



CHANDLER POLICE DEPARTMENT
GENERAL ORDERS
Serving with Courage, Pride, and Dedication

Order D-01 CRIMINAL INVESTIGATIONS BUREAU	
Subject 200 General Operating Procedures	Effective 01/03/17

Summary This order establishes general procedures for Criminal Investigations Bureau (CIB) operations.

A. WORK SCHEDULES

- [42.1.1]
1. The commander determines overall schedule
 2. Supervisors ensure 24-hour-a-day availability

B. CIB CALL-OUT

1. **THE COMMANDER** provides to Field Operations and Communications a list of CIB supervisors and their responsibilities
2. **UNIT SUPERVISOR**
 - a. Provides call-out list of one detective for off-duty hours to the CIB commander
 - b. Notify the appropriate CIB lieutenant of these investigations when CIB will assume the investigation
 - c. Will be notified by on-scene Field Operations lieutenant/sergeant of the following investigations and assign a detective to assume the **initial** investigation:

Table 1. Incidents Requiring CIB Call Out for Initial Investigation

<ul style="list-style-type: none"> • Aggravated assault - life threatening injuries • Child or infant death • Arson (involving crimes of homicide, assault, or burglary) • Armed Robbery with Suspects • Bank Robbery • Extortion • Homicide (Death) 	<ul style="list-style-type: none"> • Kidnapping • Missing persons (suspicious) • **Officer seriously injured or killed by suspect (resulting from a non-motor vehicle accident) • **Officer-involved shooting • **Prisoner (City) seriously injured or killed • Suicide • Suspicious unattended deaths
---	--

****In addition, immediately notify the on-duty legal advisor of these investigations**

- d. Will be notified by on-scene Field Operations lieutenant/sergeant to determine the appropriate CIB response

Table 2. Incidents Requiring CIB Notification to Determine Appropriate Response

<ul style="list-style-type: none"> • Child abuse, serious physical injury or hospitalization • Child molestation • Commercial armed robbery • Armed robbery with workable leads • Domestic Violence, serious physical injury or strangulation 	<ul style="list-style-type: none"> • Forgery/Fraud/Identity Theft • Sexual assault • Any large or prolonged investigation that would strain patrol resources
--	---



3. CALL-OUT PROCEDURES

- a. Scene commander contacts appropriate CIB unit supervisor
- b. CIB unit supervisor determines response
- c. If CIB unit supervisor cannot be contacted, contact CIB lieutenant
- d. If CIB lieutenant cannot be contacted, highest-ranking on-duty patrol supervisor can contact CIB detective directly

C. RADIO PROCEDURES

DURING RADIO CONVERSATIONS, DO NOT USE:

1. An informant or suspect's name
2. Location of any surveillance, except in an emergency
3. Location of search warrant when detectives are en route (Inform assisting agencies and Communications by telephone prior to service)
4. Reference to special use vehicle or equipment
5. Names of investigators (Use badge numbers, not names, when referring to or conversing with other investigators on the radio)

D. CIB VEHICLE USE

1. **TAKE-HOME AUTHORIZATION:** On call supervisors and detectives and units authorized by the CIB commander with the approval of the division assistant chief may be assigned take-home vehicles
 - a. Use for department business only
 - b. Park and secure at a location approved by the supervisor
 - c. Do not leave weapons, less lethal devices, telephone lists, and portable police radios in the vehicle when parked overnight
 - d. Personnel assigned to CIB not authorized a take-home vehicle may, when authorized, drive their assigned city vehicle to one of the three police stations where they may park and secure it
2. **INVESTIGATORS** are responsible for maintenance, service, and cleanliness of the vehicles during the course of their shifts
3. **CIB UNIT SUPERVISORS** will:
 - a. Periodically inspect their unit's vehicles
 - b. Arrange for a replacement if the vehicle is unavailable
4. **ALL EMPLOYEES** will follow the provisions of B-17 Department Vehicles in addition to these requirements

E. USING DASH STROBE LIGHTS

USE OF DASH STROBE LIGHTS is authorized for unforeseen investigative and traffic stops

1. Use an authorized emergency vehicle for planned traffic and investigative stops
2. Unmarked detective vehicles may use dash strobe lights to alert a person or motorist of police presence and for voluntary compliance for investigative traffic stops
3. Must make traffic stops in a location that does not interfere with the flow of traffic and should move vehicles from any traffic lanes as soon as possible. *Dash lights do not provide rear visibility.*

***Remember, this vehicle is not designated as an authorized emergency vehicle and will not engage in pursuits or emergency driving**

**F. UNDERCOVER
LICENSE PLATES**

1. **AVAILABILITY:** Undercover Arizona license plates may be obtained for vehicles assigned to CIB when the need is justified
2. **OBTAINING OR RENEWING**
 - a. Submit an MVD application for a fictitious title
 - b. Request a fictitious registration on department letterhead addressed to the Assistant Director, Motor Vehicle Division, Phoenix
 - c. Notify DPS of the application
3. **RELINQUISHMENT:** When undercover plates no longer serve a useful purpose, turn them in to a CIB lieutenant or his representative
4. **CONFIDENTIALITY:** All undercover vehicles and associated undercover license plates are considered confidential

**G. UNDERCOVER
IDENTIFICATION**

1. **DETECTIVE** will submit request to CIB commander:
 - a. Name, DOB, current Arizona driver's license number
 - b. Name in which identification is requested
 - c. State of issuance requested
2. **CIB COMMANDER**
 - a. Submit a letter of authorization to the Chief of Investigations at MVD/OSI
 - b. Request a fictitious Social Security Number
3. **CIB OPERATIONS SUPPORT SUPERVISOR** maintains current file of undercover identification used by detectives
4. **EACH DETECTIVE IS RESPONSIBLE** to return undercover identification to the commander on expiration or end of tour in CIB

**H. ALCOHOL CONSUMPTION
ON DUTY**

1. **AUTHORIZATION:** Permitted only during an authorized Police Department investigation with prior approval of the responsible supervisor (Refer to General Order, "Code of Conduct")
2. **LIMITATIONS:** Limit is a total of two drinks "consumed" per ten-hour shift
3. **DOCUMENTATION**
 - a. Detective's Monthly Accounting Sheet: Record number of drinks purchased
 - b. Case report: Record number of drinks consumed



4. ADMINISTRATIVE CONSIDERATIONS: Supervisors

- a. Will routinely include face-to-face inspection at the end of each shift
- b. Should consider PBT tests as a training and inspection method
- c. Will inform detectives authorized to consume alcoholic beverages on duty that they are subject to a PBT test with any administrative inspection or investigation
- d. Will initiate an administrative blood test to establish the detective's blood-alcohol level if the detective is involved in any situation where the degree of impairment is likely to become an issue (vehicle accident, shooting, etc.)
- e. Will ensure the employee does not drive after consuming any amount of alcohol whenever possible, and in all cases where the drink limit has been exceeded

I. PROPERTY DAMAGE

For damage to property **not owned by the city** during enforcement activity by department personnel, proceed as follows:

1. EMPLOYEE CAUSING DAMAGE

- a. Forward the following information to your supervisor:
 - 1) Name, address, and telephone number of property owner
 - 2) Detailed description of damage and reason for incident
 - 3) Involvement of property owner in the incident
 - 4) Indication of the property owner if a rental and the person paying the rent
 - 5) Estimated cost of repair
 - 6) Manner in which the house was secured and/or the name of the responsible party left in charge
 - 7) Photographs of damage
- b. Complete offense report with details of incident

2. SUPERVISOR

- a. Investigate incident
 - 1) Determine what circumstances caused damage
 - 2) Determine if actions taken were appropriate
- b. Complete City of Chandler Incident Report and forward investigation results to the division commander
- c. Forward copy of report and investigation to Risk Management
- d. Notify the Legal Advisor
 - 1) Immediately if security of the premises is an issue
 - 2) In all other situations, within 24 hours of the incident

J. INTERVIEWS AND POLYGRAPH EXAMINATIONS

[42.2.6] [42.2.10]

1. TIMING OF INTERVIEWS

- a. When necessary, obtain witness and suspect statements as soon as possible after a report is received

- b. If the investigator conducts the initial investigation, interview witnesses when practical and obtain statements from suspect(s) as soon as possible after apprehension
2. **CIB INTERVIEW ROOMS:** When possible, suspects should be interviewed in CIB interview rooms where interviews can be documented through audio and video media
 - a. While in police custody, suspects will be monitored at all times to avoid officer and suspect injury and possible escape
 - b. Suspects should be searched for any contraband or item, which could be utilized as a weapon prior to being placed into the interview room. The suspect's personal items will be removed and placed into a secured property locker outside of the interview rooms.
 - c. Officers are encouraged to secure their weapons prior to conducting an interview with a suspect. Weapons may be secured in the weapon retention boxes located outside of the monitor room.
 - d. Interviews conducted in the CIB interview rooms must be monitored by other police personnel in case an emergency arises
 - e. Only the interviewing officer should be in the interview room during an interview unless authorized by a supervisor
 - f. Suspects shall be afforded the use of the restroom (located adjacent to the interview rooms) when needed
 - g. The only equipment maintained in the interview room is a chair for each person in the room
3. **DOCUMENTATION**
 - a. Accurately document both witnesses and suspects
 - b. Proofread report to avoid any error that may later jeopardize prosecution of the case
 - c. Always record suspect statements in their entirety no matter how unimportant they may seem at the time
(Often, these types of recorded comments are helpful in disputing defense testimony and will provide a basis for finding deceptive statements during a polygraph examination)
4. **POLYGRAPH EXAMINATION:** Notify the CIB commander to arrange for the polygraph. See [General Order D-37.100](#) CVSA/Polygraph for guidelines.
5. **VOICE STRESS ANALYZER (CVSA):** May use as an investigative aid. See [General Order D-37.100](#) CVSA/Polygraph for guidelines.

K. UNLAWFUL FLIGHT WARRANTS

1. **PROVIDE EVIDENCE** that suspect has left Arizona
2. **FORWARD ALL AVAILABLE INFORMATION** to the Maricopa County Sheriff's Office (MCSO), i.e., physical description of suspect, present location, and how relevant information was obtained
3. **REQUEST WARRANT** with extradition authorized for relevant crime

4. **CONTACT THE MCSO WARRANT DETAIL**

- a. They will provide certified copies of the local complaint and warrant to the County Attorney's Office
- b. The County Attorney's Office will prepare a letter requesting an "unlawful flight to avoid prosecution" warrant and forward the letter and all information to the US Attorney

**L. POLICE ARMOR, JACKETS,
WINDBREAKERS, T-SHIRTS,
AND UNIFORM**

[41.3.6]

THE QUARTERMASTER WILL ISSUE blue windbreakers or T-shirts to be worn with body armor and clearly marked with the words "Police" to each detective:

1. Detectives will wear these items at **ALL PRE-PLANNED HIGH-RISK SITUATIONS** including:

- a. Serving a search warrant
- b. Buy busts
- c. Reversals
- d. Situations where a long rifle is used
- e. Any situation where prior information identifies substantial risk
- f. Situations with SWAT involvement
- g. All in-progress crimes except where it would be detrimental to the officer's safety (e.g., answering bank alarms) or at the discretion of the supervisor
- h. Any situation where being identified as a police officer would enhance the ability to perform official duties

2. **ACCOUNTABILITY**

- a. **Each detective is responsible** to know when he is required to wear a protective vest
- b. When Field Operations personnel augment CIB personnel or SWAT personnel, **the operation supervisor** will ensure personnel are in compliance with requirements

3. **WEAR VESTS UNTIL** the risk of danger is eliminated and then keep them immediately available

4. **EACH DETECTIVE IS RESPONSIBLE** for the care, maintenance, and safekeeping of the vest, windbreaker, or T-shirt, and at least **one set of issued patrol uniforms**

- a. Keep these items where they are readily available for any of the above listed conditions
- b. Wear only for official business
- c. Return the vest carrier and T-shirt to the unit supervisor on leaving CIB. You may keep the windbreaker until you leave the department.

M. PERSONAL EQUIPMENT

HAVE THE FOLLOWING ITEMS READILY AVAILABLE:

1. Weapons
2. Note pads
3. Flashlight
4. List of current telephone numbers and addresses of hospitals, referral services, and the Office of the Medical Examiner
5. Audio recorders
6. Bulletproof vests
7. Less lethal devices as needed

N. GENERAL DUTIES

1. STREET RESPONSIBILITIES

- a. Keep portable radio with you tuned to the primary CIB frequency unless situations dictate otherwise
- b. Respond when investigators are needed if closest investigator to the area. Advise Communications when on scene.
- c. Inform immediate supervisor of case activities and any of the following situations:
 - 1) Unusual activity
 - 2) Irate citizens
 - 3) Any other situation of which the supervisor should be informed
 - 4) Any needed maintenance or repairs to the assigned vehicle or equipment
- d. Be responsible for the timely disposition of evidence items placed into Property

2. STAFF RESPONSIBILITIES

All investigators will attend scheduled section meetings unless excused by the appropriate CIB commander

O. CIB SURVEILLANCE EQUIPMENT

[43.1.4]

1. The Criminal Intelligence Unit supervisor is responsible for surveillance equipment and will:
 - a. Ensure personnel in the Criminal Intelligence Unit are trained in the use of the specialized equipment
 - b. Keep a list of qualified personnel on each piece of equipment
2. Every Criminal Intelligence Unit investigator will be trained and authorized on each piece of equipment before using the equipment

P. INVESTIGATIVE CHECKLISTS

[42.2.3]

CIB will maintain a variety of investigative checklists that are available to any investigator to ensure that critical areas of investigation are not overlooked. The checklists may also be utilized for new detective orientation and training.



This page intentionally left blank