B. Procedure

1. While conducting investigations, employees shall diligently protect the constitutional rights of all persons with whom they come into contact, specifically, those rights concerning self-incrimination, counsel, search and seizure, and due process.

2. Successful investigations are dependent upon the assimilation of information and physical evidence to identify persons responsible for crimes and support successful criminal prosecutions.

3. Agents or employees performing investigations shall use all available sources to obtain information pertinent to crimes being investigated. When available, victims, witnesses, informants, department records, fellow employees, and other local, state, and federal agencies shall be used throughout investigations.

4. When conducting interviews or interrogations, employees shall obtain as much specific information about criminal activities as is possible. Employees shall always be vigilant in protecting and advising suspects of their constitutional rights against self-incrimination.

5. Employees conducting investigations shall be especially diligent in identifying, collecting, and preserving any item of physical evidence pertaining to a crime. Evidence seized shall be processed according to department policy and procedures to maintain credibility and inventory of items collected.

6. When personnel of the Criminalistics Section are present on scene, assisting in conducting the investigation, agents should be cognizant of the need for a sworn agent to remain there, to assist the criminalists during their activities. This assistance may be necessary to provide scene security, traffic or pedestrian control, assistance with victims, witnesses, relatives, news media representatives, or personal safety issues. There may be times when the continued presence of Patrol Division coverage is not necessary. However, such presence should always occur in crimes against any person, involving violence. Whenever, in the opinion of the criminalist, the assistance of sworn personnel is needed then supervisors will make every effort to assure that such assistance is provided.

7. Surveillance of persons or places in relation to investigations shall be an effective means of obtaining information or apprehending persons in the commission of crimes. Because of the sensitive aspects and potential conflicts within the department and other agencies, a supervisor shall usually be responsible for organizing, coordinating, and staffing a surveillance activity.
B. Procedure

1. An employee assigned to investigate a call for service shall be responsible for the completion of a preliminary investigation.

2. An employee assigned to a follow-up investigation shall be responsible for the completion of the investigation.

3. Responsibility for either a preliminary or follow-up investigation shall end when:
   a. All investigative leads have been exhausted.
   b. Another employee is directed to assume control of the investigation.
      
       (1) When a transfer of responsibility takes place, all employees involved shall be made aware of the transfer of responsibility.
       
       (2) The arrival of a detective or supervisor shall not transfer responsibility unless he elects to assume control of the investigation.
   c. An employee is instructed to terminate an investigation by a supervisor.

4. A detective involved in an investigation may request assistance of patrol officers and deploy them as needed, with the permission of the patrol supervisor.

5. Establish whether a crime has been committed, determine the type of crime committed, and arrest the subject.

6. In eyewitness cases, secure a description of the suspect, any vehicle involved, and direction of flight. Relay the information to all other units by radio. If possible, identify the suspect and take appropriate enforcement action.

7. Locate and interview the victim and witnesses, record their statements as to what occurred, and record their identities, addresses, or other necessary data for future reference.

8. Attempt to contact the occupants of any building providing a view of the crime scene, noting the address of each building, and the result of the attempt.

9. Protect the crime scene and request technical assistance, if necessary. Search for and collect objects and items that are evidence or likely to be evidence.
   a. Evidence shall be collected, marked, and secured according to department procedures. A report is written by the employee processing the scene. In the case of a major crime, no evidence shall be collected until photographs or video tapes have been taken and a sketch has been made, unless weather or other conditions dictate doing so to protect the integrity of the scene.
b. At the scene of a major crime, the Crime Laboratory technician or detectives shall be responsible for the collection and preservation of evidence. A major crime shall be defined as homicide, kidnap, sexual assault, aggravated assault, first-degree arson, or any questionable death.

10. Determine how the crime was committed, the extent of injuries and nature, and value of property taken.

11. Record officer notes and applicable reports on all data about the incident, to include but not limited to the following:
   a. Accounts of participants, victims, and witnesses in the incident.
   b. Detailed description of the scene.
   c. Details of the crime scene search, the nature, location, and who seized evidence from the scene.

12. Counter-complaints, by parties against whom enforcement action has been taken, need not be acted upon other than to document their complaint in a supplemental report to be reviewed by the appropriate prosecutor. (Example: In a domestic violence case, the assaultive party has been charged with an assault and then wishes to charge the victim with an assault or harassment.)

4602 FOLLOW-UP INVESTIGATIONS

A. Policy

Uniformed agents may conduct a follow-up investigation when there is a reasonable chance of apprehending the suspect, when there is a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances. The uniformed agent shall notify his supervisor as soon as practical.

B. Procedure

1. Follow up the preliminary investigation and initiate inquiries into investigative leads to identify the suspect and associates.
   a. Research and review internal and external records and reports related to the incident, similar incidents, or suspects.
   b. Use all information and sources including employees from this jurisdiction and others, witnesses, and informants.
   c. Disseminate criminal information to the law enforcement community.
   d. Conduct searches and collections of nontestimonial evidence through court-ordered warrants or consent of persons involved.
   e. Identify, collect, preserve, and use evidence pertaining to the crime and suspect.
2. Analyze the legal significance of information and evidence.

3. Continue the search for witnesses, interview new witnesses, and reinterview original witnesses when necessary.

4. Establish liaison with laboratory technicians and submit appropriate evidence for physical analyses.

5. Identify, locate, and arrest the suspect and accomplices using criminal histories, MOs, and other information. Complete background investigations on suspects, accomplices, and witnesses (when appropriate) through the following: criminal history checks through NCIC/CCIC, local records checks with our agency and agencies in which the subject has resided in the past; check for similar MOs via computer data, telephone, or through other investigative personnel; utilize specialized data, (i.e., financial records, family records, medical records, and education records) when applicable; utilize The Guide to Background Investigations: A Comprehensive Source Directory for Employee Screening and Background Investigations which is available in the Investigation Division. Determine any involvement in other crimes.

6. Conduct appropriate surveillance and interrogation.

7. Recommend suspension of the investigation if all leads are exhausted.

8. Submit the case for prosecution and confer with the prosecutor when the suspect has been identified.

4603 INVESTIGATION DIVISION CALL - OUT

B. Procedure

1. The below listed incidents require notification of the on - call Investigation Division sergeant during other than normal division duty hours or any Investigation Division supervisor during normal duty hours. (Normal duty hours 0800 - 1700 M - F.)

   a. Homicides or attempts

   b. Accidental deaths

   c. Questionable deaths

   d. First or second degree arson, or fire or explosion from any origin, criminal or otherwise, that results in serious bodily injury or death, or any arson where there is substantial property damage and where a viable suspect(s) is located nearby.

   e. Suicides

   f. Incidents involving serious injuries which could be fatal
g. Kidnaps
h. First and second degree sexual assaults
i. Incest or sexual assault on a child
j. Child abuse involving serious bodily injury
k. Burglaries with loss over $20,000
l. Burglary arrests
m. Robbery arrests
n. Police involved shootings (PIC also notified)
o. Found explosive devices
p. Explosions
q. Confidence games in progress
r. Any other incidents that in the judgment of a supervisor might require notification of the Investigation Division

2. Notification of an Investigation Division supervisor shall be made by a patrol supervisor or agent with specific knowledge of the incident.

3. The Investigation Division sergeant notified of an incident shall be responsible for determining if a detective is responding and shall advise Patrol to contact the appropriate detective of this decision, or the sergeant shall make the notification himself.

4. The following listed incidents require response by Investigation Division personnel:
   a. Homicides
   b. Questionable deaths
   c. Suicides
   d. Incidents involving serious injuries, which could likely be fatal
   e. Any arson involving serious bodily injury or death
   f. Police involved shootings
   g. Explosions causing injuries or extensive property damage
h. Child abuse involving serious bodily injury

i. Other cases, that at the discretion of the on-call sergeant, demand an immediate response by a detective

5. It shall be the responsibility of the assigned on-call Investigation Division personnel to keep the Communications Section informed of where or how he can be reached during other than normal duty hours.

6. When Investigation Division personnel respond to an incident, the on-call sergeant shall notify the appropriate section Commander if warranted.

7. The primary function of the on-call Crimes Against Persons detective shall be to respond to major serious crimes of violence and shall not be a resource to respond to other call-outs which are normally handled by other investigative teams.

8. If, in the opinion of the Patrol Sector Commander, an immediate response is required by the Investigation Division, the on-call sergeant shall be notified of that request and a detective shall be called out without question.

9. Among the things the on-call detective shall be responsible for are the following:

a. Obtaining a briefing at the scene from Patrol Division personnel.

b. Ensuring the scene is properly secured.

c. Coroner notification, if appropriate.

d. Determining the need for additional assistance from his division or handling the situation himself with assistance from Patrol Division and Criminalistics Unit personnel. The on-call detective shall not be authorized to call out additional assistance from his division without prior contact with a supervisor from his division.

e. Accepting the case for investigation unless the team sergeant reassigns it.

f. Contacting his division supervisor as soon as possible after arriving on scene and briefing that supervisor as to the circumstances of the incident, if deemed appropriate.

4604 TRAFFIC INVESTIGATIONS CALL-OUT

B. Procedure

1. The Sector Commander or acting Sector Commander will make the decision concerning the need for a response by a member of the Traffic Team.
2. The decision to call-out a member of the Traffic Team shall be based on the seriousness of the traffic collision and the likelihood of criminal charges such as vehicular homicide or vehicular assault being filed. The Traffic Team will respond to all fatal accidents.

3. Personnel attempting to call-out a Traffic Team member shall contact dispatch. Dispatch will in turn contact the on-call Traffic Team member. If dispatch is unable to contact the on-call agent, then a Traffic Team sergeant should be contacted.

4. All Traffic Team members who have completed level two accident investigation training will be placed in the on-call rotation and will be authorized to act as the traffic detective when called out. Patrol agents who have completed level three may be approved to be placed in the on-call rotation. Only those patrol agents on the on-call list are authorized to act as the traffic team detective in lieu of a Traffic Team member.

C. Rule

1. A Traffic Team investigator shall respond to the scene of all fatal traffic accidents.

4605 CRIME SCENE PHOTOGRAPHY AND SKETCHES

B. Procedure

1. The photographs of a crime scene shall be made by a patrol CSI or Criminalistics technician.

2. The individual in charge of a crime scene shall determine whether the completion of a sketch is indicated based on the complexities of the investigation and the nature of the photographs taken.

3. Crime scene sketches shall include accurate dimensions, identifying characteristics such as address or room number, location of fixed and movable objects including victims, if any, location of evidence, compass direction arrows, and the date, time, and investigator completing the rough sketch.

4. Photography used in investigations is frequently a time-limited activity in which there is only one opportunity to correctly complete the task. Depending on the nature of the crime, incident or documentation required, conditions may dictate the selection and use of equipment and techniques.

C. Rule

1. All major and some minor crime scenes shall be photographed to record the condition of the scene as found.

2. Digital photography is the standard medium for documenting investigatory photography. Videotape may provide an adjunct to color photographs, but cannot stand alone in documenting police activity.
3. Crime scene sketches shall be completed in major cases where conventional photographic techniques do not accurately and completely portray the scene or when having a sketch will simplify understanding a crime scene.

4606 COLLECTION OF EVIDENCE FOR LABORATORY ANALYSIS

B. Procedure

1. The collection of evidence for laboratory analysis shall be the responsibility of the agent in charge of the crime scene or his designee, a crime scene investigator, or a Criminalistics technician.

2. The submission of evidence for laboratory analysis shall be the responsibility of the agent in charge of a particular investigation. In minor crimes this will probably be a patrol agent; in major crimes it will probably be a detective.

3. When identifying and collecting evidence from a crime scene or subsequent follow-up investigation, consideration shall be given to the types of materials and substances that may be used for comparison analysis by the Crime Laboratory. The list includes, but is not limited to: paint, soil, fibers, fabrics, glass, wood, hair, and tool marks.

4. When known standards are collected for analysis and comparison, it shall be critical to record the location from which these standards are obtained. This is especially critical when fracture analysis is desirable, such as in paint, glass, and metal analysis.

5. It is required that known standards be collected. These standards shall be obtained from as near to the damaged area as possible. For example, known glass standards should be obtained from the frame, which might hold pieces of broken glass.

6. Forensic DNA is a very valuable but also sensitive and fragile form of physical evidence. Recognizing this, the following procedures are to be followed:

   a. The responding agent and/or criminalist must be constantly cognizant of the potential for DNA evidence. Additionally, personnel must be constantly aware of potential health risks when exposed to body fluids.

   b. In all scenes where DNA evidence is possible, care must be taken to minimize cross contamination. Sneezing or even heavy breathing on an object can cause contamination issues. Latex gloves that are to be used in the collection of evidence must be new and from a protective storage device. The gloves cannot be pulled from an agent’s pocket. Also, gloves that are used to pick up evidence with potential DNA need to be changed prior to picking up other evidence to avoid cross contamination from one item to another.
c. Care must be taken in the collection and preservation of physical evidence wherein DNA evidence is potentially viable. Items must be packaged individually and thoroughly air-dried prior to packaging. The only exception to the air-dry rule is the packaging of buccal swabs that have been obtained from an individual. These swabs can be immediately packaged in a clean, unused paper envelope or bindle and then sealed in a paper evidence bag, without the fear of degradation or contamination.

d. Continuing education in regards to DNA evidence shall be provided to patrol CSI’s at scheduled refresher training.

e. Items that are to be examined for DNA evidence shall only be submitted to an ASCLD accredited laboratory. Criminalists shall be responsible for the transporting the evidence from the crime scene, and to and from the laboratory.

C. Rule

If an agent in charge of a crime scene determines that it is beyond his capabilities to determine whether standards should be seized for comparison or is unsure if comparison is possible, the agent shall contact a knowledgeable supervisor, CSI, or Criminalistics technician for advice and assistance.

4607 CONTROLLED SUBSTANCES TEST KITS

B. Procedure

1. All seized or confiscated suspected controlled substance shall be field tested with an appropriate test kit in an attempt to determine if the suspected substance is in fact controlled.

2. All personnel who have received training in the use of field test kits shall read and follow all directions provided with the test kits when completing preliminary field test.

3. No individual shall be incarcerated if the field test is questionable or inconclusive in those cases, the individual shall be processed and released pending analysis of the suspected controlled substance by a DEA certified laboratory.

4. When a field test is positive for a controlled substance, a supervisor’s approval shall be obtained prior to incarceration of the arrestee. In making a determination as to incarceration or release pending analysis, the supervisor shall evaluate the totality of the circumstances surrounding the arrest.

5. Supervisors may, in their judgment, make exceptions to the above procedures if multiple charges are pending, a large or unusual amount or type of suspected controlled substances is involved, a subject is a high risk for failure to appear at a later date, or the subject is a known major offender of controlled substance violations.
6. Supervisors may contact the on-call Vice/Narcotics Team investigator or sergeant if questions exist on how best to proceed in completing the appropriate field test.

4608 JUVENILE OFFENDERS

A. Policy

Investigations involving juvenile offenders shall be handled differently from those involving adult offenders. First-time juvenile offenders of misdemeanor offenses may occasionally not receive proper attention due to heavy court caseloads at the county level. Custodial and charging options available to the investigating agent are varied regarding violations of misdemeanor offenses. Some first-time offenders (as well as other offenders with prior arrests) and their parents might benefit from an appearance before a court to provide logical consequences for delinquent acts and to place more responsibility on the parents of juvenile offenders. When appropriate, Patrol Division personnel may issue a summons for the juvenile and his parent to appear in municipal court. This action also permits the reasonable alternative of issuing a summons in lieu of a physical custodial situation, thereby allowing proper execution of law enforcement responsibilities in the most appropriate manner.

Juveniles in custody on new felony charges must be transported to the JAC or, when appropriate, to the Mount View Detention Center after booking at LPD has been completed. A Juvenile Crime Unit detective is then assigned the case and prepares the appropriate case filing package for the District Attorney’s Office.

B. Procedure

1. Misdemeanor charges - The investigating agent shall consider certain factors prior to the issuance of a municipal summons:

   a. Seriousness of the offense
   
   b. Prior arrest record and police contacts
   
   c. The juvenile’s attitude toward the situation
   
   d. The parents’ attitude toward the situation
   
   e. The desire of the victim

2. Felony Charges – the investigating agent shall insure that the JAC is contacted regarding the proper disposition of a juvenile in custody on new felony charges. In the event that the juvenile is intoxicated (above .05 BAC) and the JAC will not accept the juvenile, the investigating agent may, with the approval of a sworn supervisor, arrange for an appropriate alternative disposition, including Detox, or release to a responsible parent or guardian. The investigating agent shall notify the Juvenile Crime Unit supervisor, preferably via e-mail or report-writing software link, that the juvenile was not screened at the JAC. The assigned detective from the JCU will then arrange to have the JAC screening completed as part of the case filing process.
A. Policy

Eyewitness identification is a frequently used investigative tool. As such, it is the policy of the Lakewood Police Department to observe constitutional safeguards in the process of having the suspect of a crime identified. Agents shall strictly adhere to the procedure in order to maximize the reliability of identifications, minimize the unjust accusations of innocent persons, and establish evidence that conforms to established legal procedures and is reliable.

B. Procedure

1. General guidelines to eyewitness identification include:

   a. Avoid any action that would be unduly suggestive during any eyewitness identification process.

   b. Ensure that all eyewitness identification is conducted in a structured, professional manner designed to clear the innocent as will as identify suspects in criminal offenses.

   c. Criminal investigations will not be concluded or otherwise terminated based solely on eyewitness identification. Investigations will continue until all physical evidence has been collected, examined, and all victims/witnesses identified and all reasonable leads explored.

   d. Ensure that a victim/witness will only participate in one type of eyewitness identification. The types of eyewitness identification include viewing I/MUG, participating in a show-up, physical line-up and viewing a photo line-up.

   e. Ensure that any identification or non-identification of a suspect is documented in writing along with any comments by the eyewitness concerning the identification or non-identification.

   f. Ensure that any photograph of an individual identified by an eyewitness is retained as evidence and handled in accordance with department policy.

   g. All physical identifications will be video-taped.

2. Photographic line-up is an identification procedure in which a group of photographs are displayed simultaneously and presented to a witness or complainant.

   a. Photo displays are proper investigative tools for agents in securing identification provided the displays are not suggestive or otherwise improper.
b. It shall be permissible to allow witnesses to view photographs (mug books) of previously arrested individuals known or suspected of involvement in certain types of crimes when there is no clear suspect and other reliable sources have been exhausted.

c. In a photo display where the agent is showing a definite suspect with similar appearing individuals, the agent shall remove suggestibility by removing any identifying marks or numbers and Police Department reference.

d. Photo displays may be used at any time during the investigatory stage of a case, which at present means until the defendant is formally charged.

e. Photo displays can also be used after the arrest of the suspect as physical lineups are most often impractical.

f. When a photograph depicting a definite suspect is displayed to a victim/witness it shall be arranged at random with 5 or more photographs of similar size. Individuals in the photos should all be facing the same direction.

g. The persons depicted in the display shall be substantially similar in general appearance such as race, facial hair, hair style and color, physical size, and age.

h. When presenting a photographic to the eye witness, agents will avoid saying anything that might be suggestive or that will reveal the identity of the suspect. Presentations will be in a private setting and the agent will document whether or not audio or video recording was used.

j. The details of the display procedure shall be recorded in detail on the photo lineup sheet including anything said by the witness, the officer, and the witness's reaction to the display.

k. After adjudication a photocopy of the photographs shown shall become a part of the permanent case file located in the Records Section. The original photographs may then be reused.

l. Suspects do not have a right to the presence of a lawyer at a photographic display that takes place during the investigatory stage of criminal proceedings.

3. Live (physical) line-ups are generally impractical due to logistical reasons since they must be conducted at a jail, may necessitate the presence of the suspect's attorney, and require at least four persons (generally prisoners or police officers) similar in appearance to the suspect. Therefore, they are discouraged as a suspect identification technique. If a live line-up is necessary in a particular case, the procedure must be approved by a Commander and coordinated with the District Attorney's Office.
a. The similarities between stand-ins and the suspect/defendant should include race, age, height, weight, hairstyle and color, build, facial hair, and clothing.

b. The line-up should not include any individual known to the witness.

4. Field Identification or show-ups is the presentation of a suspect to a victim or witness in the field within a reasonable amount of time of the commission of the offense.

a. The seizure of a suspect must be, at a minimum, based upon reasonable suspicion.

b. The preferred practice is to bring the victim/witness to the suspect. A detained suspect does not have any right to refuse to participate in a show-up nor does the suspect have the right to an attorney present during the show-up.

c. The show-up must always be documented in the report whether or not identification was made. The report should also document suspect information, physical description of suspect. The report should also document the location of the show-up, lighting conditions, weather conditions, circumstances of the stop, the approximate distance from the suspect, whether the suspect was handcuffed or not, and any statements made by the witness.

d. When more than one witness is available, agents will transport the victim/witness in separate vehicles to the location where the suspect is being detained for purposes of identification.

e. The investigating agent will instruct the witness that they will be transported by the police to view a person fitting their description for the purpose of making a positive or negative identification. Transporting agents will not make any comments to witnesses but will document their responses once they have viewed the suspect.

f. The confidence level of the witness will be evaluated by the agent in terms of witness’ statement, conduct or other relevant observations.

5. Viewing I/MUG (electronic mug shot file) will only be allowed with supervisory approval.

C. Rule

1. A suspect or likeness of a suspect (photograph, sketch, or composite drawing) shall not be deliberately displayed to more than 1 witness at a time.

2. If there are multiple viewers, their responses shall never be allowed to be known by each other during the identification process.
3. An agent shall not, by words or gestures, suggest his opinion to any witness that the suspect was the one who committed the offense.

4. A complete record of each identification procedure shall be made to include time, location, identity, photograph numbers, and a description of those present including the non-suspects who are viewed.

5. Statements made by a witness viewing the suspect shall be recorded, along with any significant remarks made by the suspect, a lawyer, or an agent.

6. The agent shall explain to witnesses that a photograph shown to them should not influence their judgment in any way.

7. The photo lineup display and its folder shall be booked into Property as evidence and retained until the case is adjudicated. Upon adjudication of the case, the original lineup photographs shall be removed from Property. A photocopy of the photo display shall be forwarded to the Records Section to be included with the permanent case file. The original lineup photographs may then be reused.

4610 HATE CRIME REPORTING

B. Procedure

1. An agent assigned to investigate a call for service shall, after deciding that a crime was committed, make a determination as to the applicability of hate crime status.

2. A hate crime can be any criminal offense, which is motivated, in part or in whole, by the offender's bias against another because of that person's race, religion, ethnic/national origin, or sexual orientation. The following factors may lead to a finding of hate crime status:

   a. The motivation of the alleged offender is known.

   b. The incident is known to have been motivated by racial, religious, ethnic, or sexual orientation bias.

   c. There is no other clear motivation for the incident.

   d. There were racial, religious, ethnic, or sexual orientation bias remarks made by the offender.

   e. There were offensive symbols, words, or acts which are known to represent a hate group or other evidence of bias against the victim's group.

   f. The incident occurred on a holiday or other day of significance to the victim's group or the offender's group.
If factors known to the investigating agent indicate that the offense is a hate crime, the incident shall be classified as a hate crime by placing the letters "HC" in the upper right-hand corner of the offense report.

When the responding agent does not have enough information to determine that an incident was a hate crime, no such indication shall be made.

If follow-up investigation indicates that the incident is a hate crime, the investigator shall be responsible for notifying the Records Section by way of a supplemental report indicating status change. The same applies should the original report indicate a hate crime and follow-up investigation indicates that it is not.

**GANG ENFORCEMENT**

**A. Policy**

The department recognizes that the predisposed nature of certain gangs is toward violence and the commission of criminal acts. The proliferation of these gangs and gang-related crimes is no longer merely a matter facing urban communities, and has become a matter of statewide concern. Gang activity involves a multitude of crimes, and illegal drug use and drug trafficking constitute common factors associated with all gang-related activities in the continuing pattern of gang-related violence. It is the intent of this department that gangs and gang activities will not be tolerated.

To aid in the identification and location of gangs and gang members, to prevent recruitment of new gang members, and to contain the spread of gang violence, agents shall collect and report information on all types of gangs. Information concerning a subject’s political, religious, or social views, associations, or the activities of any individual or gang may not be maintained unless such information directly relates to criminal conduct or activity and there is reasonable suspicion that the subject of the information may be or is involved in criminal conduct or enterprise.

**B. Procedure**

1. **Gang** – A group of three or more individuals with a common interest, bond and whose activity is characterized by criminal or delinquent conduct.

2. A gang member shall be defined as:
   a. An individual who proclaims or admits his association, affiliation, membership or allegiance with an identified gang, or;
   b. An individual who commits a gang motivated crime as defined in this section or;
   c. An individual who exhibits two or more of the following:
1. Wears clothing or has tattoos, other than part of a fashion trend, which are known to be associated with a gang or gang activities.

2. Displays mannerisms, which are consistent with those known to be associated with a gang or gang activities.

3. Admits to the use of a moniker consistent with those used by gang members.

4. Authors graffiti, which is known to be associated with a gang or gang activities.

5. Admits to detailed knowledge of a gang or gang activities.

6. Has been identified as a gang member by a previously reliable informant.

d. An individual who has been identified as a gang member by other law enforcement agencies using identical or more restrictive criteria than is outlined above.

3. "Non-criminal Identifying Information" – Under the following circumstances, the names of individuals, locations, organizations, groups or businesses that are not suspected of criminal involvement, but that provide relevant descriptive, identifying information regarding a gang member, may be entered as "Non-criminal Identifying Information."

4. "Gang Motivated Crime" an act which would be criminal or delinquent under federal, state or local law and which is committed for the benefit of, at the direction of, or in association with any gang to promote, further, or assist the gang or gang member.

5. Gang involved and gang motivated crimes and incidents and contacts shall be marked as such in I-Leads by checking the "gang related" box pursuant to procedure. The reason that the crime or incident is suspected to be gang motivated or involved or why the suspect is believed to be a gang member must be documented in the report or summons.

6. Graffiti reports shall contain information on the property owner and whether they were notified to have the graffiti removed pursuant to City ordinance. The report will indicate if a photograph of the graffiti was taken. A photograph will not be necessary if the graffiti is reproduced in the body of the report.

a. The Records Section will forward a copy of all graffiti reports to the SET Sergeant.

b. A designated patrol sergeant shall be responsible for compliance follow-up.
7. All gang contacts shall be documented on the computer or manual Field Interview Card (FI). The report will be forwarded to the SET Sergeant by the Records Section.

8. An effective means for identifying gang involved and motivated crimes and incidents and contacts is the process of reviewing reports. As a consequence:

   a. When an Investigation Division supervisor identifies a report as being gang involved or motivated he shall cause a copy of the report to be forwarded to the SET Sergeant. The SET Sergeant or designee shall be responsible for tracking the report for statistical purposes.