8000  INVESTIGATION DIVISION

8001  INVESTIGATION OPERATIONS

A.  Policy

Follow-up investigation consists of efforts to interview victims and witnesses; locate, identify, and preserve physical evidence; recover stolen property; identify, locate, interview, and arrest suspects; present the case to the prosecutor; and cooperate in the prosecution of the defendant. Such investigations are conducted to produce evidence relating to the guilt or innocence of any suspect and to recover property.

B.  Procedure

1.  In order that the operations of the Investigation Division are conducted in a manner consistent with the goals and objectives of the Police Department, the following procedures are to be followed by agents assigned to the Investigation Division.

8002  INVESTIGATION DIVISION ORGANIZATION

B.  Procedure

1.  The Investigation Division shall be commanded by a Division Chief and shall be organized by sections and teams.

2.  A section shall be commanded by a Commander.

3.  A team shall be commanded by a sergeant or a civilian supervisor.

8003  RESPONSIBILITIES OF INVESTIGATION DIVISION DIVISION CHIEF

B.  Procedure

1.  The Division Chief of the Investigation Division has administrative and functional responsibility through a process of inspectional duties to ensure the activities and efforts of division personnel are consistent with the goals and objects of the department.

2.  The Division Chief shall be responsible for the planning, organizing, staffing, and budgeting functions for the Investigation Division to ensure the efficient and effective operation of the division through a system of management control.

3.  The Investigation Division Division Chief provides a program of effective management to ensure efficiency and high morale in the division; he develops and implements division policy, evaluates the performance of division personnel and equipment, coordinates inter/intra divisional activities and communications, and directs the command of major investigations as necessary.
4. The Division Chief shall be responsible for division discipline, to identify the need for analysis of complex procedural and legal matters affecting division operations, and to secure assistance if necessary.

5. The Division Chief reviews and signs outgoing correspondence as necessary.

6. The Division Chief must brief the chief of police on major or noteworthy cases in progress.

7. The Division Chief must inspect at least one aspect of the division on a monthly basis to ensure proper performance and compliance with department policy and procedure.

8. The Division Chief shall conduct division meetings with all personnel periodically, and regularly schedule division command group meetings for the purpose of general communication, project assignment, policy and procedure interpretation, needed improvement, etc.

9. The Division Chief shall adjust personnel assignments as necessary, evaluate morale, productivity, and other performance factors in conjunction with periodic budget reports.

10. The Division Chief shall be a member in good standing of the Jefferson County Law Enforcement Commanders Association. This group meets on a monthly basis. Section Commanders and the Criminalistics Unit supervisor shall also be members of this association.

8004 RESPONSIBILITIES OF INVESTIGATION DIVISION COMMANDERS

B. Procedure

1. Supervise and direct the team supervisors.

2. Ensure that departmental and divisional policies and procedures are followed as directed by the division commander.

3. Maintain a continual review of the organization procedures, personnel assignments, methodology, performance, and effectiveness of the respective sections.

4. Report on a continuing basis to the division commander concerning the strengths and weaknesses of the division, and make recommendations for improving team performance.

5. Identify personnel training needs of assigned subordinates and take necessary action to provide such training, whenever possible.

6. Motivate and assist subordinates to achieve both identified departmental and division goals, and personal (employee) goals.

7. Coordinate the investigative efforts of the respective sections with particular attention to major case investigations.
8. Ensure that the activities of the sections are coordinated with the other divisions, sections, and teams of the department and with other agencies where matters of mutual concern are involved.

9. Review, and sign when appropriate, all correspondence leaving the division.

10. Review supplemental crime reports completed by investigators to ensure UCR and departmental clearance standards are adhered to and to keep abreast of the general quality of follow-up investigations.

11. Provide leadership and guidance to team supervisors and investigators in the organization and follow up of criminal investigations.

12. Review each team's monthly statistics and cause the division's statistical report to be completed.

13. Review program budget expenditures to ensure accuracy of computer entries and proper management of respective accounts.

14. Review personnel assignments and team schedules and make changes as necessary.

15. Review employee logs with respective team supervisors.

16. Assume responsibilities of the division commander in his absence, as assigned.

17. Instruct department training courses as assigned.

18. Participate in personnel screening and hiring for both civilian and sworn employees.

19. Prepare written performance evaluations of section supervisors, as necessary.

20. Participate in a full range of management responsibilities as a member of the departmental staff.

21. Prepare required budget and supporting data for budget program.

22. Other tasks as assigned.

8005 RESPONSIBILITIES OF INVESTIGATION DIVISION TEAM SUPERVISORS

B. Procedure
1. Team supervisors are responsible for the overall supervision and coordination of their respective teams.

2. They are responsible for keeping the division Commanders informed of the activities of their respective teams.

3. Team supervisors shall ensure that each member of the team is using good management techniques regarding the handling of their caseloads.

4. Team supervisors complete periodic, formal, written evaluations of each member of their team.

5. Team supervisors maintain an employee log, to be updated at least on a monthly basis, on each member of their respective team.

6. Assignment of cases by team supervisors may be made to their respective team in accordance with their own guidelines to best facilitate the accomplishment of assigned tasks.

7. Team supervisors complete daily attendance reports for their respective team and forward them for approval to the section Commander.

8. Team supervisors review all reports, completed by the personnel assigned to their respective team, for accuracy, completeness, and grammatical content. Upon approval, the supervisor shall be responsible for the distribution of all completed reports.

9. Team supervisors shall be responsible for ensuring that information is passed to their team members; and from the team members through the chain of command with dispatch and objectivity.

10. Team supervisors shall be responsible for effectively managing their team resources. This includes scheduling, administrative duties, training, evaluating, recommending changes when appropriate, and caseloads.

8006 RESPONSIBILITIES OF INVESTIGATION DIVISION DETECTIVES

B. Procedure

1. Reviews Roll Call Information

   a. Each investigator shall be responsible for keeping abreast of criminal activity occurring in the city of Lakewood.

   b. Each investigator reviews roll call boards and other informational data in both the Patrol and Investigation Divisions, and maintains an informational flow with the Special Enforcement & Investigation Unit.
c. Each investigator shall periodically attend Patrol Division roll - call sessions in order to foster a close working relationship.

2. Maintains Investigative Lead Sheets
   a. Investigators are responsible for maintaining a lead sheet, whenever practical, for all cases assigned that have open investigative leads.
   b. The lead sheet shall be completed by the assigned investigator during his initial review of the case and shall be attached to his work copy.
   c. Notes concerning investigative steps taken and a list of things yet to be done shall be kept on the lead sheet.

3. Completes Daily Activity Log Book
   a. All detectives are to complete a daily activity log book to provide a record of the performance of their activities.

4. Books and Releases Property and Evidence
   a. Whenever an investigator seizes or receives property that is ultimately booked into the Property Control Unit, the investigator shall be responsible for issuing a receipt (LPD property form).
   b. The investigators shall be responsible for the timely release of all property booked as a result of cases assigned.

5. Determines if Suspects are Habitual or Serious Offenders
   a. In criminal investigations where habitual or serious offenders as defined by the C.R.S. have been identified as suspects, the lead investigator shall review the case with the team supervisor to determine if assistance is necessary from the prosecutor's office. If a habitual or serious offender is involved, the team sergeant shall notify the prosecutor's office and make the request for assistance.