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CHAPTER 6 – INVESTIGATIONS

Section 6.00 – Responsibilities of Detectives

Officers assigned to the Investigations Unit, hereafter referred to as Detective, are under the immediate direction of the Detective Sergeant. They are charged with prevention of crime, investigation of criminal cases in the city, detection and arrest of criminal offenders and filing of appropriate charges, locating missing persons, recovery of lost and stolen property, proper conduct of fugitive extradition proceedings, and to investigate other crimes or incidents as assigned. Detectives will also conduct background investigations to assist with the hiring of new employees.

Section 6.01 – Organizational Structure

A. Command and Accountability

1. The Investigations Unit is commanded by the Operations Division Commander.
2. The Investigations Unit is supervised by the Detective Sergeant who is responsible for day-to-day operations of the section.

***Section 6.02 – Hours of Assignment**

The hours of the section are flexible and dictated by workload and the needs of the community.

Section 6.03 – Cooperation

Detectives will work in close harmony with patrol officers, supervisors, command staff, and other city employees.

Recognizing the large volume of information received and handled by the unit each day, it is vital to the effectiveness and efficiency of the unit that a spirit of cooperation exists between all police personnel. Information necessary for daily operations must be willingly passed among unit personnel and to appropriate units and individuals outside of the unit. It is the responsibility of every employee to take the initiative to ensure adequate communication.

Section 6.04 – Investigator Duties

The administrative duties will be the responsibility of each investigator in the unit to keep and maintain the case files assigned to them. The cases submitted by the Patrol Section will be reviewed by the Detective Sergeant. If it is determined that further investigation is needed, the Detective Sergeant will then open a case file using the following procedures:

The Detective Sergeant is responsible for the initial entry of each case into the Detective's assigned spreadsheet. This includes the classification of the crime, names of parties

involved, priority level, and status of the case. It is the Detective's responsibility to update the spreadsheet, so all cases can be properly managed.

Part One Crimes

Part One Crimes will be given a three month period of investigation. If at the end of the three months there are no further leads, the investigator shall submit a supplemental report to the Detective Sergeant requesting that the investigation be administratively closed.

Part Two Crimes

Part Two Crimes will be given a three month period of investigation. If at the end of the three months there are no further leads, then the investigator shall submit a report to the Detective Sergeant requesting that the case be closed.

Administratively Closed Report

This report shall be completed and submitted to the Detective Sergeant when all leads are exhausted on the investigation.

Victim Notification

At the conclusion of the investigation, whether administratively closed or charges filed, etc., the victim in the case shall be notified as to the disposition of the case.

Section 6.05 – Follow-Up Cases

Detectives will follow-up each case assigned to them, until there is a final official disposition of the case. They will advise complainants, in person or by telephone at reasonable intervals, of the status of the cases in which they are engaged.

Section 6.06 – Leaving the City on Police Business

When leaving the city on police business, officers and detectives shall communicate the pertinent information to their supervising officer. The address shall be provided to the Raymore Dispatcher and the local department, as well as the time they return to service. Every effort should be made to have a backing officer before making contact with a possible suspect. If the officer or detective is alone, they should call the local agency and request a uniformed officer or detective be dispatched to assist them.

Section 6.07 – Work Reports

Detectives shall submit written reports to the Detective Sergeant on all matters assigned to them for investigation. Detectives shall keep their supervisor and commanding officer advised of progress and developments in cases to which they are assigned.

Section 6.08 – Civilian Attire

Detectives shall dress in civilian clothes. Their appearance shall be businesslike and presentable at all times while on duty or in public. A clothing allowance, based on budgetary considerations, will be provided to help offset costs associated with maintaining civilian attire.

***Section 6.09 – Release of Information**

When communicating with members of the public or media, personnel shall not give out any information pertaining to an investigation. Questions regarding the release of information should be referred to the Operations Division Commander or Chief of Police.

Section 6.10 – Court Appearances

Members of the Investigations Unit will respond to all notices to appear in Court. Upon receiving notice to appear in Court, Detectives shall notify their Sergeant of the date and time of the court appearance and approximate time of return. While in Court, all personnel will wear conservative business attire or a regulation police uniform and conduct themselves in a professional and courteous manner.

Section 6.11 – Computer Voice Stress Analysis - CVSA

While utilizing the Computer Voice Stress Analysis - CVSA, detectives should only schedule the tests that are absolutely necessary. The CVSA operator can be assisted by:

- A. Scheduling the examination as far in advance as practical.
- B. Furnish the operator with as much information as possible regarding the offense. Point out specific areas and questions to cover, if possible.
- C. Contact the Operations Division Captain for all emergency requests.
- D. Escort the person to be tested to the CVSA operator on time.
- E. Prepare a package of information regarding the incident for use by a secondary investigator if you will not be available.
- F. Notify the CVSA operator of cancellations as soon as they become known. As much advance notice as possible is needed to reschedule someone else.

***Section 6.12 – Search Warrants**

In all instances, the Detective Sergeant or Operations Captain will be notified prior to the Detective submitting a search warrant application to any Prosecutor's Office.

Section 6.13 – Consent Searches

A Waiver of a Search Warrant or Consent must be completely voluntary on the part of the individual who has control of the premises/property to be searched and that individual must have the authority to give consent. Every effort should be made to obtain a written consent form gaining consent to search without a search warrant. The following guidelines must be adhered to when obtaining a consent to search:

A. The person in control of the premises or property to be searched may be advised of their right to refuse the search.

B. In Writing: the waiver of the search should be in writing and include:

1. Name of person giving consent to search.
2. Name of the officer obtaining the waiver of search.
3. Constitutional warnings.
4. Location to be searched.
5. Date and time waiver given.
6. Signature of the person giving consent.
7. Witnesses to the signature of the person signing.

*C. Officers operating under a consent to search shall document all items seized and leave a copy with the person authorized to give consent.

Section 6.14 – Execution of Search Warrants

If a search warrant is to be executed involving the use of forced entry or armed resistance is anticipated, the Operations Division Commander or Chief of Police will determine the need for a call-out of the Cass County Tactical Response Unit.

***Section 6.15 – Surveillance**

A. The Operations Division Commander will approve all surveillance and high risk apprehension attempts. A supervisor will accompany officers and is responsible for running the operation. The safety of the officers and citizens is of paramount concern.

B. Planning is critical and therefore as much information about the location should be gathered as possible.

[REDACTED]

E. In the execution of warrants, all plainclothes officers and detectives will wear identification and department issued vests, over all other garments.

F. Under no circumstances will non-law enforcement personnel be allowed to participate in the execution of a warrant or arrest of any suspect.

[REDACTED]

L. Supplemental reports will be submitted before the end of the tour of duty. Briefings may be held to insure that members receive direction.

Section 6.16 – Covert Operations

[REDACTED]

***Section 6.17 – Crime Scene Searches**

Based on the circumstances, the detective or individual(s) searching a crime scene will determine which of the following procedures may be utilized:

- A. Make contact with the ranking officer at the scene.
- B. Remove any unnecessary persons from the crime scene.

[REDACTED]

- I. Collect the evidence using proper evidence techniques and containers.
- J. If a search warrant is obtained, ensure that a copy of the return is left as well as an inventory of the property removed from the scene

*Per the Fourth Amendment, a warrant is not required when exigent circumstances create the need for prompt police action. However, the scope of an emergency intrusion into private premises is limited to the extent of the emergency which initiated it.

*The exigency category includes the following: imminent substantial property damage, imminent destruction of evidence, fresh pursuit of a dangerous offender, preventing escape of someone sought to be detained or arrested in public, public safety/community caretaking, and rescue/emergency aid.

While on the premises, the police may seize any evidence that is in plain view during the course of legitimate emergency activities.

In a warrantless search under the emergency exception, the following apply:

- A. The scope of a search must be limited to the purpose entry was made.
- B. If the entry is lawful, evidence in plain view may always be seized.
- C. When the emergency is over, the search must end, unless a warrant is obtained or consent from someone who lives in the residence.
- D. There is no "crime scene" exception to the warrant requirement.

Section 6.18 – Supplemental Reports

Detectives will be responsible for documenting the results of their investigations in a supplemental report via the ITI Reporting System. Officer's reports should be accurate, well-written and contain all the needed information so that the Prosecutor can clearly understand the facts of the case. The quality of police reports are a direct reflection of the Raymore Police Department.

All supplemental reports should be completed in a timely manner and will be turned in to the Detective Sergeant for approval. Reports shall not be released to the public prior to approval by a supervisor.

Section 6.19 – Prosecution Reports

Such reports will be completed by the detective assigned to the case, with the following procedures:

- A. The detective will provide the Prosecutor with a completed case file including approved supplemental reports, in-car and interview videos, a disc with all photographs, crime lab report with results, and written statements.
- B. A cover page to include the suspect's name, DOB, SSN, and address.
- C. A probable cause statement to include all the facts of the incident.
- D. Filing decision reports as well as letter of resolutions will be attached to the case file once they have been received by the detective.

***Section 6.20 – Call Back**

The Operations Division will provide a minimum of one detective on call back each night after regular business hours, as well as Saturday and Sunday. The assignments will be made on a rotating schedule.