



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: INVESTIGATIVE DIVISION OPERATIONS	GENERAL ORDER NUMBER: 700
REFERENCES:	EFFECTIVE DATE: 06/01/2016
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The purpose of this General Order of the Columbia Heights Police Department is to provide direction for its investigators and other assigned personnel who work in plain clothes under the direction of the Investigative Division.

700:1 Investigative Division Operations

700:11 Duties

The Investigative Division will seek out and apprehend persons suspected of committing criminal offenses and facilitate the prosecution of these individuals. Members of the Investigative Division will be expected to thoroughly investigate complaints of criminal activity reported by citizens and/or initiated by law enforcement. In addition to the investigative process, investigative personnel will gather evidence if applicable, apprehend suspects, interview/interrogate suspects, witnesses, and victims, submit cases to the applicable City or County Attorney's Office for charges, provide testimony in court, and gather and disseminate intelligence data to other law enforcement agencies.

700:12 Assignment of Cases

Personnel will be routinely assigned the investigation of cases on the basis of expertise and knowledge. Cases requiring specialized skill, knowledge and ability are assigned to investigators who have these credentials. This does not preclude assigned persons from obtaining assistance from other personnel. This is intended to use the most qualified personnel available for assignments.

Case assignments shall be at the discretion of the Investigations supervisor or his designee.

700:13 Notification to Complainant or Victim on Case

Upon receipt of a case, it is the responsibility of the assigned employee to initiate contact with the complainant as needed, or as soon as practical. Initial contact may be made by telephone. If contact cannot be made, the investigative personnel may leave a business card or voice message to have the complainant contact the investigative personnel. Initial contact and subsequent contacts with the complainant should be documented in the case file. Whenever practical, personnel shall contact the victim and witnesses involved in the cases that he or she is assigned. Subsequent interviews can provide the Investigator with additional information that could aid in resolving the case. This procedure also conveys to the victim and witnesses that the Columbia Heights Police Department is genuinely concerned about them individually and with the successful resolution of the case.

700:14 Use of City Unmarked Vehicles

Employees assigned to the Investigative Division will routinely utilize unmarked law enforcement vehicles equipped with siren and emergency lights. While personnel are

responding to a crime scene or incident, they will utilize great caution while responding with lights and siren. Personnel assigned to the Investigative Division shall be responsible for care and maintenance of City unmarked vehicles which shall be kept clean, properly maintained, and fueled. Personnel shall assure any damage or necessary maintenance on vehicles is reported promptly and that all repairs and maintenance are made in a timely and appropriate manner.

Due to the fact that City-owned vehicles are used by other personnel, equipment used by investigative personnel shall be stored in the trunk of the vehicle.

700:15 Investigative Division Offices

It is the responsibility of each investigative employee to keep their offices clean, orderly and free of clutter. Evidence shall not be kept in the investigators' offices except with permission from the Investigative supervisor or police administration.

700:2 Reports, Workflow, and Case Disposition

700:21 Reports

In the process of investigating cases assigned, personnel shall file initial reports if applicable, and supplemental reports that detail the investigation and the status of the case.

700:22 Case Closings

Personnel shall complete supplemental reports detailing the final disposition of the

case. The case closings will comply with the requirements of state and federal guidelines.

700:3 Investigative Equipment

700:31 Equipment

Personnel assigned to the Investigative Division shall be issued Department-approved equipment needed for plain clothes personnel.

Investigative personnel shall also be assigned equipment necessary for their work in the investigative process (i.e. cameras, recorders, etc.) Investigative personnel shall be subject to 500:4 as it relates to use and care of City-owned property.

700:32 Portable Radios or City-Assigned Cell Phone

Investigators shall have either their portable radio or their cell phone available to them at all times when on duty.

700:33 Uniform Requirement

All police officers who are assigned to the Investigation Division are required to keep a uniform at the police office at all times. This includes all clothing and equipment needed to be fully prepared for uniform street assignment.

BY ORDER OF:

Scott Nadeau, Chief of Police

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