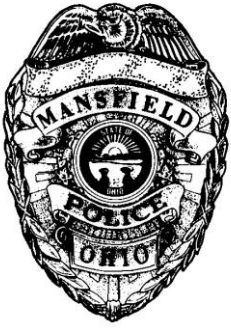
C. Officers who initiate an incident report from a victim of an alleged crime of identity theft shall offer the victim information on victim's rights.

D. If an alleged crime of identity theft is assigned for investigation to a detective, that detective's supervisor will be responsible for ensuring that any necessary **coordination of investigations** is achieved with any agency that may have relevant information to the case.

The agency **shall maintain information on identity theft prevention** in the information racks located in the City Building Lobby, 1st Floor and Police Department Lobby, 2nd Floor, as well as made available to all officers to disseminate to victims.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Orders 1.2.3, 2.1.3, 82.1.5, 42.2.1, 42.2.2, 1.2.3, 82.1.1, 82.2.5, 83.1.1, 16.2, METRICH Enforcement Unit Operations Manual

CROSS REFERENCE TO FORMS: Offense (NIBRS) Report, Detective Section Reports, Case Jacket, Source Questionnaire, Source History Summary, Confidential Funds Receipt, Death Scene Checklist, Intelligence Report Form, Case Log, Prosecutor Complaint Request, Rights Waiver Card, MPD Lab Receipt, MPD Lab Report, CVSA Report, BCI Handwriting Sample Form, Media Release Form, Truth Verification Release Form, Confidential Operative Agreement, Source History Report, Case Follow-Up Log, Supplement.



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Philip Messer

Chief of Police

PHOTO LINEUP WITNESS INSTRUCTIONS

General Offense # _____ Date: _____

- You are going to be handed ten folders one at a time. In the folders there are a series of photographs.
- The folders may or may not contain a photograph of the alleged perpetrator in the incident in which you were involved.
- The person presenting this lineup may or may not know the identity of the alleged perpetrator and is prohibited from looking at any of the photographs as you look through them.
- As you view each photo, indicate to the administrator, in your own words, whether or not the photograph is that of the alleged perpetrator or not and to what degree.
- After viewing each photograph, close the folder and hand it back to the administrator. If you do identify the alleged perpetrator, tell the administrator using the folder number only.
- If you request it, you will be given a second opportunity to look at the photographs and they will be presented to you in the same order as the first viewing.

Presented to:

Presented by:
