

		DIRECTIVE 2.4			
SUBJECT Criminal Investigations Division		NO. PAGES 30			
DISTRIBUTION All Personnel	AMENDS Directive 2.4 Dated: 4/5/2011	THIS ORDER CANCELS <ul style="list-style-type: none"> • Cross Reference Dir. 6.9 • Cross Reference Dir. 6.12 • Cross Reference Dir. 6.18 • Cross Reference Dir. 6.71 • Cross Reference Dir. 6.88 • Cross Reference Dir. 6.89 			
DATE OF APPROVAL July 1, 2014	DATE OF ISSUE July 2, 2014	Applicable Accreditation Standards			
		15.3.1 a-c	42.1.3 a-e	42.1.1 42.1.3	42.1.2 44.2.4
		42.1.4 52.2.6	42.2.2 a-h	42.2.4 71.1.1	42.2.7 a-g
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ISSUED BY: Chief Bobby L. Cummings M.S.					
Chief of Police Reviewed:					

Criminal Investigations Division

Directive: 2.4

The Criminal Investigation Division is responsible for the follow up of crimes that have solvability factors. The Division will investigate Part 1 crimes, as well as those incidents deemed appropriate due to special circumstances. The Division will also investigate burglaries and thefts with solvability factors, as well as auto thefts. Any report concerning suspicious death, or death by other than natural causes, will be the domain of the Division.

Cases assigned through the Division are assigned as a control measure to ensure that the case has been investigated to its fullest extent and that all investigative leads have been thoroughly pursued. Cases requiring specialized skill, knowledge, and ability will be assigned to personnel having those credentials. Sworn positions in the Criminal Investigation Division and Uniform Services Division will have the same rank titles and salary schedules; therefore, the transfer of personnel from the Uniformed Services Division to C.I.D. is not hindered by rank or salary.

A. Commanding Officer:

The Commanding Officer reports to and is supervised by the Inspector of Investigative

Operations.

He is responsible for ensuring the immediate proper investigation of complaints which are the responsibility of the division. In addition to any special assignments that he might receive from the Inspector of Investigative Operations, in the chain of command, he will perform the following tasks:

1. Coordinate and supervise the platoon lieutenants who review and assign all incoming cases to the Division.
2. Shall act as the Chief Detective on any shooting involving a police officer.
(CALEA 42.1.4)
3. Maintains and distributes the Division budget.
4. Reviews all communication going up and down the chain of command.
5. Makes recommendations through the chain of command pertaining to disciplinary action of all members of the Division.
6. Makes recommendations, through the chain of command, on matters pertaining to achievement awards for members of the Division.
7. Ensures that all Division records and equipment are properly maintained.
(CALEA 42.1.3 c)
8. Ensures that all Division members comply with departmental procedures and orders.
9. Recommends new policies and/or procedures to improve the operation and/or efficiency of the Division and/or the Department of Police.
10. Shall ensure that, upon completion, all case files and pertinent documents are forwarded to the Support Services Division for appropriate file retention.
11. Shall ensure the following types of records are retained in case files: **(CALEA 42.1.3 c)**
 - a. Preliminary investigative reports.
 - b. Records of statements.
 - c. Results of examinations of physical evidence.
 - d. Case status reports.
 - e. Any other reports or records needed for investigative purposes.
12. Shall ensure confidentiality of files is controlled in the following manner:
(CALEA 42.1.3 d)

- a. The primary investigating officer shall have access to the case file while it is maintained in the Criminal Investigation Division.
 - b. The primary investigating officer's supervisor shall also have access to the file, as well as those officers designated by the supervisor.
13. Shall ensure files are retained in the following manner: **(CALEA 42.1.3 d,e, 82.3.5)**
- a. Only active open investigative case files will be retained by the investigator.
 - b. When a case is "pending inactive or closed," the file will be retained in the Criminal Investigation Division for four months before being sent to the Records Unit for the appropriate file retention. Retention and purging schedule is provided by the State of Delaware Public Archives Government Section for local Governments. **(CALEA 42.1.3)**
 - c. Each investigator will keep assigned active case files current and up-to-date.
 - d. Investigators will submit a supplemental report to the appropriate supervisor within fifteen days of receiving the case.
 - e. All Division files are kept in locked file cabinets that are accessible to the Division Personnel only.

B. Detective Platoon Lieutenant:

The Detective Platoon Lieutenant reports to and is supervised by the Commanding Officer of the Criminal Investigation Division. In addition to any special assignments that he might receive from his commanding officer, in the chain of command, he will perform the following tasks:

- 1. Shall supervise all activities of his platoon.
- 2. Shall ensure that a case screening system based on solvability factors and criteria for continuing an investigation is used. Assignment shall be based on the below solvability factors and criteria. **(CALEA 42.1.2, 42.1.3 a,b)**

Solvability factors are those items that can be used by the investigator to determine the probability of solving a case. Solvability factors are as follows:





3. Based on the solvability factors present, one of the following boxes on the crime report will be marked, indicating "Follow-up" or "No Follow-up": **(CALEA 42.1.2, 42.1.3 a,b)**
 - a. "No-office" follow-up is not to be done.
 - b. "No-but follow-up is needed" follow-up is necessary because of the seriousness of the crime, even though no solvability factors are present.
 - c. "Yes-follow-up" follow-up is to be done because one or more of the solvability factors are present.
 - d. "Yes-closed" follow-up will not be done because the case is closed.

4. Shall assign cases to detectives for investigation, ensuring an even distribution of caseloads. The investigator assigned the case will be the Chief Investigator for the case, and shall be responsible for ensuring that the investigation is conducted in accordance with established guidelines. Assigned cases shall be designated as either: **(CALEA 42.1.3 a,b)**
 - a. Open - indicating that the case is assigned to an officer and investigative efforts are active.
 - b. Suspended - indicating that all available leads have been exhausted but the case has not been brought to a conclusion and investigative efforts may be resumed upon the discovery of additional information.

The "suspension" of cases will include the following criteria:
 1. Lack of further leads or solvability factors.
 2. Unavailability of investigative resources.
 3. Insufficient degree of seriousness.
 - c. Closed - indicating that the case has been concluded.
 - d. The CID records management system for the case status control specifies information recorded for each case.
 - e. Case status control information includes: **(CALEA 42.1.3 a,b)**

- Investigator assigned.
- Date assigned.
- Case number.
- Red number.
- Supervisor.
- Disposition.
- Date.

Disposition check blocks include:

- Suspended.
- Unfounded.
- Closed arrest.
- Suspended.
- Warrants
- Exceptional Clearance.

The status of all open cases shall be reviewed at least every 30 days to ensure that investigations are being completed in a timely manner, and that active efforts are being pursued by the investigator. (CALEA 42.1.2, 42.1.3 a,b)

5. Shall upon completion of an investigation review all investigative reports for completeness and accuracy in order to make a determination as to the continued status of the case. The case will then be classified as outlined in this Directive (B) (3) (CALEA 42.1.2). Any report found to be deficient will be returned to the detective for corrections.

a. Criminal Investigations Resources

The extent of follow-up to be used in each assigned case will be determined by the Detective Lieutenant based on operational input and seriousness of the crime. The Detective Lieutenant will provide the Chief Investigator his recommended follow-up resources based on solvability and degree of seriousness factor to the investigative workload. The below list is a variety of options that can be used as resources to solve a crime.

EVIDENCE:

[REDACTED]

INVESTIGATIVE RESOURCES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

1. Shall act as follow up investigator, using available methods, for cases assigned to the Division and maintain case files on all cases in which investigative activities are ongoing. **(CALEA 42.1.4)**
2. Shall ensure that the case files contain a copy of the preliminary investigative reports, records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes.
3. Shall report on any or all action taken during an investigation and report on that action according to existing procedure.
4. Shall submit written or taped statements by witnesses with reports to the Platoon Commander for review within thirty (30) days. **(CALEA 42.2.2 b)**
5. Shall maintain vehicles assigned to their district.
6. Shall act as Chief Investigator, prepare assigned cases for presentation in court and assist in the prosecution of the defendant. **(CALEA 42.2.2 e,h)**
7. Shall prepare and maintain wanted posters and ensure information is distributed to other officers. **(CALEA 42.2.2 c,e)**
8. Shall be responsible for ensuring that physical evidence is collected, and when acting as the Chief Investigating Officer, that any necessary laboratory examination is completed, and written test results are obtained from the testing laboratory. **(CALEA 42.2.2 a,d, 83.3.2c)**
9. Shall prepare and submit an activity report that details investigative activities.
10. Shall conduct interviews and interrogations. **(CALEA 42.2.2 b)**
11. Shall review Departmental records. **(CALEA 42.2.2 a)**
12. Shall seek additional information from uniformed officers and/or informants. **(CALEA 42.2.2 c)**
13. Plan, organize, and conduct searches. **(CALEA 42.2.2 d)**
14. Shall identify and apprehend suspects, determine suspects involvement in other crimes, and check suspects' criminal histories. **(CALEA 42.2.2 e,f,g)**

■ [REDACTED]

■ [REDACTED]



E. Child Abuse Investigator/Detective:

The Child Abuse Detective reports to and is directed by superior officers within the Criminal Investigation Division. The Child Abuse Detective will be responsible for the investigation of all sexual abuse cases i.e., rape, sexual misconduct, sexual assault, sexual exploitation and general cases of physical abuse with children as the victims. For additional information on child abuse procedures, see Directive 6.18.

In addition to any special assignments that he might receive from a supervisor, in the chain of command, he will perform the following tasks:

1. Shall act as follow up investigator, using available methods, for cases assigned.
2. Shall report on any or all action taken during an investigation and report on that action according to existing procedures.
3. Shall submit written or taped statements by witnesses with their reports to the supervisor for review within thirty (30) days.
4. Shall maintain vehicles assigned to their section.
5. Shall act as Chief Investigator and appear in court as necessary.
6. Shall prepare and maintain wanted posters and ensure information is distributed to other offices and/or officers.

F. Auto Theft Investigator/Detective:

The Auto Theft Detective is directed and supervised by superior officers within the Criminal Investigation Division.

The Auto Theft Detective is responsible for the follow-up investigation of stolen vehicles, towed vehicles, and the arrest and prosecution of perpetrators. In addition to any special assignments that he might receive from his supervisors, in the chain of command, he will perform the following tasks:

1. Shall act as follow-up investigator on stolen vehicle complaints.
2. Shall submit reports on any and all action taken during the investigation according to existing procedure.
3. Shall procure written or taped statements made by witnesses and/or suspects and submit them to his/her supervisor for review within 30 days.

4. Shall act as Chief Investigator on cases assigned to him.
5. Shall prepare and maintain wanted posters and ensure the information is distributed to appropriate places.
6. Shall prepare a monthly report of the number of cases processed and the results of those cases.
7. Shall review all reports submitted on all towed vehicles.
8. [REDACTED]
9. Shall prepare cases for prosecution and presentation in court.
10. Shall provide for the proper care, cleaning and maintenance of assigned vehicles and equipment, and report any damage to vehicles and/or equipment.

G. Financial Crimes Unit:

The Financial Crimes Detective reports to and is directed by the day work lieutenant within the Criminal Investigation Division. In addition to any special assignments that he might receive from superior officers, in the chain of command, he will perform the following tasks:

1. Shall be responsible for all investigations involving bad checks, forgeries and embezzlement.
2. Shall be responsible for handling all complaints of telephone harassment.
3. Shall, when dealing with bad check cases, maintain the original report and complete a Magistrate Court work sheet for warrants on suspects.
4. Shall, when dealing with forgery cases, maintain the original report, investigate charges when necessary, and complete the Magistrate Court worksheets for warrants on suspects.
5. Shall be responsible for handling extradition of suspects.
6. Shall, when dealing with cases of extradition, maintain the original arrest report, complete the extradition form, be aware of any teletypes pertaining to the case and report on the extradition itself.
7. Shall complete, monthly, a Detective Division summary of all complaints, according to existing procedures.
8. Shall maintain the complaint book and arrest book according to existing

procedures.

H. Criminal Intelligence Officer:

1. The Criminal Intelligence Officer will collect, process, secure and disseminate information deemed as “intelligence in nature” to proper authorities.
2. Reviews information from members of the Department, along with official police report information supplied by other law enforcement agencies involved in the Criminal Justice System, Probation and Parole and information supplied by citizens.
3. Maintain a file copy of any information disseminated to other agencies, indicating the date, time, and to whom information was disseminated.
4. Prepare, evaluate and review reports, correspondences, memorandums, and records pertinent to the intelligence function.
5. Serve as a liaison between CID and the Drug, Organized Crime & Vice Division, Crime Analysis Unit, Federal Agencies and other local law enforcement agencies, along with completing any projects assigned by the Criminal Investigation Division Commander.

I. Crime Analyst:

1. The Crime Analyst performs skilled statistical work within the Wilmington Department of Police involving crime analysis and forecasting. This function entails compiling statistical data on crimes occurring within the City of Wilmington, in conjunction with identifying crime trends and patterns.
2. Prepares and maintains statistical data and reports relating to official crime report data. The Crime Analyst is responsible for maintaining a computer database(s) for the capture of information by [REDACTED]. This individual ensures that current information is forwarded to respective Divisions for review and consideration in order to facilitate appropriate police responses. **(CALEA 15.3.1 a)**
3. The Crime Analyst compiles and distributes a daily bulletin in order to keep all sworn officers up-to-date with all crimes occurring within the City of Wilmington. Specialized bulletins are prepared, as needed, to advise officers of any crime trends. **(CALEA 15.3.1 b, 42.2.4)**
4. Compile information in regards to Part I crimes, along with significant felony and gun arrest(s), for weekly deployment meetings with sworn rank and file officers. In addition, this individual tracks all gun, burglary, robbery, sex offenses, homicide and shooting arrests which is compiled in a file and distributed

weekly to police personnel. **(CALEA 15.3.1 b, c)**

5. Provide statistical data to police personnel, members of City Council, Delaware Information and Analysis Center (DIAC), Wilmington Housing Partnership (WHP), Downtown Visions (DTV) and Delaware Criminal Justice Council (CJC). The Crime Analyst also receives special assignments and projects assigned by Inspector of Investigative Operations and Commanding Officer of the Criminal Investigation Division.

J. School Resource Officer: (CALEA 44.2.4)

1. He is responsible for the security and criminal investigation functions at their assigned school. **(CALEA 3.1.2)**
2. SRO'S will assist CID members in the performance of activities in functional areas of criminal investigation which includes the arrest, apprehension, processing and prosecution of suspects involved in criminal activity.
3. SRO's will be deployed to regular investigative duties during months when school is not in session.
4. Completes projects assigned by the Criminal Investigation Division Sergeant, Lieutenant and the Division Commander.
5. Perform crime prevention programs and presentations to students, parents and staff, which are tailored to the school population and crime issues at the particular school.
6. The police officers assigned by the City to perform services in the District shall continue to remain employees of the City and shall be subject to the City's control and supervision. **(CALEA 3.1.2)**

K. Criminal Investigation Division Criminal Records Coordinator:

The Criminal Investigation Division Criminal Records Coordinator reports to and is supervised by the Commanding Officer of the Criminal Investigation Division.

The Criminal Records Coordinator is responsible for the performance of secretarial, statistical and clerical duties of the Criminal Investigation Division. In addition to any special assignments that she might receive from the Commanding Officer, in the chain of command, she will perform the following tasks:

1. Shall maintain reports handled by the Criminal Investigation Division pursuant to records retention requirements.
2. Shall maintain cases which are closed or suspended pursuant to records retention

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6. Additional methods to protect the identity of Confidential Informants:

- [REDACTED]

7. Criteria for paying Confidential Informants:

a. Confidential Informants who receive cash payments for information:

1. Payment will be made from the confidential funds or Special Law Enforcement Assistance Funds (SLEAF)

- [REDACTED]

- [REDACTED]

- [REDACTED]

8. Precautions to be taken with Confidential Informants:

- [REDACTED]

- [REDACTED]
- [REDACTED]

9. Precautions to be taken with juvenile informants:

[REDACTED]

M. Controls for Confidential Funds:

1. An accounting system for confidential funds will be administered by the Commanding Officer of the Criminal Investigation Division. The system will include at a minimum:

a. Accessibility:

1. Payments to informants shall be made from Confidential Funds or the Special Law Enforcement Assistance Fund (SLEAF)

b. Criteria for use:

1. The Criminal Investigation Division will ultimately determine and approve amounts to be paid to informants.

2. [REDACTED]

3. Designated officers may authorize single expenditures of up to [REDACTED]. Larger amounts of [REDACTED] may be authorized provided the funds are properly safeguarded and promptly returned.

4. Single expenditures over [REDACTED] must be approved by the Chief of Police.

5. Confidential funds can only be used for expenses relating to Agency investigations.

c. Accounting:

[REDACTED]

[REDACTED]

[REDACTED]

d. Auditing (CALEA 17.4.2 f):

1. An audit shall be conducted on a quarterly basis usually at the end of the current fiscal year.
2. An Account Summary Report is then prepared and forwarded to the City of Wilmington Finance Department within 60 days.
3. The audit is conducted in accordance with generally accepted accounting standards and includes such test of the record and accounting procedures that are deemed necessary.

N. Interviews:

1. Interview Preliminaries (CALEA 1.2.3 a):

[REDACTED]

2. Suggestions during the interview of victims and witnesses (CALEA 1.2.3 a):

[REDACTED]

[REDACTED]

3. The Field Interview (CALEA 1.2.3 a):

An officer may stop any person abroad, or in a public place, where the officer has reasonable suspicion that the person is committing, has committed, or is about to commit a crime. This stop is not an arrest, and Miranda Warnings need not be read. The officer may request the person's name, address, business abroad and destination. If the person fails to give identification or explain his actions to the officer's satisfaction, the person may be detained for further questioning and investigation.

In addition, the officer may search the detained person for a dangerous weapon if the officer has reasonable grounds to believe he is in danger.

A field interview crime report will be submitted for any field interview.

4. The Interrogation of a suspect (CALEA 1.2.3 b, 71.1.1):

The detention of a suspect for the purpose of interrogation must be supported by probable cause and must be preceded by the reading of the Miranda Warning. If the suspect makes an explicit request for counsel, the police must refrain from questioning until counsel is provided or if the suspect initiates further conversation.

The Interrogation attempts to establish the extent of involvement, if any, of a person suspected of committing a crime. This conversation is between the officer and a suspect.

During an interrogation, the investigator should govern his behavior and attitude towards the subject by these precepts:

- a. Discount your prejudices.
- b. Do not patronize.
- c. Do not jump to conclusions.
- d. Listen to every answer.

[REDACTED]

When an interrogation takes place in the interview room, the subject being interrogated will be secured to the metal bench at all times. [REDACTED]

[REDACTED]

[REDACTED]

5. Methods:

[REDACTED]

6. Investigation Checklist for Major Crimes: **(CALEA 42.2.3)**

Investigators will complete a standardized departmental "Investigation Check List" form for a major crime case that is assigned to them. The check list form will be maintained in the case file folder.

O. Technical Aids: **(CALEA 52.2.6e)**

1. Surveillance and Undercover Equipment:

The Criminal Investigation Division Commander, or his designee, will be responsible for controlling surveillance and undercover equipment assigned to the division. Prior to use of this equipment by any officer of the division, the C.I.D. commander will ensure that it is used only in the appropriate legal part of any approved plan, and that the officer who uses the equipment knows its proper use and care.

2. Polygraph: **(CALEA 42.2.6)**

Polygraphs will be used as an investigative tool to aid in the detection of deception. Polygraphs will be given on a voluntary basis.

All requests for polygraph examinations in the investigation of criminal cases handled by C.I.D. will be directed to a C.I.D. supervisor for approval, except in internal matters.

Only personnel who are certified polygraphists (graduates of a certified institution) will conduct a polygraph examination.

No polygraph examination will be given in cases involving administrative matters unless coordinated through the Office of Professional Standards.

P. Constitutional Requirements **(CALEA 1.2.3 c):**

All criminal investigations will be conducted in such a manner as to ensure that the constitutional rights of the accused will be upheld.

Q. Background Investigations:

Criminal Investigations frequently conduct background investigations of persons, particularly as they relate to white collar crime, organized crime, and vice activities. Background investigations should be considered sensitive in nature and should be conducted discreetly. All background investigations will be conducted in such a manner as to assure that the constitutional rights of the subject of the investigation will be protected.

Control of records and information collected will be the responsibility of the C.I.D. and/or Drug, Organized Crime & Vice Commander or a designee. Records and information on these types of background investigations will be kept strictly confidential. They will be secured in [REDACTED]. These records will be maintained pursuant to record retention requirements. (Investigation of recruit backgrounds is the responsibility of the Human Resources Division Training Unit)

The C.I.D. Commander, or a designee, will submit a six-month and yearly report concerning intelligence problems. The report shall include actions, taken or planned, to control specific problems, as well as, a summary of complaints, investigations, and arrests.

The C.I.D. Commander will maintain liaison with federal, state, and local law enforcement agencies for the exchange of intelligence information, and for the planning of any joint enforcement activities.

Background checks should be made through the following sources:

- 1. [REDACTED]

1. Data Use:

When a case is inactivated or closed with no prosecution contemplated, the case officer will determine if the information obtained from the background investigation is relevant to the case. If so, the data will be included in the case file. All records will be purged according to the records retention schedule in accordance with local, state, or federal law.

R. Investigative Task Force:

Occasionally, investigators from the Criminal Investigation Division and the Drug, Organized Crime, and Vice Division may be assigned to participate with another law enforcement agency as a member of a task force dealing with major crimes, organized crime, vice crime, or intelligence activities. Prior to any such assignment, the Chief of Police will be notified and give approval to proceed. (CALEA 42.2.5a)

Any agreement with another agency must include the following: (CALEA 42.2.5a-c)

1. Identification of the purpose of the task force.
2. A definition of the authority and responsibilities of each member.
3. Establishment of accountability.
4. Identification of available resources.
5. An evaluation of the results.
6. An evaluation of continued necessity of the task force.

S. Identification Unit Supervisor:

The Identification Unit Supervisor is directed and supervised by the Commanding Officer of the Criminal Investigation Division.

The Identification Unit Supervisor directs and supervises personnel under his command and is responsible for the operation of the following personnel:

- [REDACTED] Identification Officers (latent fingerprint expert)
- [REDACTED] Ballistics Evidence Tech
- [REDACTED] Forensic Services Unit Street Techs

T. Identification Officer (Latent Fingerprint Expert):

The Identification Officer is directed and supervised by the Identification Unit Supervisor.

The Identification Officer is responsible for maintaining the ability to accurately identify arrestees and suspects.

In support of this goal, he will perform the following tasks:

1. Shall classify, search and file Classification of Fingerprint Cards. Once the fingerprint examiner has classified an individual's fingerprints using [REDACTED]

[REDACTED] If not, the fingerprint card will be filed by classification separating adults from juveniles. (CALEA 83.2.3)

2. Shall compare fingerprints with prints taken from [REDACTED] and shall examine [REDACTED] for [REDACTED] of value for identification purposes.

He shall then compare the latent prints submitted with inked prints of suspects for possible matches.

After completing this task, the examiner will complete a supplement report noting the findings relative to a particular case, and then advise the officer who requested the comparison of the results. (CALEA 83.2.3)

3. Shall compare [REDACTED] as requested.
4. Shall write fingerprint comparison reports for officers as requested.
5. Shall process arrestees with no prior arrests through the operation of the Live Scan System.
6. Shall assist other police agencies as requested.
7. Shall provide visual courtroom aids as requested.
 - a. On receipt of a subpoena, and per request of the handling Deputy Attorney General, the expert will prepare charted fingerprint/latent enlargements of the fingerprint hits for courtroom testimony.
8. He shall be charged with the custody of Latent Files/Regarding Evidence. (CALEA 83.2.3)
 - a. The fingerprint expert will sign for all latent evidence received from police personnel, and file same in the latent evidence file, located in the Identification unit's fingerprint lab on a daily basis.
 - b. He will keep a tightly bound log book noting evidence received and the date removed/released.
 - c. All evidence in this file will be returned to the Evidence Clerk for storage, pursuant to records retention requirements.
9. Dissemination of Fingerprint Cards/F.B.I. Correspondence:

- a. The dissemination of print cards is automatically sent to the State of Delaware via the Live Scan Computer System:

10. Expungements:

The examiner will be responsible for expungements of all pertinent documents relative to Superior Court orders. He will notify, in writing, the F.B.I. to gather all information held by them on arrest information pertaining to our department, and forward same to the Wilmington Police Department. Once received, all documents will be forwarded to the Support Services Division.

11. Fingerprinting Police Personnel:

The examiner will also ensure that all police personnel are fingerprinted, checked through F.B.I. files, and then file each officer's prints in the W.P.D. fingerprint files.

U. Ballistic Evidence Technician:

The Ballistic Evidence Technician is directed and supervised by the Identification Unit Supervisor.

The Ballistic Evidence Technician is responsible for maintaining all ballistic related evidence obtained by the Department. In support of this goal, he will perform the following tasks:

1. Shall accept and log all firearms recovered in a criminal investigation.
2. Shall process all firearms recovered in a criminal investigation [REDACTED]
3. [REDACTED]
4. Shall accept and log all ballistic related evidence recovered in a criminal investigation.
5. Shall maintain chain of custody of all firearms and ballistic evidence making notations in the firearms/ballistic evidence logs when items are removed from the ballistic evidence locker.
6. [REDACTED]
7. [REDACTED]
8. Shall transport firearms and ballistic evidence to the Delaware State Police Crime Lab Ballistics Laboratory for examination by the firearms examiner. This will be accompanied by an evidence submission control sheet.
9. Shall be the liaison for the Wilmington Department of Police for all firearms and ballistics related inquires.
10. When available, will assist in the processing of major crime scenes. [REDACTED]

██████████. He will also be the first option for processing vehicles which need ballistic related processing.

V. Photography Lab:

All Forensic Services Unit officers are trained in the operation of the photography system as well as video duplication. All officers will be responsible for the following tasks:

1. Upon returning from the scene in which photographs were taken, he will make a file copy of said photographs and will transfer a copy of the photographs to a CDR disc.
2. The photographs will then be entered into the Veripic system using the incident case number.
3. The copies and CDR disc will then be placed in a crime scene photograph envelope and filed by case number in the crime scene photograph files.
4. Upon request, he will make copies of files for investigative and/or court proceeding purposes.
5. Shall enter in the photograph log book the amount of photographs duplicated, the size requested, and the amount of CDR discs duplicated.
6. Upon returning from a scene in which a video was taken, he will make two (2) duplicate copies onto DVDR discs. One copy will be held in the crime scene photograph files, and the second copy will be turned over to the investigating officer.
7. Upon request, will make duplicate copies of DVDR discs of crime scenes for investigative and/or court proceeding purposes.
8. Shall enter in the photograph log book the amount of DVDR discs duplicated.
9. All officers will monitor photographic supplies and will notify the Identification Unit Supervisor of any supplies that need to be ordered.
10. All officers will monitor the proper working of the photography and video systems and will report any operational problems to the Identification Unit Supervisor.

W. Forensic Services Unit:

Forensic Services officers will be directed and supervised by the Identification Unit Supervisor.

The primary function of the unit is the collection, identification and preservation of physical evidence.

The unit will be staffed twenty-two (22) hours a day, and will be responsible for the processing of the following crime scenes:

1. Homicide, attempted homicide.
2. Rape, attempted rapes.
3. Assaults-1st and 2nd degree.
4. Sexual Assaults.
5. Arson (at the discretion of the Fire Investigator).
6. Burglaries.
7. Felony thefts.
8. Misdemeanor thefts (when a crime trend is involved and suspect is known).
9. Serious Accident (assist Uniformed Services Division with photos and Measurements).

X. Basic Duties of the Forensic Services Technician: **(CALEA 83.2.1)**

1. Preservation of Crime Scene:

After the First Line Supervisor has rendered the scene under control, and the scene is properly secured, the Forensic Services Technician assigned will assume control of the overall scene for the proper collection, identification, and preservation of physical evidence. He will work in conjunction with the Chief Investigator Assigned, or the handling Uniformed Services Unit.

2. General Duty Assignments at Crime Scene:

a. Protection of Crime Scene:



The Forensic Services Technician will check with the Detective

Supervisor or Uniformed Services Division Supervisor prior to releasing any major crime scene.

b. Conduct Preliminary Survey of Crime Scene:

The Technician, along with the Chief Investigator or handling unit, should form objectives of the search and what evidence is to be gathered. The Technician should take notice of evidence could be easily destroyed, and take necessary measures to prevent its destruction.

c. Conduct Crime Scene Search:

The Technician, along with the Chief Investigator handling Uniformed Services Unit, should conduct a planned, coordinated legal search to locate physical evidence.

d. Write Narrative Description of Crime Scene:

The Technician should note the date, time, and location of the search, and weather and lighting conditions. He should note the identity of others who are participating in the search along with noting the condition and position of physical evidence recovered.

e. Photograph the Crime Scene: **(CALEA 83.2.2, 83.2.4 b)**

The Technician should photograph the scene as soon as possible, preferably before anyone is allowed into the scene. (Special Note-Search Warrants Directive 6.9.). Both color and black and white photographs will be taken at the discretion of the Technician. Below are special considerations for photographing evidence:

1. Establish location of the scene, including landmark.
2. Use photographs to record relative positions of closely related evidence.
3. Take close-ups of individual items of evidence.
4. Use a wide-angle lens at interior scenes to show relative positions of all items of evidence in a room.
5. Use a Ruler when photographing shoe/tire prints.
6. Ensure the date, time, location, and case number are recorded in the supplement report.
7. Video may be used but should not replace still photos.

f. Sketch the Crime Scene: **(CALEA 83.2.4c)**

Technicians will be responsible for completing a crime scene sketch for

homicides, attempted homicides, and serious assaults with a possibility of death, and unlawful sexual intercourse scenes. The sketch should be a pictorial representation of conditions at a crime scene, which should include the following:

[REDACTED]

- g. Processing Scene/Latent Prints: **(CALEA 83.2.4 a)**

The Technician will process the overall scene for latent prints.

- h. Collection, Preservation, Identification of Physical Evidence: **(CALEA 83.2.4 d, 83.3.1)**

Whenever available, materials and substances are to be collected from a known source for submission to a laboratory for comparison with physical evidence collected. **(CALEA 83.3.2e)**

Evidence seized by the Technician should be carefully marked for identification, using the officer's initials, date and case number. Each item of evidence should be placed in a suitable container for proper storage, and the chain of custody must be maintained at all times. Tagging evidence should be done per departmental policy Directive 6.12.

- i. Special Consideration for Technician Relating to Evidence Retrieved: **(CALEA 83.2.4 d, 83.3.1)**

[REDACTED]



- 12. In the event no photographs are taken, or no physical evidence is collected from the scene of a serious crime against a person or property, reasons for same are noted in the supplement report.
- 13. Shall complete a Major Crime Scene Checklist when appropriate.

j. Training FSU/Advanced Accident Investigation Team:

- 1. Specialized training is provided to members of FSU and Traffic in the following skills:
 - a. Recovery of latent fingerprints and palm prints.
 - b. Recovery of foot, tool, and tire impressions.
 - c. Photographing crime or accident scenes.
 - d. Preparing crime or accident scene sketches.
 - e. Collecting, preserving, and transmitting physical evidence, including biological materials.

Y. Additional assignments of F.S.U. Officers within Identification Unit:

- 1. Processing Prisoners:

When the Identification Unit is not available, the Evidence Detection Unit will be responsible for the processing of prisoners using the Live Scan Fingerprinting System.

2. Maintaining Evidence Collection Equipment:

Each technician will be held responsible for the general care and maintenance of equipment utilized by the Forensic Services Unit. Day work personnel will ensure that the necessary supplies are in stock (this includes both Departmental stock and any chemicals ordered via outside distributors).

Z. Processing Stolen Motor Vehicles and those involved in Serious Crimes:

1. Any stolen vehicle recovered, or vehicles seized as evidence by a Uniformed Services officer or an investigator that has been used [REDACTED] will be considered a crime scene.

a. Said vehicle(s) will be processed as such, relative to the crime and prior to release to the owner.

Normally, vehicles are processed at the scene of a crime; however, occasionally there are circumstances preventing this procedure (weather conditions, crowds and poor lighting).

AA. Divisional Special Vehicles:

1. Forensic Services Unit:

a. Vehicles are equipped with 4WD and special equipment.

b. Objectives of operation/usage:

1. The vehicles assigned to the FSU/Identification Unit are to remain fully stocked with the equipment necessary to process crime scenes as per unit protocol.

c. Instructions and limitations of usage:

1. The utility vehicles are not high performance vehicles; therefore, certain limitations on usage are necessary as follows:

a. High speed chases are not permitted when operating this vehicle due to the weight and shifting of equipment in the rear of the vehicle.

b. Stopping distances are increased due to the increased weight of equipment that is stocked in the vehicle.

- c. Officers shall make themselves familiar with the operation of 4WD per the vehicles manual.
- d. Authorization for use:
 1. The only persons permitted to operate these vehicles are personnel presently assigned to the Identification/FSU unit.
 2. No other person will operate these vehicles without the consent of the Identification/FSU supervisor.
- e. Qualifications and training:
 1. Operators must possess a valid Delaware driver's license.
 2. Make themselves familiar with the operation of 4WD per the vehicle's operating manual.
- f. Maintenance responsibility:
 1. It shall be the responsibility of the off going FSU officer, who was the last one to operate the vehicle, to ensure that the vehicle is fully stocked for the oncoming unit.
 2. The oncoming EDU officer will inspect his assigned vehicle to ensure that the vehicle is fully equipped prior to going on duty.
 3. It shall be the duty of the Identification/FSU sergeant to inspect the vehicles once a month to ensure that officers under his/her command are adhering to the listed standards.
 4. Scheduled maintenance to the vehicles is the responsibility of the Department's "vehicle maintenance officer".
 5. Emergency and everyday maintenance is the responsibility of officers assigned to the vehicle.
- g. Equipment:
 1. The following list of equipment will be standard for all evidence detection vehicles, and will be maintained at all times:
 - a. Latent Fingerprint Kit
 - b. Latent Fingerprint Camera
 - c. 35mm Crime Scene Camera w/Flash
 - d. Camera/Video Tripod
 - e. Crime Scene Sketch Kit
 - f. Yardage Walker
 - g. Measuring Tape
 - h. Hand Held Vacuum Kit
 - i. Major Crime Scene Kit:
 1. vials

2. bags (plastic & paper)
3. evidence tags
4. iodine fuming kit
- j. Crime Scene Tape
- k. Footprint/Tire Track Casting
1. Blood Detection Kit