



The Briefing Board

Number 22-23
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IMMEDIATE POLICY CHANGE **GJ-6, CRIMINAL INVESTIGATIONS ORGANIZATION AND** **ADMINISTRATION**


Employees are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. All Employees are **required** to log into [TheHUB](#), to review and acknowledge an understanding of this Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect of Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

GJ-6, CRIMINAL INVESTIGATIONS ORGANIZATION AND **ADMINISTRATION**

Effective immediately, Office Policy GJ-6, *Criminal Investigations Organization and Administration*, is revised as follows (Changes indicated in ~~striketrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

8. ~~Charging Notification, Turndowns AND Furthers and Adjudicated Cases:~~ The Early Intervention Unit shall receive all MCAO ~~charging notifications, turndowns~~ **AND** furthers, ~~and adjudicated cases,~~ and enter them into IAPro before forwarding them to the appropriate district/division through Blue Team. All declined cases shall be processed, as specified in Office Policy ED-3, *Review of Cases Declined for Prosecution*. All dispositions from the MCAO shall require a supplement be written by the case agent or designee, as specified in Office Policy GF-5, *Incident Report Guidelines*.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CRIMINAL INVESTIGATIONS ORGANIZATION AND ADMINISTRATION	Policy Number GJ-6 Effective Date 12-16-21
Related Information ED-3, <i>Review of Cases Declined for Prosecution</i> GF-5, <i>Incident Report Guidelines</i> GG-1, <i>Peace Officer Training Administration</i> GG-2, <i>Detention/Civilian Training Administration</i> GJ-7, <i>Criminal Investigations: Operations</i> GJ-14, <i>Victims' Bill of Rights</i>	Supersedes GJ-6 (01-05-07)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the organization of criminal investigation units within the Office and specific accountability for all criminal investigations.

POLICY

It is the policy of the Office to ensure criminal investigations are conducted in an organized manner to maintain the integrity of fact gathering and evidence required to assist in the prosecution of the offenders. Solvability factors and the availability of personnel with specific expertise are key determinants in the priority assigned to each investigation.

DEFINITIONS

Blue Team: The Early Identification System (EIS) application that allows employees and supervisors to record information in a database regarding incidents, performance, and conduct. The information from Blue Team is transferred to the IAPro Early Identification case management system.

Case Agent: The lead investigator designated for a specific investigation. The case agent is responsible for overall management of the case. This would include delegation of investigative tasks, lead tracking, collection of supplemental reports and other relevant case documentation, verifying all evidence is impounded, packaging the case for prosecution, and assisting the prosecutor with the presentation for the case in court proceedings, and providing a final disposition approval of all property and evidence held in reference to the investigation, at the conclusion of the case.

Early Identification System (EIS): A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. BlueTeam, the EIS dashboard and IAPro are applications of the EIS.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Furtherance: Any combination of factors including documented experiences or research conducted by the Office or another law enforcement agency which would assist in the furtherance of an investigation.

IAPro: A case management system used by the EIU, the Professional Standards Bureau (PSB), and the Administrative Services Division that tracks and analyzes information, including but not limited to, complaints, commendations, use of force incidents, pursuits, discipline, supervisor notes, and internal investigations. IAPro is used by PSB for the periodic assessment of timelines of investigations and for monitoring the caseloads of internal affairs investigators. IAPro is also used to track, as a separate complaint category, allegations of biased policing and unlawful investigatory stops, searches, seizures, or arrests.

Traffic and Criminal Software Case (TraCS) Case Management System (CMS): An electronic database that allows supervisors and detectives to record information needed for case management in all criminal investigations.

Turndowns: When a prosecutor declines to initiate judicial proceedings of a criminal investigation due to a variety of reasons.

PROCEDURES

1. **Criminal Investigations:** The purpose of criminal investigations is the recovery of property, the apprehension of offenders, and the initiation of prosecution against these individuals. Deputies, detention personnel, or civilians in specific assignments may be assigned to conduct follow-up investigations. Procedures for conducting criminal investigations shall be followed, as specified in Office Policy GJ-7, *Criminal Investigations: Operations*.
2. **Investigative Units:** The Office shall maintain units responsible for specific types of crimes or investigations and shall staff these units with personnel who possess expertise in those specific areas.
3. **Detective Status and Training:** All employees working in a detective assignment shall attain detective status, as specified in Office Policies GG-1, *Peace Officer Training Administration* and GG-2, *Detention/Civilian Training Administration*.
 - A. Newly assigned detectives who have not yet attained detective status shall complete the required training within one year of their detective assignment. Detective status training is offered annually through the Maricopa County Sheriff's Office (MCSO) Training Division. Detective status can be completed prior to working in a detective assignment.
 - B. Annual Detective Continued Training: After receiving detective status, a detective working in a detective assignment shall be required to complete annual detective continued training, as specified in Office Policies GG-1, *Peace Officer Training Administration* and GG-2, *Detention/Civilian Training Administration*.
4. **Case Assignment and Prioritization:** Case analysis and prioritization is based on the solvability factors observed in the case report by the detective unit supervisor reviewing the *Incident Report (IR)*, and shall serve as a general guideline for case assignment. The need for additional resources in an investigation, such as specialized equipment, vehicles, or additional manpower, shall be determined by the reviewing detective unit supervisor.
 - A. Solvability: Case assignment based on solvability considerations include, but are not limited to, the following:
 1. The suspect is known, has been arrested, or has been cited in lieu of detention;
 2. The suspect description is sufficient for identification;

3. Identifiable suspect vehicle description or license plate number;
 4. Investigative leads are listed or known;
 5. Any combination of factors including documented experiences or research conducted by the Office or another law enforcement agency which would assist in the solution of the case or the recovery of property;
 6. Presence or lack of physical evidence at the scene; and/or
 7. The case appears to be part of a series of similar incidents where potential lead information exists.
- B. **Prioritization:** Cases assigned for follow-up shall be investigated based on the urgency assigned to each case, as determined by the detective unit supervisor.
1. **Priority One (Suspects in Custody):** Personnel responsible for the investigation shall ensure the investigation and the resulting IR are complete and thorough, and shall support the issuance of a criminal complaint.
 2. **Priority Two (Violent or Repetitive Crimes):** The suspect has committed a violent crime or a series of crimes whether or not the suspect has been identified.
 3. **Priority Three (Known Suspect):** A suspect has been identified, but further investigation is required prior to an arrest or submitting the case for a criminal complaint.
 4. **Priority Four (County Attorney Further):** The Maricopa County Attorney's Office (MCAO) has requested further investigation of a criminal incident prior to the issuance of a complaint. Furtherance requests should be directed to the case agent, and it is their responsibility, or their designee as requested, to handle furtherance requests and produce all requested records to the prosecuting agency.
 5. **Priority Five (No Known Suspects, but with Workable Lead Information):** Cases where there are no known suspects, but workable leads are present.
 6. **Priority Six (No Known Suspects or Lead Information):** Cases which have no known suspects or investigative lead information but were assigned for follow-up investigation by the responsible detective unit supervisor.
- C. **Low Solvability and Prioritization:** There are times when cases have a very low likelihood of reaching a successful conclusion. These cases do not have a high solvability factor and normally are given a low priority rating. Cases having a low solvability factor should be assigned for follow-up investigation and include, but are not limited to, the following:
1. Those in which personal injury or a threat of injury has occurred;
 2. Those in which the monetary loss to the victim is extremely high; and/or
 3. Those in which the seriousness of, or public sensitivity to, the incident would warrant follow-up investigation attempts.

5. **Follow-Up Investigation:** Follow-up investigation of a criminal case is a shared responsibility between deputies or detention personnel and the case agent. Both should work together to satisfactorily resolve criminal investigations.
- A. The case agent or designee is responsible for the case disposition. Additional personnel may be assigned to assist with the investigation, but responsibility for the case disposition shall remain with the case agent or designee.
 - B. Deputies or detention personnel may be responsible for follow-up investigations of cases in which they conducted the preliminary investigation. This provides continuity in the investigation, and the employee's skills and abilities are enhanced.
 - 1. After submitting the initial IR, deputies or detention personnel should coordinate follow-up efforts with the case agent or designee.
 - 2. The following circumstances prohibiting the follow-up of investigations by deputies or detention personnel may include, but are not limited to:
 - a. The complexity of the investigation;
 - b. The necessity of a specialist to continue the investigation, such as in child molestation, auto theft, narcotics, or homicide cases; and/or
 - c. Time constraints or geographical distances which would remove deputies or detention personnel from their area of responsibility for an extended period of time.
 - C. Case agents or designees are responsible for follow-up investigations of criminal cases. A case agent or designee follows up on cases in which they conducted the preliminary investigation, coordinates follow-up investigations with deputies or detention personnel, and continues follow-up investigations on incidents which cannot reasonably be accomplished by deputies or detention personnel. Case agents or designees shall maintain status notes every 30 days within the Traffic and Criminal Software (TraCS) Case Management System (CMS) on all open assigned cases.
 - D. All attempts made to identify suspects, witnesses, and/or investigative leads, or other follow-up shall be documented in an IR Supplement.
 - E. The detective unit supervisor is responsible for reviewing all IRs forwarded to their unit. The detective unit supervisor shall review all cases to determine the solvability factors and shall assign suitable cases to an employee for follow-up investigation. The detective unit supervisor shall assign all cases followed up by deputies or detention personnel, to a case agent for case management.
 - 1. The detective unit supervisor shall maintain the TraCS CMS. The information recorded shall include, but is not limited to, the following:
 - a. Date and time of the incident;
 - b. Incident Report number;
 - c. Event number or Maricopa County number;

- d. Radio code;
 - e. Description of the incident;
 - f. Location of the incident;
 - g. Organization number for the case assignment;
 - h. Case priority;
 - i. Case status;
 - j. Charging status;
 - k. MCAO submittal date; and
 - l. MCAO disposition.
2. The detective unit supervisor shall ensure case report supplements and final dispositions are completed and approved, as specified in Office Policy GF-5, *Incident Report Guidelines*.
 - a. A final disposition date shall be established for each case, as soon as reasonably determined, given the totality of the investigation, by which time the investigation should be completed.
 - b. The final disposition date may be extended based on the availability of additional follow-up information or the nature of the case and shall be documented in the TraCS CMS by the case agent or their supervisor.
6. **Case Status:** At the conclusion of an investigation, an administrative *Case Closure/Clearance Form* in TraCS shall be completed. This form serves as the case clearance supplemental report.
 - A. Cases shall be closed utilizing one of the following clearance types or a case may be closed administratively:
 1. **Cleared by Arrest:** The case is cleared by arrest when the prosecuting authority has formally charged at least one offender in the case. For the purpose of this clearance type, a misdemeanor/petty offense citation constitutes formal charging of the offender.
 2. **Exceptionally Cleared:** The case is exceptionally cleared when the suspect has been identified but cannot be prosecuted because of technicalities. Technicalities include but are not limited to, an uncooperative victim, the time lapsed since the occurrence has exceeded the statute of limitations, or an MCAO turndown for any reason other than no probable cause.
 3. **Unfounded:** The case is unfounded when the investigating employee concludes from their investigation the complaint is determined to be false or baseless. This would also include cases occurring within the jurisdiction of another agency. If the offense occurred within another agency's jurisdiction, the case shall be forwarded for their attention. A death investigation report will be cleared as unfounded when there is no evidence of criminal activity. Such investigations may involve suicide or accidental death.

4. Case Suspension (Inactive): The case is suspended when all leads are exhausted without being able to charge an offender.
- B. The case agent must consider numerous factors when determining the suitability of a case for investigation suspension. The factors to be considered include, but are not limited to, the following:
 1. The presence or lack of solvability factors;
 2. The lack of additional leads; and/or
 3. When all investigative avenues have been exhausted.
7. Victim Notification: When investigating criminal cases, Office personnel shall comply with procedures, as specified in Office Policy GJ-14, Victims' Bill of Rights and document their actions in a supplemental report.
8. **Charging Notification, Turndowns, Furthers, and Adjudicated Cases:** The Early Intervention Unit shall receive all MCAO charging notifications, turndowns, furthers, and adjudicated cases, and enter them into IAPro before forwarding them to the appropriate district/division through Blue Team. All declined cases shall be processed, as specified in Office Policy ED-3, *Review of Cases Declined for Prosecution*. All dispositions from the MCAO shall require a supplement be written by the case agent or designee, as specified in Office Policy GF-5, Incident Report Guidelines.
 - A. If the detective unit supervisor and case agent agree there is good cause for the turndown, the case agent shall authorize a case clearance with the appropriate case disposition.
 - B. If the detective unit supervisor chooses to appeal the turndown, the supervisor may direct the case agent to contact the reviewing attorney to discuss the reason for the turndown, and attempt to resolve any misunderstanding about the case.
 1. The case agent shall not respond to turndowns by writing on the MCAO notification and returning it to the reviewing attorney.
 2. Any further appeals on a case turned down by the MCAO shall be handled by the detective unit supervisor.
 - C. Requests for further information from a prosecuting attorney regarding a case shall be handled in the following manner:
 1. The case agent or designee shall respond with the necessary information by completing an IR supplement.
 2. Once the request for further information is documented in a supplement, the entire case file shall be re-submitted to the requesting prosecuting attorney.
 3. The detective unit supervisor shall ensure responses are provided to the prosecuting attorney as required.
 - D. The case agent or designee shall authorize a case clearance supplement on all adjudicated cases.