

**DIRECTIVE 42.1
CRIMINAL INVESTIGATION
ADMINISTRATION**

Issue Date: 03/30/2020	By Order of Chief of Police
Rescinds: (Issue 06/13/2019)	CALEA Standards Referenced: 42.1.1; 42.1.2; 42.1.3; 42.1.4 & 42.1.5
Pages: 5	

This directive consists of the following sections:

- [42.1.1 On-Call Schedule](#)
- [42.1.2 Case Screening System](#)
- [42.1.3 Case File Management](#)
- [42.1.4 Accountability, Preliminary/Follow-Up Investigations](#)
- [42.1.5 Habitual / Serious Offenders - N/A by 20%](#)

POLICY AND PROCEDURE:

It is the policy of the Miami Township Police Department to maintain a criminal and intelligence investigative function that is available to respond, when needed, to conduct efficient, effective and thorough investigations into incidents requiring specific expertise or equipment, as well as incidents requiring extensive time and effort to investigate. It is further the policy of the Miami Township Police Department to set specific accountability for preliminary and follow-up investigations and to utilize a specific case screening process to determine which cases will be assigned for follow-up investigations, as well as, a specific process for assisting in the internal case management process.

The Chief of Police shall make all appointments to the Investigations Division. The Investigations Supervisor may recommend appointments based on the posted criteria and the selection process established. All Investigative Division positions are rotating positions. The duration of the assignment is addressed in Directive 11.5.1. Officers, while assigned to Criminal Investigation function, are patrol officers who receive a 2.5% increase over patrol officer pay rate in accordance with Collective Bargaining Agreement Article 15, Section 15.6.

[42.1.1 On-Call Schedule](#)

The Investigations Supervisor shall provide a call out schedule for Detectives to be utilized should personnel be needed when no personnel are on duty. The schedule shall be provided to police employees and the Clermont County Communications Center via email. Detectives assigned to call out duty shall be readily available and fit for duty.

Should the on-call Detective fail to respond to a call in, the shift supervisor shall contact the Investigations Supervisor. Should the Investigations Supervisor be unavailable, the shift supervisor shall contact the Patrol Division Supervisor for direction.

42.1.2 Case Screening System

The Investigations Supervisor shall be responsible for the case screening system. A copy of all criminal offense reports taken shall be given to the Investigations Supervisor. Upon receipt of an offense report, the Investigations Supervisor may assign the case to a patrol officer, community relations/crime prevention officer, school resource officer or a detective for follow-up investigation.

The Investigations Supervisor shall utilize solvability factors in determining investigative efforts. These include:

- Can a suspect be named?
- Can a suspect be identified?
- Can a suspect be described?
- Can a suspect be located?
- Can a suspect vehicle be identified and/or located?
- Was there significant physical evidence present?
- Is property taken in the offense traceable?
- Is there a significant modus operandi?
- Was there likely a limited opportunity to commit the crime?
- Is there forensic/laboratory processing of evidence to be completed?
- Is there reason to believe that further investigative effort will lead to the closure of the crime?

When a case has been assigned and one or more solvability factors exist, the case will be investigated until which time the investigation indicates that the case should be reclassified. Investigative efforts on a case may be suspended and the case reclassified when any of the following occurs:

- Case Cleared by Arrest – When an offender is arrested, charged with a pertinent offense and measures have been taken to recover all property for which the location is known.
- Case Cleared by Referral/Mediation – Mediation allows both parties a chance to state their side of an incident and attempt to resolve the matter without going to court.
- Case Cleared Unfounded – Whenever investigation shows that an offense did not occur and there are sufficiently reasonable grounds to support this premise.
- Case Closed Inactive – When at the point when it appears as if all investigative leads have been exhausted and there is little or no chance of solving the case.
- Case Cleared by Other Means – Whenever, due to exigent circumstances beyond the investigators control, the identity of the perpetrator is known but prosecution

is not possible. Examples of other means clearances include; suicide of the offender, offender in another jurisdictions custody and extradition is denied or victim refuses to cooperate/prosecution declined. In order to qualify for an exceptional means clearance, the answer to all four of the following questions must be a Yes.

- Has the investigation established the identity of the offender?
- Is there enough evidence to support an arrest, charge and turning over to the court for prosecution?
- Do you know the exact location of the offender so you could remand him/her into custody now?
- Is there some reason outside police control stops you from arresting, charging and prosecuting the offender?

42.1.3 Case File Management

Case Status Control System

The Investigations Supervisor shall be responsible for the management of the criminal case management system. The Investigations Supervisor shall maintain a computerized case status control system that includes:

- Case Number
- Victim/Business Name & District of Occurrence
- Offense
- Date Assigned
- Officer Assigned
- Review Date
- Status
- Priority of Investigation (High, Medium or Low)

Administrative Designators

Each criminal case shall be designated in one of the following categories, depending on the status of the case or investigation.

- Open Case – The case is not solved and is actively being investigated.
- Closed Case – The case has been solved or has been concluded and cleared as unfounded, by arrest or by exceptional means as defined in UCR guidelines.
- Inactive Case – The case has been investigated and a determination made that there appears no further means by which progress could be made on the case, or that any progress that might be made would be of little significance, compared to the investigative time spent to achieve productive results. Inactive cases will be reopened when additional or new information or evidence is obtained which may lead to the closure of the case or as directed by the Investigations Supervisor.

Open cases assigned for investigation shall be updated with a supplemental written report no less than once every fifteen days. The written report shall address the progress of the investigation and any request for a case status change, if needed. The case status change request shall be documented with proper substantive information justifying the case status change and must be approved by the Investigations Supervisor. It is the responsibility of the case investigator to inform the victim/complainant of any change in the status of a case.

Type of Records to be Maintained

If written documentation exists outside of the computerized record, the investigating officer shall maintain a case file. Case files investigated by patrol officers shall be kept in a designated file cabinet in the patrol section. Case files being investigated by officers assigned a permanent work area shall be maintained in that area in a file cabinet. Upon final disposition of a case, the investigating officer shall forward the case file to the records section where it shall be filed.

Accessibility to the Files

Access to the general investigative files is open to all employees of the department, excluding intelligence files, internal investigation records, property logs and confidential informant files.

Access to general investigative files by the public will be in accordance with Ohio Revised Code 149.43, Availability of Public Records for Inspection and Copying.

Procedures for Purging the Files

General investigative case files will be forwarded to the records section upon completion of the investigation. The records section shall file and maintain the case record in accordance with ORC 149.39 and the Miami Township Records Retention and Disposition schedule.

42.1.4 Accountability, Preliminary & Follow-Up Investigations

The preliminary investigation of all criminal cases shall be the responsibility of the officer who prepares the initial criminal offense report. In circumstances where the crime may be of a serious or complex nature, or there is an indication that an immediate lengthy investigation may lead outside the department's jurisdictional boundaries, the preliminary investigation may be conducted by personnel assigned to the Investigations Division. In the event of the following incidents, the Investigations Supervisor shall be notified by the on-duty supervisor to make that determination.

- Homicide or Suicide;
- Unexplained death, absent obvious causes;
- Suspicious death case taken by the Coroner;

- Child under 12 missing more than one hour after notification has been made to police.
- Rape or Abduction;
- Officer Involved Shooting;
- Death of any Person in Agency Custody;
- Felonious Assault;
- Armed Robbery;
- Breaking and Entering with Property Loss greater than \$5000.00.
- In any situation where investigative personnel could better accomplish the task or bring about a quicker conclusion the shift supervisor may contact the Investigations Supervisor and request the call out of a Detective.

Criminal cases assigned for follow up investigation by the Investigations Supervisor are the responsibility of the officer assigned.

42.1.5 Habitual / Serious Offenders – Elected 20%

Miami Township Police Department has elected this as a 20% Standard for Habitual/Serious Offenders.