

Hamden Police Department General Orders

Policy Number: 018-001

Effective Date: April 30, 2012

Section: Detective Division

Rescinds: August 01, 2005

Title: Administration and Operations

Approved By:

Approval Date:

PURPOSE

To establish an Investigative Division within the Hamden Police Department.

POLICY

The preliminary investigation of criminal activity is normally the responsibility of patrol officers; however, when circumstances dictate, any sworn member may become responsible for a preliminary investigation of a crime. The Detective Division of the Hamden Police Department shall exist with its primary responsibility to conduct investigations of increased complexity and duration requiring specialized skills, knowledge, and abilities.

Procedures

- A. The Detective Division shall consist of a Major Crimes Unit, Crime Scene Unit and a Special Victims Unit under the command of a Division Commander.
- B. The Detective Division shall be staffed with Detectives selected through competitive examinations for promotion to Detective and with supervisors selected for their abilities to facilitate the successful completion of criminal investigations.
- C. Detectives will be assigned on the basis of expertise, so their respective skills, knowledge, and abilities are fully utilized.
- D. Case Screening and Assignment.
 - 1. Cases submitted to the Detective Division for follow up will be reviewed and assigned by Detective Division supervisors.
 - 2. Generally, manpower will be applied to those investigations that have the best chance of being successful.

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3. In determining whether or not investigations will be successful, Detective Division supervisors will consider many sources of information prior to assignment. This may include:
 - a. Past experiences of the Department.
 - b. Past experiences of other Departments.
 - c. Research conducted within the Department.
 - d. Research conducted in other Departments.
4. Detective Division supervisors will also weigh solvability factors when determining whether a continued follow up will take place. Solvability factors include:
 - a. Primary Factors:
 - i. Chance of suspect being located.
 - ii. Whether the suspect has been named.
 - iii. Whether the suspect can be identified.
 - iv. The presence of witnesses.
 - b. Secondary Factors:
 - i. Suspect description.
 - ii. Description of weapons.
 - iii. Presence of evidence.
 - iv. Vehicle information.
 - v. I.D. of property.
5. In deciding whether to follow up on certain cases Detective Division supervisors should also consider:
 - a. Belief that the crime will arouse public interest.
 - b. Belief that public assistance would lead to a solution.
 - c. Specific investigatory results i.e. suspect had no opportunities to commit the crime.
6. Continuous weighing of all these factors, along with the degree of seriousness, will be monitored by the Detective Division supervisors so sound investigatory follow ups can be made.

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7. Detective Division Supervisors will assign a single person as principal investigator or case coordinator for each case.

E. Case Designations.

1. Active - the case is assigned to an investigator and investigative efforts are active.
2. Suspended - all available leads have been exhausted but the case has not been brought to a satisfactory conclusion, and investigative efforts may be resumed. Cases may only be suspended when approved by the supervisor.
3. Closed - the case has been satisfactorily concluded.

F. Each investigator shall maintain a case file on the investigations assigned to him/her, to include:

1. Copies of all preliminary reports.
2. Copies of all statements.
3. Copies of all supplemental reports.
4. Chronological listing of investigative leads and efforts to follow up leads.
5. All original case files will be consolidated in the Central Records Division.

G. Investigative supplemental reports will normally be completed and submitted to a supervisor for review within ten working days.

H. Arson Investigation.

1. Arson investigations will be conducted by members of the Hamden Police Department and members of the Hamden Fire Department of all suspicious fires that occur in the jurisdiction of the Hamden Fire Department.
2. Members investigating Arsons shall be sworn police officers or sworn firefighters acting under the authority of the Fire Marshall.

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3. Reports of investigation will be completed by the Police Department representatives for police records and by the Fire Department representative for Fire Department records and each shall provide a copy of their report to their counterpart.
4. During the investigation members may utilize the Office of the State Fire Marshall for assistance by making request through the Fire Marshall for Hamden, and may utilize any other available sources.
5. The Detective Division Commander shall annually evaluate any Arson investigations conducted to see if the required results are occurring or identify any areas of improvement.

I. Polygraphs in Criminal Investigations.

1. The decision to request an individual to voluntarily submit to a polygraph examination during the course of a criminal investigation will be determined on a case by case basis by the assigned detective with approval of a Detective Division supervisor.
2. Polygraph examinations will be conducted by approved and certified (qualified) Polygraph Examiner.
 - a. The detective assigned to the investigation will be responsible for scheduling an appointment with CSP for the examination.
 - b. Background Checks (Criminal Investigations).
 - i. Conducted to obtain relevant information regarding individuals involved or allegedly involved in activities pertinent to ongoing criminal investigations.
 - ii. Sources of this information may include:

FBI	MVD
NCIC	HPD
CSBI	Other Police Agencies