

8200 CRIMES AGAINST PROPERTY SECTION

8211 ECONOMIC CRIMES UNIT

B. Procedure

1. The Economic Crimes Unit provides initial and follow-up investigation in financial crimes and other classes of criminal offenses as they may be assigned.
2. No field patrol unit shall be dispatched to take a financial crimes report unless the suspect is on scene. Exceptions will be made if the victim is elderly or disabled, or if there is evidence on scene.
3. If the crime has just occurred, information on the suspect should be aired to include vehicle description and direction of travel. Victims of financial crimes not in progress should be referred to the Investigative Technician for the Economic Crimes Unit.
4. Initial fraudulent check and forgery reports may be handled by the investigative technician assigned to the Economic Crimes Unit (during normal business hours), by the Desk Agent, or by PATROL SUPPORT TECHNICIAN personnel.
 - a. If a Lakewood citizen or merchant comes to the police station to report a financial crime after hours, the desk agent or Patrol Support Technician shall handle the initial report. A detective or technician will handle subsequent follow-up.
5. The following procedural restrictions have been placed on the acceptance/prosecution of cases involving forged checks and/or issuance of a bad check.
 - a. No check shall be accepted/prosecuted unless either a valid Colorado driver's license or identification card has been presented by the suspect and the identification numbers are recorded on the check.
 - b. Out of state identification cards or drivers licenses may be used only; IF:
 - (1) The acceptor personally knows the identity and local residence or employment of the suspect, and;
 - (2) There is at least one other form of supplemental identification recorded on the check or;
 - (3) The acceptor has obtained a legible, inked fingerprint or thumbprint of the suspect.
 - c. No check shall be accepted/prosecuted until the recipient shows evidence that they have attempted to contact the passer by registered or certified mail or has done so in person. This does not apply to items returned by a financial institution as "forged – counterfeit."
 - d. No personal check shall be accepted for investigation unless the suspect actually signed the check in the presence of the victim (or their employees).
 - e. No postdated checks shall be accepted or prosecuted nor will those where the victim

- has agreed to hold the check for a period of time before submitting it to the bank.
- f. No stop - payment checks shall be accepted or prosecuted unless criminal intent can be shown.
 - g. No two party checks shall be accepted or prosecuted.
 - h. No checks shall be accepted or prosecuted unless the reporting party is willing to give up the original document.
 - i. No checks drawn on out - of - state banks shall be accepted or prosecuted unless the amount of the check or circumstances of the case justify the expense of bringing out - of - state witnesses to court.
 - j. No checks shall be accepted or prosecuted unless the person who received the check is known and available for court testimony.
 - k. No checks shall be accepted or prosecuted unless the amount of the check(s) exceeds \$500.00.
 - l. No checks shall be accepted or prosecuted wherein the circumstances of the transaction amount to an extension of credit or other type of civil obligation (i.e., where there is no immediate exchange of goods).
 - m. No check shall be accepted or prosecuted if the victim has authorized and received partial restitution.
 - n. No check shall be accepted or prosecuted unless presented for investigation no later than 60 days following issuance.
 - o. No check shall be accepted or prosecuted wherein the check was issued for an installment payment on a credit account, a second bad check issued to cover an original bad check, civil contracts, extensions of credit, gambling losses, or checks for rent unless it is the first month's rent.
 - p. No "starter checks" will be accepted; the name and physical address of the suspect must be pre-printed by the bank on the check for it to be accepted for intake.
 - q. Fraud by Check and Issuance of a Bad Check less than \$5,000 may be referred to the District Attorney's Bad Check Restitution Program.
- (1) Forgery cases shall remain the investigative responsibility of the Lakewood Police Department.

8212 IDENTITY THEFT

A. Policy

Identity theft crimes represent a serious economic threat for both financial institutions and persons whose identifying information has been illegally obtained and used. The Lakewood Police Department recognizes the impact of Identity Theft crimes on our community and shall take those measures necessary to record and, when feasible, investigate Identity Theft

complaints, assist victims in contacting related investigative and consumer protection agencies, and work with other federal, state and local law enforcement and reporting agencies to identify and investigate fraud suspects. We will also engage in fraud prevention activities as resources permit.

Definition

Identity Theft is the wrongful acquisition, possession or use of identifying information of another, to include personal or financial, in order to commit financial and other fraud-related crimes.

B. Procedure

1. The elements of Identity Theft are described under Colorado Criminal Code, C.R.S. 18-5-902. Additional fraud-related crimes are described in the Colorado Criminal Code, Article 5, Offenses Involving Fraud.
2. Taking Crime Reports
 - a. Sworn and trained civilian police personnel are authorized to take crime reports on Identity Theft or related fraud crimes.
 - b. A person who knows or reasonably suspects that their identifying information has been unlawfully used by another person may initiate a law enforcement investigation by contacting the local law enforcement agency that has jurisdiction over the victim's residence or over the place where the crime was committed. (CRS 16-5-103) In such circumstances, the Lakewood Police shall take a police report, provide the victim a copy of the report and begin an investigation.
 - c. The use of Out of Jurisdiction, In Jurisdiction and misdemeanor citizen self-reports, following our established reporting criteria, may be used to meet Identity Theft reporting requirements.
3. The Lakewood Police Department recognizes the difficulty Identity Theft victims may encounter repairing the damage caused by fraudulent acts against them and will take reasonable steps to assist victims in resolving the problem. This includes providing victims with the following suggestions where appropriate.
 - a. Close any accounts (bank, credit) that have been compromised.
 - b. File a report with either your local police or the jurisdiction where the crime took place.
 - c. Place a fraud alert on your credit reports and review your credit reports.
 - d. Monitor your bank and credit account status through Internet access if possible.
 - e. Reduce the availability of your personal information to unauthorized persons.
4. Identity Theft frequently is a multi-jurisdictional crime requiring the resources of several law enforcement agencies to accomplish successful case prosecution. Our police agency will actively share case information and attempt to coordinate Identity Theft investigations with other agencies. Information-sharing may be accomplished by:
 - a. Active participation with multi-jurisdictional Identity Theft investigative teams.
 - b. Participation with joint law-enforcement/banking teams such as the Bank Fraud Task Force.
 - c. Participation with collaborative law enforcement informational groups that

feature sharing of suspect information electronically.

5. Public information

Where reasonable and appropriate, police department personnel in the course of while engaged in public education, community crime prevention or similar speaking events shall provide the public with information on the nature and prevention of Identity Theft. When possible, police shall attempt to alert others to fraud scams having a potential adverse community impact.

8220 FUGITIVE WARRANT ADMINISTRATION

B. Procedure

1. Any agent who obtains an arrest warrant shall be responsible for service of the warrant if the location of the suspect is known.
2. All warrants, including "Failure to Appear" warrants, shall be served as manpower allows with the highest priority given to potentially dangerous felons and the lowest priority to non-violent petty offenders.
3. When the execution of an arrest warrant is to be completed in another jurisdiction, it shall be mandatory that the other jurisdiction be notified and an officer of the affected jurisdiction participate in the execution of the warrant.
4. The Jefferson County District Attorney's Office shall be responsible for authorizing NCIC entries and extraditions concerning cases initiated by the Police Department.
5. When a patrol agent makes an arrest on a LPD warrant or on a warrant from another jurisdiction, the arrestee may be transported directly to the Jefferson County Jail for processing.
6. Use of patrol units to serve warrants shall be approved by the on - duty Patrol Division Sector Commander.
7. When an agent books a fugitive who has been extradited from out of state, it shall be imperative that:
 - a. Jail personnel know that it is an arrest resulting from an extradition.
 - b. The district attorney's information sheet must reflect that the arrestee was extradited.
8. The Fugitive Warrant Technician, who is assigned to the Records Section, shall be responsible for maintaining and processing LPD warrants and related activities including:
 - a. Preparing information folders for the Records Section, which contains the CICJIS Warrant teletypes and record of attempted warrant service form shall be included in the records file folder only.
 - b. Maintaining a master fugitive file on the City's computer.
 - c. Placing detainers against subjects incarcerated in other jurisdictions who are also wanted on LPD warrants.
 - d. Maintaining an abeyance file denoting persons incarcerated in other jurisdictions who are also wanted on LPD warrants.
 - e. When requested, coordinating attempted service of warrants from other jurisdictions when the person is believed to be residing or employed in Lakewood.

- f. Coordinating efforts and activities between the Jefferson County District Attorney's Office and the Jefferson County Sheriff's Department Fugitive Detail, to ensure the expeditious and efficient handling of detainers, governor's warrants, writs, extraditions, and other special proceedings.
- g. Notifying concerned investigators pertaining to the whereabouts or apprehension of LPD fugitives.
- h. Notifying crime lab personnel pertaining to the apprehension of LPD fugitives being held on charges of "failure to register as sex offender."
- i. Agents attempting warrant service or utilizing a warrant folder shall document the address, date, time, agent name, and reason for non-service on the record of attempted warrant service contained in the folder.

8221 WARRANT PROCEDURAL FLOW

B. Procedure

1. The report flow of the Fugitive Warrant Administration is unique when compared to the standard report flow of the Investigation Division and shall be addressed separately.
 - a. Special procedures such as governor's warrants, detainers, and extraditions may vary because the Fugitive Unit is bound by the needs and requirements of other agencies, states, and municipalities.
2. The offense charge code is a CCIC/NCIC code that generally specifies the type of crime charged on the warrant and all investigative team sergeants shall have copies of the codes.
3. Felony and domestic violence (DV) warrants shall be filed and shall contain the CICJIS Warrant, a Criminal History, DMV information and arrest/criminal history information.
4. Upon receipt of the information folder, the Records Section shall enter appropriate felony and DV warrants into NCIC. A copy of the entry teletype shall be maintained in the warrant folder.
5. When a warrant is cancelled by arrest or by the court, Records personnel shall be responsible for initiating the appropriate CCIC/NCIC cancellation procedures.
6. Hard copy warrant documents shall be kept for a three-month period following cancellation and then destroyed. When a hard copy of the cancelled warrant is available in the warrant folder, one copy of the cancelled warrant shall be returned to the court. The reason for cancellation shall be written on the bottom of the warrant.

C. Rule

1. The Records Section shall be responsible for reviewing copies of all CCIC/NCIC teletypes, sent or received, regarding any police department warrants issued by the county or district courts of Jefferson County for Lakewood fugitives being detained in other jurisdictions. Copies of this information will be forwarded to Jefferson County warrants for appropriate follow-up.

8222 ACCOUNTABILITY AND SECURITY OF WARRANTS

B. Procedure

1. All felony and misdemeanor warrants shall be electronically entered into CCIC by the Jefferson County Courts as CICJIS warrants (Colorado Integrated Criminal Justice Information System).
2. "Walk through" warrants shall be turned over to the Fugitive Warrant Technician. After hours when the courts are closed, the Records Section shall enter the "walk through" warrant onto CCIC/NCIC. When the electronic CICJIS Warrant is received the following business day, it shall be packed and entered into NCIC and the initial entry, made by the Records Technicians, shall be cancelled. The individual investigator or agent shall not keep a copy for his personal use.
3. When a "walk through" warrant is received and an immediate arrest is made, the agent shall provide sufficient information to the Fugitive Warrant Technician so records reflect a complete status of all warrants.

8223 NCIC ENTRIES

B. Procedure

1. The District Attorney's Office will be responsible for authorizing all out-of-state extraditions.
2. The District Attorney's Office will determine if the case warrants out-of-state extradition and will authorize the USA or bordering state extradition letter.
3. An extradition letter will be returned to the Fugitive Warrant Technician Detail who will make certain the warrant is entered into NCIC.
4. The extradition letter will be placed in the Fugitive Folder located in the Records Section.

C. Rule

1. The District Attorney's Office shall be responsible for authorizing all USA or bordering states extraditions.

8224 INTERSTATE EXTRADITION PROCEDURES

B. Procedure

1. The Jefferson County Sheriff's Department shall be responsible for handling all out-of-state extraditions of fugitives wanted on Lakewood warrants.
2. The Fugitive Warrant Technician shall be responsible for providing the Sheriff's Department with all of the necessary paperwork to effect the extradition.
3. The Fugitive Warrant Technician shall work closely with the Sheriff's Department and the District Attorney's Office to ensure the prompt and efficient handling of detainers, governor's warrants, writs of extradition, and other special proceedings.
4. There are special procedures covering laws of detainers, governor's warrants, interstate compacts, etc. Any questions concerning there laws and procedures should be referred to the Fugitive Warrant Technician.

8225 INTRASTATE EXTRADITION PROCEDURES

B. Procedure

1. The Lakewood Police Department has contracted with the Jefferson County Sheriff's Department to handle all in-state extraditions for adults. Juvenile arrestees will be transported by Lakewood patrol agents as necessary.
2. The Fugitive Warrant Technician shall be responsible for providing all the necessary information and paperwork, as needed, to the Jefferson County Sheriff's Department to effect the extradition.
3. During any Lakewood implemented extradition, all medical insurance and other job-related benefits will remain in force.
4. The paramount factor in processing an extradition shall be that the extradition is completed expeditiously and promptly.

C. Rule

1. The Fugitive Warrant Technician will coordinate all in-state extraditions with the Jefferson County Sheriff's warrant transport personnel. In the case of Lakewood-implemented extraditions, only sworn LPD personnel shall act as extradition officers, unless otherwise approved by the chief of police.
2. At all times during a Lakewood-implemented extradition, an extradition agent shall adhere to the standards of personal and professional conduct as outlined in the Department Manual. The full scope and authority of the department to inquire into employee behavior and administer discipline shall remain in effect during an extradition.
3. Overtime pay for Lakewood extradition agents shall only be approved by a division chief or his designee.

8228 MUNICIPAL ARREST WARRANTS

B. Procedure

1. File the original arrest warrant affidavit and summons with the Municipal Court Marshal's Office along with a copy of the police report.
2. Place copies of the affidavit and summons with police records.
3. If the warrant request is approved, complete any other necessary supplemental reports needed to close the case.
4. If the warrant request is denied, complete a summons cancellation and send to Records along with any supplemental report needed to close the case.

8230 ARSON DETAIL

B. Procedure

1. The investigation of all bomb incidents, whether an actual or hoax device is involved, shall be the responsibility of an investigator assigned to the Arson Unit.

- a. Whenever an investigation of a bomb incident reveals suspected involvement by organized crime, revolutionary activity, or labor disputes the investigation shall be coordinated with the Special Enforcement & Investigation Unit.
 - b. Whenever an investigation reveals suspect involvement by subversive organizations, the investigation shall be reported to the Denver office of the Federal Bureau of Investigation.
2. All bomb incidents involving the location of actual or hoax explosive devices shall be reported to the National Bomb Data Center, utilizing procedures outlined in the NBDC Manual.
3. An investigator shall respond to the scene of an undetonated or detonated explosive device at the request of the Patrol Division Sector Commander or his designee.
 - a. Such notification shall be made through an Investigation Division supervisor.
 - b. The assistance of an explosive ordinance specialist may be requested by the Sector Commander, his designee, or the assigned investigator.
4. It shall be the responsibility of the assigned investigator, in coordination with a field supervisor, to ensure the security of the crime scene.
 - a. The investigator, in all cases of detonated devices, shall notify the Criminalistic Unit who shall respond to assist in the processing of the crime scene.
 - b. The assigned investigator shall notify the field supervisor or Sector Commander when examination of the scene is completed.
 - c. The assigned investigator may, if needed, request the assistance of the Alcohol, Tobacco and Firearms Bureau of the Treasury Department.
5. The investigation of all fires suspected of being the result of a criminal act shall be the joint responsibility of the Police Department and the respective fire department in whose jurisdiction the fire occurred.
6. The Investigation Division shall be notified of all fire-related incidents if any of the following circumstances are present:
 - a. Any 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.
 - b. Any other fire or explosion for which the field department supervisor determines that crime scene processing is necessary by police criminalistics personnel.
 - c. During business hours notification shall be made, if possible, through the ECU sergeant. After hours the notification shall be made through the Investigation Division on - call sergeant.
7. Security and preservation of a fire - related crime scene shall be the joint responsibility of the Patrol Division, the respective investigators from the Police Department and the fire department. The investigators shall be responsible for coordinating the scene security and preservation.

8240 THEFT TEAM

B. Procedure

1. The Theft Team shall provide follow - up investigation in all reported cases of theft (vehicle, vehicle parts, retail, general and embezzlement).