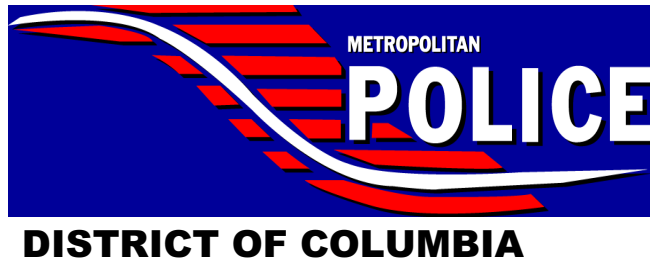


SPECIAL ORDER



Title	Investigative Support Unit
Number	SO-13-04
Effective Date	May 14, 2013
Related to:	GO-HSC-803.06 [Command Information Center (CIC)]

I.	Background	Page 1
II.	Procedures	Page 1
III.	Provision	Page 3
IV.	Cross References	Page 3

I. BACKGROUND

Immediately following the report of a serious offense (e.g., homicide, armed robbery, carjacking), the investigator or detective responding to the scene must manage a myriad of duties and responsibilities in what is often a short window of time. In addition to managing the scene and gathering information from victims and witnesses, the detective may need to complete many important technical aspects of the investigation including requesting and reviewing video, examining available GPS data, or tracking a mobile phone or credit card.

Understandably, the first few hours immediately following the incident are the most critical in any investigation. Therefore, in an effort to ensure the technical aspects of the investigation are completed in a timely and efficient manner and to allow investigators to better focus on the overall management of the investigation, the Metropolitan Police Department has created the Investigative Support Unit within the Command Information Center, Tactical Information Division, Homeland Security Bureau (HSB). The Investigative Support Unit is comprised of Criminal Research Specialists who are responsible for researching, prioritizing, and providing vital information from numerous automated and manual resources in support of specified criminal investigations.

II. PROCEDURES

- A. When responding to the scene of the following types of incidents, the assigned investigator/detective shall request through the Command Information Center the assignment of a Criminal Research Specialist to assist with the case:
1. Homicide;
 2. Sexual Assault;

3. Assault with Intent to Kill (AWIK);
4. Armed Robbery;
5. Burglary I while armed;
6. Carjacking;
7. Kidnapping;
8. Any crime involving a pistol or rifle; and
9. Any reported crime if approved by the Watch Commander, Command Information Center.

B. Once assigned to a case, Criminal Research Specialists shall:

1. As soon as possible, contact the assigned investigator/detective to obtain case detail information.
2. Using available resources (i.e., automated and manual), prepare a case summary report detailing their findings and, prior to the end of their shift, upload their report into ILEADS and forward the report to:
 - a. The assigned investigator/detective;
 - b. The Watch Commander, Command Information Center;
 - c. The Watch Commander, Criminal Investigations Division (CID);
 - d. The Assistant Chief, Investigative Services Bureau; and
 - e. The Assistant Chief, Homeland Security Bureau.

NOTE: It should be noted that the resources used will vary depending on the specifics of each case [See attached PD Form 903 (Criminal Support Specialist Incident Response Checklist)]. Examples of resources that may be used include, but are not limited to, Veritraks, Video/Closed Circuit Television (CCTV), License Plate Readers (LPR), and WALES/NCIC.

C. While conducting case research, Criminal Research Specialists shall ensure compliance with all applicable laws, regulations, and Department directives including, but not limited to:

1. General Order 302.06 [The Washington Area Law Enforcement System (WALES)]
 2. GO-SPT-302.08 [(Metropolitan Police Department Wide Area Network (MPDNet)]
 3. GO-OPS-303.09 (License Plate Reader Program);
 4. GO-OPS-603.07 [Closed Circuit Television Cameras (CCTV)];
 5. SO-06-12 (Enhanced Use of CCTV to Combat Crime)
- D. The Watch Commander, Command Information Center, shall ensure that whenever possible a minimum of two (2) Criminal Research Specialists are assigned to each shift.

III. PROVISION

The provisions of this order shall supplement the requirements specified in General Order 304.01 (Operation and Management of Criminal Investigations) and shall be adhered to until such time as the requirements of this order are incorporated into General Order 304.01.

IV. CROSS REFERENCES

- A. General Order 302.06 [The Washington Area Law Enforcement System (WALES)]
- B. GO-SPT-302.08 [(Metropolitan Police Department Wide Area Network (MPDNet)]
- C. GO-OPS-303.09 (License Plate Reader Program);
- D. General Order 304.01 (Operation and Management of Criminal Investigations)
- E. GO-OPS-603.07 [Closed Circuit Television Cameras (CCTV)]
- F. SO-06-12 (Enhanced Use of CCTV to Combat Crime)


 Cathy L. Lanier
 Chief of Police



CRIMINAL RESEARCH SPECIALIST INCIDENT RESPONSE CHECKLIST

***** This intended to be a guide only. It is not intended to be an exhaustive list of the duties of the position. *****

POTENTIAL ACTIONS:

Veritracks – all GPS – CSOSA, PSA, DYRS, CSS, DOC, etc. *Anyone under supervision in the area?*

Video/CCTV: *Query mapping function of Computer Network Limited and Genetec to obtain all cameras in area of the offense. Ask detective if there are additional cameras in the area of the crime scene.*

Social media sites: *Twitter, Facebook, others? Establish “fence” for Twitter or conduct other research or investigative actions via social media sites.*

Shotspotter

LPR: *Ask detective if a vehicle was involved and if so, what is the description? Tag number?*

Communicate with Intel Unit – *gang/crew affiliation, associates, beefs, etc.*

Communicate with the on-call member of the Cell phone Tracking Unit.

GPS tracking of other electronic devices.

Conduct stolen property checks.

Credit card tracking: *Is it possible the suspects stole the victim’s credit card?*

Communicate with other agencies to request additional resources (Metro, OUC, DPW, DDOT, DCPS, etc.). *Maintain an updated contact list of outside agencies.*

Contact OUC to obtain 911 call information: *Contact info for persons who called in the incident.*

Assist in the drafting of various documents, including BOLOs, flyers, and temperature board information.

Disseminate information on identified crime trends or possible related incidents to Watch Commanders and via RSAN.

Coordinate information obtained from video review to detective on the scene.

Check with NSID to see if they are currently conducting any investigations in the area of the crime.

Coordinate information obtained from video review to detective on scene.

BACKGROUNDS AND HISTORIES ON: 1.) Victim; 2.) Suspects; 3.) Associates; 4.) Potential Witnesses

Ask detective if there is a description of the suspect.

Is it possible the suspect may have been injured? *If so, conduct a check of local hospitals.*

Nickname of suspect? *Check nickname files and consult Intel Unit.*

Check warrant database – *Anyone living in the area currently wanted?*

Check informant file to see who lives in area of crime. *Note: For security reasons, the Criminal Research Specialist will not have access to specific names, but can work with the detectives to conduct the appropriate follow-up.*

WALES/NCIC

LiNX

Destiny/DMV info

TLO

Columbo

Mugshot Retrieval

i2

ILEADS

JUSTIS and Juvenile JUSTIS

General internet/Google search

Pull photos and provide to detectives

Complete end-of-shift report and provide to CID officials who shall ensure a copy of the report is provided to the detective/investigator assigned to investigate the matter.