



GENERAL ORDER



SUBJECT	SERIES	NUMBER	EFFECTIVE DATE
Operation and Management of Criminal Investigations	304	1	October 11, 1987
			DISTRIBUTION
			A
		ORIGINATING UNIT	
		PDD	

The purpose of this order is to: (1) establish procedures for the initial documentation and investigation of reported criminal offenses; (2) fix specific responsibility for the follow-up investigation of reported criminal offenses; and (3) establish procedures for effective management review, control, and direction of criminal cases and investigative resources. Units within the Criminal Investigations Division may, at the discretion of the Commander, adopt in whole, or in part, the management control procedures prescribed in this order. The Morals Division, Intelligence Division, and the District Vice and Gambling Units shall be exempt from the provisions contained in this order. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Initial Investigations.
- B. Follow-up Investigations.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Communications Division.
- B. Telephone Reporting Unit.
- C. Station Clerks.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Investigative Review Officers.
- B. Case Status Classifications.
- C. Field Sergeants.
- D. Investigative Section Sergeants.
- E. Investigative Section Lieutenants.
- F. Director, Internal Affairs Division.
- G. District Commanders.

PART I

A. Initial Investigations.

1. The initial investigation begins when the first police officer arrives on the scene, and shall continue until all necessary activities have been performed at the crime scene, and transfer of the case from the initial investigating officer to an investigative unit will not jeopardize the opportunity for the immediate apprehension of an offender.

2. The officer assigned to perform the initial investigation shall be responsible for accomplishing the following tasks upon arriving at the crime scene:

- a. Provide aid to the injured.
- b. Determine whether an offense or incident has actually occurred.
- c. As soon as possible furnish other field units, through the dispatcher, Communications Division, with the physical description, method of flight, and any other relevant information on involved subjects or vehicles.
- d. Safeguard the crime scene against the loss or contamination of possible evidence.
- e. As necessary, and required, arrange for the response of a crime scene search officer, or the Crime Scene Examination Section.

NOTE: Crime scenes shall not be processed in misdemeanor cases except in the following instances:

- (i) "Theft" from a motor vehicle where the vehicle is still on the scene (except when conditions render the obtaining of evidence impossible, such as inclement weather or the passing of several days between the offense and the report).
 - (ii) Where a pattern of crime is indicated.
 - (iii) Where a suspect is known.
 - (iv) Closed cases (except shoplifting).
 - (v) Where the officer making the report either observes, or believes, there is identifiable evidence at the scene, or believes a search would benefit the investigation of the crime.
- f. Canvass the area around the crime scene to locate possible witnesses to the offense, or persons who may have information that might be essential to a follow-up investigation.

3. A member from the appropriate unit of the Criminal Investigations Division or the Internal Affairs Division shall be requested at the following crime scenes:

- a. Deaths of a violent or suspicious nature, or deaths when no doctor is in attendance (Homicide Branch).
- b. Critical injury assaults where the victim may die (Homicide Branch).
- c. Rapes and attempted rapes (Sex Offense Branch). The Sex Offense Branch shall be notified of all other sex offenses.
- d. All bombings, arsons and explosions (Burglary, Arson and Pawn Section). The Burglary, Arson and Pawn Section shall be notified on all bomb threats and fires of suspicious origin.
- e. Burglaries for which there is a loss of \$10,000 or more (Burglary, Arson and Pawn Section).
- f. Robberies, as defined under I-B-2-e (Robbery Branch).
- g. Kidnappings and attempted kidnappings (Robbery Branch).
- h. Extortion (Robbery Branch).
- i. Any offense involving the financial systems of the District Government, arrests of District employees, "contractor"* fraud arising from and pertaining to District programs and operations, and cases involving the conduct of District of Columbia Government officials and employees (including police officers) growing out of and connected with their employment where conditions may threaten the integrity of the District of Columbia Government (Internal Affairs Division).

*The term "contractor" here means any individual or corporation engaged in a contractual agreement with the District Government.

4. Upon completing the initial investigation, the reporting officer shall, in addition to completing a PD Form 251 (Event Report), prepare the following:

- a. PD Form 252 (Supplement Report), ensuring that each of the listed solvability factors are thoroughly and completely addressed and documented.
- b. PD Form 252-B (Suspect and Victim Information), ensuring that all data categories applicable to the case are addressed.

- c. PD Form 374 (Witness Canvass Card), which is to be left in an appropriate location at the residence of a possible witness who may not have been home during the canvass of the neighborhood.

5. When the services of a technician of the Crime Scene Examination Section are not required, the officer making the report, and/or conducting the initial investigation, shall arrange through the radio dispatcher for the services of a district crime scene search officer. In the event that no district crime scene search officer is available, the investigating officer shall record the assignment in the district Crime Scene Search Assignment Log.

6. Investigators who respond to the scene of the offense and assist in canvassing and interviewing witnesses shall present all obtained information to the reporting officer for entry on PD Form 252.

7. Upon completing all activities, and thoroughly documenting all available information at the crime scene, the initial investigating officer shall submit all report forms to his/her immediate supervisor for review.

8. Should an investigation prove that a false police report was given, the reporting and/or investigating officer shall consider charging the person making the report with "False Report" (as prescribed by D.C. Code 22-2514). Members shall consult an official before placing such charges.

9. Members who have questions concerning the prosecution of specific cases shall consult with the Supervisor, Case Review Section, Court Liaison Division.

B. Follow-up Investigations.

1. The objectives of the follow-up investigation are to: (1) accumulate sufficient information and evidence to provide probable cause for effecting an arrest; and (2) recover stolen property for return to its lawful owner. Basic tasks involved in the follow-up investigation are:

- a. Collection, analysis, and evaluation of evidence.
- b. Identification and apprehension of the offender. A PD Form 118 (Defendant/Suspect Statement) shall be used in all instances where it is necessary to take a statement from a defendant or suspect.
- c. Interviewing victims or witnesses. A PD Form 119 (Complainant/Witness Statement) shall be used in all instances where it is necessary to take a statement from a complainant or witness.
- d. Recovery of stolen property.

- e. Preparation of investigative reports. All organizational elements (except Morals Division, Intelligence Division, and District Vice and Gambling Units) preparing investigative reports for inclusion in the element's investigative progress file shall utilize a PD Form 123 (Report of Investigation) and a PD Form 123-A (Continuation Report). Morals Division, Intelligence Division, and District Vice and Gambling Units preparing investigative reports shall continue to utilize a PD Form 854 (Investigative File Report) and a PD Form 854-A (Continuation Report).

NOTE: Members are reminded that once an investigative report is prepared, it becomes the property of the Metropolitan Police Department, and neither it, nor its content, may be disseminated to unauthorized personnel or agencies.

- f. Preparation of the case for presentation to court, including the execution of a court case jacket for all arrests.

2. The Criminal Investigations Division shall be responsible for the follow-up investigation of the following reported offenses:

- a. Burglary, Arson and Pawn Section.

- (1) Burglaries with a loss value of \$10,000 or more; burglaries involving other jurisdictions; and burglaries involving hotels and motels, regardless of loss value.
- (2) Theft I offenses occurring on hotel and motel property.
- (3) All arsons, explosions, bombings, found incendiary devices, bomb threats, and suspicious fires.
- (4) All offenses, and/or violations of regulations, relating to the operations of pawnshops and second-hand dealers.

- b. Check and Fraud Section.

- (1) Under the Theft Statute:
 - (a) Embezzlement type offenses.
 - (b) Traditional confidence games (bank examiner scheme, three card monte, handkerchief switch, pigeon drop, etc.).
 - (c) Consumer fraud schemes.

(d) Larceny by trick type crimes (felony and pattern offenses).

(2) Fraud 1 and Fraud 2.

(3) Forgery.

(4) Uttering.

(5) Blackmail.

(6) Bribery (excluding those investigations involving District Government officials and employees).

(7) Credit card fraud.

(8) Bad check cases.

c. Homicide Branch.

(1) All deaths except traffic.

(2) Assault with intent to commit armed robbery, rape, burglary, kidnapping or murder, where a critical injury has occurred and the victim is not expected to survive.

(3) Criminal abortion and attempted criminal abortion.

d. Major Violators Section.

Fugitive cases, except those cases involving juveniles which are processed under the provisions of the Interstate Compact on Juveniles.

e. Robbery Branch..

(1) All robberies, attempted robberies, or conspiracy to commit robbery of the following:

(a) Armored Cars
(e.g., commercial vehicles hired to transport monies).

(b) Federal Facilities
(e.g., government buildings, military installations, government messengers).

- (c) Federally insured institutions (e.g., banks, savings and loan institutions, credit unions, and messengers of these institutions).
 - (d) U.S. Post Office buildings and property (e.g., mail trucks, trains, airplanes, mail carriers and all post office buildings).
 - (e) Offices and Facilities of the D.C. Government.
 - (f) Commercial robberies, to include vehicles and operators.
- (2) Extortion.
 - (3) Kidnapping.

NOTE: Persons arrested by Field Operations Units for offenses falling under the investigative responsibility of the Robbery Branch, shall be transported directly to the Robbery Branch for processing.

f. Sex Offense Branch.

- (1) Assault with intent to commit rape.
- (2) Bigamy.
- (3) Carnal knowledge.
- (4) Forcible sodomy, and sodomy with a juvenile.
- (5) Incest.
- (6) Indecent acts against children.
- (7) Kidnapping, with sexual overtones.
- (8) Rape.
- (9) Seduction, and seduction by teacher.

NOTE: The Watch Commander, Youth Division, shall be notified of all sexual assaults against juveniles.

3. The Director, Internal Affairs Division, has been designated to act as liaison between the Metropolitan Police Department and the Office of the Inspector General, and shall be responsible for conducting and completing investigations of the following offenses:

- a. Bribery, attempt bribery, and other criminal misconduct involving District government officials and employees.
- b. Investigations involving the financial systems of the District government.
- c. Arrests of any District employee(s) or contractor(s) for:
 - (1) Any offense related to the financial systems of the District of Columbia;
 - (2) Fraud arising from, and pertaining to, District programs and operations;
 - (3) Cases involving white collar crime.

NOTE: A member shall promptly notify, through his/her Watch Commander, the Director, Internal Affairs Division, when he/she initiates an investigation, or executes an arrest, relative to any of the above offenses.

4. District Investigative Sections shall be responsible for processing and, as appropriate, conducting a follow-up investigation on the following offenses:

- a. All felonies not specifically assigned to the Criminal Investigations Division.
- b. All misdemeanors.

5. District Investigative Sections may investigate offenses that are assigned to the Criminal Investigations Division, provided that:

- a. The district commander has specifically instructed that his/her investigative section become involved.
- b. The assigned member of the District Investigative Section has notified the appropriate branch of the Criminal Investigations Division of his/her involvement.

- c. A copy of all follow-up reports prepared on the case is forwarded to the appropriate branch of the Criminal Investigations Division as soon as possible.
6. Any member of the force may participate in the follow-up investigation of a case when:
 - a. He/she specifically makes a request to an Investigative Section supervisor to assist the investigator assigned the case.
 - b. He/she has, or is capable of acquiring, information and/or knowledge that would contribute to the possible closure of the case.
 - c. He/she prepares a PD Form 252 relating to the assignment.
7. For each case assigned for follow-up within the District Investigative Sections, a PD Form 375 (Case Resume) shall be completed by the assigned investigator. The PD Form 375 is designed to reflect, for easy reference, all follow-up activity performed on a case. All activities cited on the PD Form 375 as having been performed shall be expanded upon in greater detail on PD Form 252. The PD Form 375 and PD Form 252 shall be submitted, through the investigator's immediate supervisor, to the District's Investigative Review Officer (IRO), by the date indicated on the PD Form 375, or sooner in the event the case is closed or all possible leads have been exhausted.
8. Investigators who are reassigned a case previously returned shall document the activities performed on new PD Forms 252 and 375, and return both to their immediate supervisor by the indicated return date appearing on PD Form 375.
9. When the identity of an offender is known, but the complainant(s) will not prosecute, the investigating officer shall either summon the complainant(s) to the office of the appropriate prosecutor and present the facts of the case, or have the complainant(s) state, in writing, on PD Form 119 the reason for not desiring to prosecute the case. In such cases the investigating officer shall be guided by the decision of the reviewing prosecutor.
10. Investigators assigned to the Criminal Investigations Division and District Investigative Sections shall, by the fifth day of each month, prepare an applicable PD Form 50 (Monthly Activity Report) reporting their activities for the preceding month. These reports shall be submitted for review and approval to the official in charge of the branch or section to which the investigator is assigned.
11. After review and approval by the official, the PD Form 50 shall be filed, by month, at the branch or section to which the reporting investigator is assigned.

PART II

A. Communications Division.

1. Upon receiving a call that a kidnapping or extortion attempt has occurred, the dispatcher receiving the call shall obtain the following information:

- a. Complainant's current location.
- b. Number of hostages being held, if any.
- c. Drop site or meeting place, if given.
- d. Mode of transportation being used by complainant, including type of auto, tag number, and color, if known.
- e. Home address and telephone number of complainant.
- f. Schools attended by children of complainant.
- g. Type of threat received and amount of money demanded.
- h. Time limit given for drop.

2. After receiving the above information, the dispatcher shall contact a member of the Robbery Branch and provide that element with the information obtained.

- a. In those instances when there is no member of the Robbery Branch available to respond to the scene of the kidnapping or extortion attempt, the dispatcher shall send to the scene any available unmarked unit assigned to the district in which the incident occurred.
- b. Members operating marked scout cars and cruisers shall be directed to remain clear of the area involved.

B. Telephone Reporting Unit.

1. Upon executing a PD Form 251 (Event Report), members assigned to the Telephone Reporting Unit (TRU) shall also prepare, to the extent possible, a PD Form 252.

2. Members assigned to TRU shall advise complainants that the reported case will be referred to the appropriate district for evaluation. Members shall not inform complainants that the case will be assigned to an investigator for follow-up.

3. Complainants shall be given the CCN assigned the report and the telephone number of the IRO at the district to which the report will be referred.

C. Station Clerks.

1. Station clerks shall maintain a current list of all crime scene search officers assigned to their element, and shall make such names available upon request.

2. Upon receiving PD Forms 251, 252, and 252-B, station clerks shall forward the reports to the IRO for review.

3. All subsequent PD Forms 252 prepared in conjunction with a follow-up investigation, or as a correction to the original report, shall be processed in the manner prescribed in paragraph two above.

4. It shall be the responsibility of station clerks to ensure that an original PD Form 252 is attached to all PD Forms 251 on which an offense is reported, prior to forwarding the PD Forms 251 to the Information Processing Section, Data Processing Division.

PART III

A. Investigative Review Officer.

1. The Investigative Review Officer (IRO) shall be responsible for receiving and reviewing all report forms relating to a reported offense, i.e., PD Forms 251, 252, and 252-B. Upon receipt of these reports, he/she shall:

- a. Verify that the offense has been properly classified. Should he/she determine that the facts contained in the offense report do not support the offense classification assigned, the report package shall be returned to the Watch Commander of the section from which the report was originated for correction by the officer who conducted the initial investigation.
- b. After reviewing all information contained on PD Forms 251, 252, and 252-B, prepare a PD Form 383 (Investigative Review Officer's Case Assessment Worksheet), to determine the proper investigative priority for the case, and the potential closure value points to be credited upon the successful closure of the case.
- c. After determining the priority level and closure value of the case, and identifying to whom the case is to be assigned for follow-up, make the necessary entries relating to the case on PD Form 381 (Investigative Case Management Record).
- d. Issue to the assigned investigator a PD Form 375, and copies of PD Forms 251, 252 and 252-B.

- e. Ensure that an entry is made on PD Form 381 reflecting the outcome of all cases assigned for follow-up investigation.
- f. Review all PD Forms 384 (Office Assignment Case Interview Report) generated on "office assigned" cases and, when sufficient information has been developed to warrant a follow-up investigation, prepare a new PD Form 383 to determine the revised priority classification and closure value points developed from the office inquiry. Ensure that the proper entries are made on PD Form 381 to reflect the new status of the case.
- g. Maintain all investigative case files, and prepare PD Form 386 (Investigative Performance Report) by the tenth day of each month on the unit's investigative activities during the preceding month for submission to the commanding officer.

B. Case Status Classification.

1. It shall be the responsibility of field supervisors and the IRO to review, as applicable, all offense and investigative reports, and to designate the current status of the case by checking the appropriate block on PD Forms 251 and 252 when performing their review of the respective reports.

2. The status of case reports shall be classified in accordance with the following guidelines:

- a. "Open Cases" - Cases may be considered "open" when additional investigation is required to accumulate additional evidence, to identify the perpetrator, or to effect an arrest.
- b. "Closed Cases" - Cases are considered "closed" when a person is arrested, charged with the commission of the offense, and presented to the court for prosecution, even though two or more individuals were jointly involved in the commission of the offense.

(1) Although the identity of an offender is essential before the case can be closed, a number of exceptional conditions, not resulting in arrest, can "close" an offense report. These cases are limited to the following:

- (a) Suicide of the offender.
- (b) Double murder (two persons kill each other).
- (c) Deathbed confession (the offender dies after making the confession).

- (d) Confession by an offender already in custody or serving sentence.
 - (e) Offender killed by the police.
 - (f) An offender is prosecuted in another jurisdiction (you attempt to return him for prosecution, but the other jurisdiction will not release him to you).
 - (g) Extradition is denied.
- (2) Multiple closures shall be listed on a single PD Form 252 using Continuation Reports as necessary.
- (a) The offender must be specifically associated with each case closed. General statements, based on such things as similar modus operandi, same offense locations, offender identification, etc., shall not be sufficient in themselves for justifying multiple closures.
 - (b) Where an offender has been identified, and there is corroborating evidence, the case shall be presented to an Assistant U.S. Attorney.
 - (c) In the event the Assistant U.S. Attorney declines to prosecute, a general statement that the case lacks prosecutive merit shall not be acceptable for closing the case.
 - (d) Officials reviewing multiple closures shall ensure that the complaint number, the date of original and supplemental reports, the district of occurrence, the offense, the value of property recovered, and/or the value of property not recovered, and specific reasons why the Assistant U.S. Attorney declined to prosecute are listed for each case closed.

NOTE: The recovery of property does not close an offense report. In all cases in which recovered property is the only result, it shall not be sufficient for closing the case.

- c. "Suspended Cases" - Cases may be "suspended" by officials when every reasonable avenue of investigation has been pursued and exhausted. Under such circumstances the case shall not be "closed." Although active work on the case is discontinued, additional information such as new evidence, arrest of a suspect on a subsequent case, etc., may be forthcoming and should be pursued at that time.

- d. "Unfounded Cases" - An official may classify a report "unfounded" when an investigation proves the report to be groundless, that is, the offense or incident has never been attempted or committed.
3. When an investigator successfully closes multiple cases through an arrest, or information developed from a prisoner or suspect interview, the investigator shall be credited with the "gravity offense points" applicable to each case closed, i.e., 5 points for a felony, or 3 points for a misdemeanor.
4. When no charges are instituted by an Assistant U.S. Attorney, and the identity of the offender is known to the police, the reviewing official may exercise his/her own discretion as to whether the case shall be "closed," held "open," or "suspended," depending on the available facts surrounding the case.
5. When the identity of an offender is known, and a warrant/indictment has been obtained, the IRO shall make the proper "outcome" notation on PD Form 381, and credit the "closure points" assigned the case to the responsible investigator if there is reasonable cause to believe the offender has fled this jurisdiction or area. The case shall not, however, be "closed."

C. Field Sergeants.

Field sergeants shall be responsible for the supervision and management of the following investigative tasks:

1. Ensuring that a complete and thorough initial investigation has been conducted, and for reviewing, approving, or returning to the initial investigating officer for correction reports that are incorrect or incomplete. Field sergeants shall certify the correctness and completeness of reports by affixing their signature on PD Forms 251 and 252.
2. Responding to the scene of major/serious offenses and supervising the activities of the initial investigating officer in performing all required investigative tasks, and determining the need for additional or specialized resources to respond and assist in accomplishing all possible and necessary tasks at the crime scene.
3. Ensuring that all information gathered by technicians and/or investigative personnel present at the crime scene is made available to the initial investigating officer for inclusion in his/her initial report.
4. Monitoring the performance and activities of officers under his/her supervision, who consistently submit initial investigative reports having no solvability factors identified, for possible further training in the methods of interviewing and conducting an effective initial investigation.

D. Investigative Section Sergeants.

1. Sergeants shall monitor all assignments to investigators under their supervision to ensure that cases are progressed within the prescribed time period. Sergeants may authorize extensions to an investigation when there is reason to believe the case may be successfully closed through such effort. When there is no reason to believe that further investigative effort beyond the initial due date would lead to a successful closure of the case, sergeants shall suspend the case by making the appropriate entry on PD Form 252.

2. Sergeants shall maintain a PD Form 385 (Investigator's Case Assignment Log) for each investigator under his/her supervision. Each case assigned to an investigator shall be recorded on the individual's PD Form 385, along with the ultimate outcome of the case. A new PD Form 385 shall be prepared each month, reflecting an investigator's case assignments during the month. Prior to the fifth of each month, sergeants shall prepare a PD Form 386 (Investigative Performance Report) covering the preceding month's activities from the entries on each individual PD Form 385 maintained by him/her, and submit the form to the IRO, who shall then compile the reports received from each sergeant into one cumulative report on the activities and performance of the section during the preceding month.

3. When directed by the commanding officer to participate in the investigation of a case that is the investigative responsibility of the Criminal Investigations Division, sergeants shall carry the case as an "assignment" for the investigator, or investigators, assigned to the case. The case shall be treated and recorded in the same manner as all other district assigned cases.

E. Investigative Section Lieutenants.

1. The lieutenant in charge of the district's Investigative Section shall be responsible for the direction and control of all activities occurring within the section, and for closely monitoring the case suspension file.

2. The lieutenant shall ensure that all supervisors under his/her supervision are familiar with the methods and procedures of the IRO position, in order to perform this role in the absence of the district's designated IRO.

3. The lieutenant shall assign, or rotate, an investigator to an office desk for the purpose of "verifying" information contained in case reports designated as "office assignments." In those instances where the "follow-up verification" of an office assigned case reveals that the initial investigating officer may have failed to properly report all the facts provided him/her at the time of the initial investigation, or failed to perform tasks that would have reasonably been expected for the offense involved, the lieutenant shall refer the matter to the officer's immediate superior for review and appropriate action.

F. Director, Internal Affairs Division.

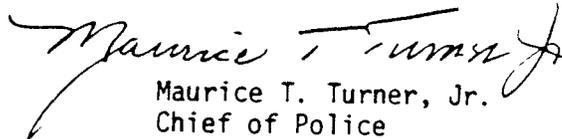
The Director, Internal Affairs Division, shall ensure that the Office of the Inspector General is notified of each investigation pursuant to Part IB of this order. Such notifications will not be required when it might endanger the safety of personnel, or otherwise have a potentially adverse impact upon the investigation.

G. District Commanders.

1. Commanders shall designate an official assigned to the Investigative Section to serve as their district's Investigative Review Officer.

2. Commanders shall closely monitor all elements of the investigative system within their district toward ensuring that the application of the system is in accord with the provisions of this order and the service needs of the community.

3. Commanders shall ensure that at least one crime scene search officer is available on each tour of duty, insofar as possible.


Maurice T. Turner, Jr.
Chief of Police

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