

appropriate.

- F. Throughout the process of collecting, processing, and sharing of criminal intelligence, the employee shall consider the subject's legal and privacy rights. Intelligence reports are exempt from public release by the Ohio Public Records Act under Confidential Law Enforcement Investigatory Records (CLEIR).
- G. In the event a suspicious incident or criminal intelligence information is time sensitive and may require immediate dissemination, the collecting officer should forward the information to the on-duty supervisor to determine if the information should be immediately disseminated.
 - If the on-duty supervisor approves the information for immediate dissemination, the officer shall forward information in accordance with the criminal intelligence distribution policy.
 - The Law Enforcement Planner will review and analyze the disseminated information. If the Law Enforcement planner deems the information as "intelligence" then he or she shall create an "Intelligence Report" and distribute and post as appropriate.
 - Distribution of information will be dictated by the source, content, type of information contained in the document(s), review and analysis. The Law Enforcement Planner and/or Detective Sergeant will consider, but not be bound by the recommendation of the employee who submitted the information. Criminal intelligence shall only be disseminated where there is a need to know and a right to know the information.
 - In general, criminal intelligence information will be disseminated only to law enforcement personnel/agencies. However, criminal intelligence information may be disseminated to a government official or to any other individual when necessary to avoid imminent danger to life or property. Distribution will be based on the "right to know" and the "need to know" and distribution options include:
 - Dublin Division of Police Only,
 - Any Authorized Law Enforcement Agency,
 - Any Authorized Government Official, and/or
 - Affected Individual(s)/Group(s)
 - To ensure uniformity, information shall be evaluated according to the criteria set forth below:
 - Relevance
 - Suspicious Incident
 - Criminal Conduct
 - Homeland Security
 - Potential Threat
 - Source Reliability
 - Reliable: The reliability of the source is unquestioned or has been well tested in the past.
 - Usually Reliable: The reliability of the source can usually be relied upon as factual. The

majority of information provided in the past has proven to be reliable.

- Unreliable: The reliability of the source has been sporadic in the past.
- Unevaluated: The reliability of the source cannot be judged. Its authenticity or trustworthiness has not yet been determined by either experience or investigation.
- Content Validity
 - Confirmed: The information has been corroborated by an investigator or another independent, reliable source.
 - Probable: The information is consistent with past accounts.
 - Doubtful: The information is inconsistent with past accounts.
 - Cannot Be Judged: The information cannot be judged. Its authenticity has not yet been determined by either experience or investigation.

- H. Review and purging of intelligence information should be an ongoing process. Information entered in the intelligence module of the records management system shall be reviewed annually by the Law Enforcement Planner for the purpose of updating or purging files which contain incorrect, obsolete, and/or out of date information, in accordance with the records retention schedule.
- If the information has not been updated and/or is scheduled to be purged per the records retention schedule, the information shall be purged from the intelligence module in the records management system, purged from the intranet (Cop-Net), and the hard copy of the intelligence file shall be purged. A record of the purge may be maintained containing the date and reason of the purge, as well as the name of the person completing the purge.
 - Criminal Intelligence Reports shall be retained per the City of Dublin's Record Retention Schedule. If information has been updated on a criminal intelligence report prior to its purge date, the criminal intelligence report will be held in accordance with the records retention schedule as if it were a new criminal intelligence report.
- I. The Law Enforcement Planner shall be responsible for conducting an annual documented review of the process for collecting, processing, and sharing criminal intelligence and suspicious activity. The Chief of Police or his/her designee may periodically inspect the intelligence file system to ensure that safeguards and requirements are being met.

42.2 OPERATIONS

42.2.1 STEPS IN PRELIMINARY INVESTIGATIONS

The preliminary investigation may be sufficient to bring the case to a satisfactory conclusion, thus obviating the need for a follow-up investigation. Patrol officers or Community Education Unit officers shall normally conduct preliminary investigations of criminal cases and may be assigned follow up investigations.

In general, the primary duties of an officer assigned to a preliminary investigation are:

- A. Officers conducting preliminary investigations shall be responsible for **observing and reporting all conditions**, events and remarks regarding a suspected or reported crime.
- The single most important determinant in solving crime is the information supplied by the victim or witnesses to the immediately responding officer.
 - If a person, not the owner or victim, wishes to file a report, the officer shall take the information from the reporting party, and in second contact, shall determine if the owner and/or actual victim wishes to pursue the investigation and/or possible charges.
 - Normally an officer will handle any report/investigation that may result in criminal charges in person.
 - In the event a **victim wishes to report a crime and resides out of state**, an offense report with information that must be completed by the victim and a witness statement will be forwarded (mail or fax) to the victim for completion, shall be signed by the victim, and then returned by mail or fax. The records section will be responsible for this process and forward the completed report to a patrol supervisor for review and approval.
- B. Officers conducting preliminary investigations shall be responsible for **locating and identifying all witnesses**, including all information about the party who reports the incident.
- Officers conducting preliminary investigations shall conduct a **neighborhood canvass** to identify potential witnesses or evidence, where applicable.
 - Officers conducting preliminary investigations shall **obtain signed statements** from the complainant, victim, witnesses, and any other person(s) who may have information that could provide leads to solving a crime, where possible.
- C. Officers conducting preliminary investigations shall be responsible for ensuring **the crime scene is protected** until evidence can be properly collected.
- The officer who initially takes responsibility for a crime scene will **be responsible for securing and protecting the crime scene**.
 - Officers are provided with a **camera** to photograph the crime scene, **evidence collection/packaging materials** to collect evidence, and each patrol shift is supplied with a complete **fingerprint and drug testing kit**. When practical, patrol officers are expected to be able to process crime scenes for evidence.
 - If an officer believes that a detective needs to be called out based on his/her initial analysis of the crime scene, the officer will notify the on-duty patrol or Community Education Unit supervisor.
 - It is the **responsibility of the supervisor** to make a determination as to whether a detective needs called out to process a crime scene or collect physical evidence.
 - The **supervisor should consider** the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of specialists or detectives could lead to a more efficient or effective conclusion to the investigation.
 - Patrol section, or CEU personnel will remain responsible for providing assistance to detectives during crime scene processing.

- At major crime scenes or at other times when a detective or other crime scene investigator is on the scene, that detective or crime scene investigator shall be responsible for ensuring that the crime scene is secured, protected, and processed.
- D. When conducting the preliminary investigation, the officer should **interview the complainant, victim, witnesses, and suspect(s)** and should isolate them so the officer(s) can obtain clear, concise, and individual statements.
- In the course of the preliminary investigation, officers should attempt to **interview/interrogate** and **obtain written statements** from the complainant, victim, witnesses, and suspects.
 - If the officer feels a detective needs to be called out to conduct an interview or interrogation, the officer will notify the on-duty patrol supervisor.
 - It is the responsibility of the patrol or CEU supervisor to make a determination as to whether a detective needs called out to conduct an interview or interrogation.
 - The supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, and situations where the special expertise of specialists or detectives could lead to a more efficient or quicker conclusion to the investigation.
 - When a detective is called upon by officers to interview or interrogate suspects that have been arrested, the arresting officer will be responsible for filing all charges.
 - Patrol section or CEU personnel will remain responsible for providing assistance during questioning.

Bad Check Procedures

In order to establish consistency in the reporting, filing, and prosecution of **bad check charges**, the Dublin Division of Police will institute the following policy and procedures.

- The Division will only report **felony bad check** cases that involve non-sufficient funds, i.e. the value of the check is over \$500 and/or the instrument was stolen and/or forged. Other types of bad check cases, **forged signature, closed accounts**; will be investigated regardless of the dollar amount.
- **Misdemeanor bad check** cases (non-sufficient funds) will be referred to the Small Claims Division of the Municipal Court in which the case would otherwise be heard. (Franklin County Small Claims – 645-7381 at 375 S. High St., Columbus; Union County Small Claims – 937-644-9102 at 125 E. Sixth St., Marysville; Delaware County Small Claims – 740-368-1296 at 70 N. Union St., Delaware)
- Before taking information for a bad check report, the officer will ensure that the complainant has completed the **legal elements** in order to file the report and subsequent charges. Ohio Revised Code section 2913.11 specifies the elements that are necessary in order to charge and prosecute an offender for passing bad checks. It shall be the policy of this agency that the following elements must have been met in order for a report and subsequent charges to be filed.
- The complainant must have had payment refused on a payee's check or other negotiable instrument within thirty days of the time the check or instrument was given to the complainant or dated for payment.
- The complainant must have forwarded a notice, by certified mail, that payment had been refused and that the payee has ten days in order to satisfy the account.

- The complainant must bring a copy of the return certification, which must have been signed by the payee and/or by any other member of the residence to which the certified letter was sent and the complainant must bring a copy of the letter that was sent to the payee.
- If all elements are not met, criminal prosecution cannot occur and the complainant shall be advised to seek other remedies to secure payment.
- Communications personnel will determine from the initial complainant there are multiple bad checks, defined as more than two by any complainant.
- If **multiple bad checks** do exist, communication personnel will advise the complainant that an appointment must be arranged with the Detective Section in order to process the bad checks.
- If all elements are met officers will complete an offense report.
- When the charges have been prepared and if no restitution has yet been made, the complainant will be contacted to prefer the charges.

Conducting Death/Life Threatening Injury Investigations

The preliminary investigation for any death or apparent life-threatening injury that has occurred, or is discovered within the jurisdictional boundaries of the City of Dublin, and is reported to the Division of Police will follow the policy and procedures outlined in the Stand Alone Directive titled “Conducting Death/Life Threatening Injury Investigations”. The policy and procedure outlined in this document shall guide the actions of responding officers and detectives throughout the preliminary investigation of any death or life-threatening injury.

42.2.2 CONDUCTING FOLLOW-UP INVESTIGATIONS/COLLECTING EVIDENCE

Maintaining contact with principals in any investigation is valuable in building public confidence in the agency as well as indicating that the law enforcement officers are genuinely concerned about the welfare of the victim and other citizens associated with this case.

- A. The Detective Sergeant or his/her designee will **review and analyze all reports** prepared in the preliminary phases of reporting/investigation and, where provided, any departmental records or laboratory results.
 - Officers/Detectives assigned to conduct a follow-up investigation of a case will review reports prepared in the preliminary phase, division records, results from laboratory examinations, past incidents at the same location, and information contained in previous case files related to the location, victim, or suspect.
- B. Officers assigned to follow-up investigations will conduct **additional interviews and interrogations** of victims, complainants, witnesses, and suspects as a means to gather additional information, identify and apprehend suspects, locate and recover evidence, uncover other crimes, and otherwise solve crime. The Detective Sergeant or appropriate supervisor may determine when additional interviews and interrogations for a preliminary or follow-up investigation will be needed.
 - Officers assigned to conduct a follow-up investigation will make a **“second contact”** with victims

within three (3) working days of case assignment.

- Officers assigned to conduct a follow-up investigation will make a “**case disposition contact**” with victims prior to the clearance and filing of a case.
- Normally an officer assigned to a follow-up investigation will complete that investigation no later than 60 days from assignment. If the Detective Sergeant finds, as part of his/her regular case management review, that there is sufficient cause to keep a case open longer than 60 days he/she may authorize the investigator to continue the investigation. No case should be kept open longer than 60 days without first being reviewed and approved for continued investigation by the Detective Sergeant, other appropriate supervisor, or the appropriate Bureau Commander.

C. The officer assigned to the case should seek **additional information** from the following resources, to include but not limited to:

- Other officers
- Informants
- Division records
- Intelligence/Information bulletins
- Outside agencies

D. The officer assigned to the follow up investigation will **plan, organize, and conduct searches**, and **collect physical evidence**, when or if necessary. Officers assigned to the follow-up investigation should, at a minimum consider the following strategies for searches and collection of physical evidence:

- Investigative subpoenas
- Search and/or arrest warrants
- Court order or grand jury
- Voluntary consent to search
- “Knock and Talk”
- Re-visit the crime scene
- Neighborhood canvasses for witnesses or evidence
- Visually inspect the victim and/or suspect for signs of physical evidence

Collection and preservation of physical evidence: Officers of this agency and/or personnel trained in current methodology or techniques will accomplish the collection, preservation, and use of physical evidence.

- Where practical, officers will lawfully search crime scenes and suspects for signs of physical evidence and collect such evidence.
- Officers of this agency shall canvass crime scenes for physical evidence much in the same way as neighborhoods are canvassed for possible witnesses.
- The Physical Evidence Manual published and provided by the Ohio Bureau of Criminal Identification and Investigation of the Ohio Attorney General’s Office will be used as a guideline for the collection and preservation of physical evidence.
- When evidence is collected, it shall be identified either by an evidence label/tag or shall be placed in an envelope, bag, or other container, that shall be tagged or contain an evidence label.
- The evidence shall be placed in a property impound locker or cage in the property function with a

property impound form specifically describing and identifying each item of the property that has been seized.

- For all items of evidence, the officer impounding the evidence will complete a property impound form.
- Vehicles impounded for evidentiary purposes will normally be towed to the Justice Center sally porte for processing.
- Vehicles impounded for forfeiture of traffic crash investigation purposes will be normally towed to the Dublin Service Complex impound area.

E. The officer assigned to a follow up investigation will be responsible for obtaining information to **identify and apprehend suspects**. Officers assigned to the follow-up investigation should at a minimum consider the following strategies for the identification and apprehension of suspects:

- Line-up
- Photographic Line-up
- Mug shot system
- Handwriting sample
- Fingerprints/AFIS
- Informant(s)
- Victim or witness description/identification
- Neighborhood canvass
- Division records
- Crime Stoppers/Media Release

Detective section surveillance operations: Many times, it is necessary to conduct surveillance operations in support of efforts to apprehend suspects. These operations, as they relate to criminal investigations, will normally be conducted at the direction of the Detective Sergeant and planned only with the units necessary to maximize internal and external security. (See G.O. 43.1.5 for additional procedures).

- Patrol surveillance operations, as they relate to criminal investigations, will normally be conducted at the direction of a patrol shift supervisor

F. The officer assigned to a follow up investigation shall attempt to determine **involvement of suspects in other crimes**. Officers assigned to the follow-up investigation should at a minimum consider the following strategies for determining the involvement of suspects in other crimes:

- Informant(s)
- Division records
- Case management system
- Outside agencies
- LEADS/NCIC
- Intelligence reports
- Crime Analysis information
- ILINCS, OLLESIN, OHLEG

G. The officer assigned to a follow up investigation will be responsible for checking **suspects' criminal histories**.

- The officer assigned to the case will be responsible for checking the career criminal history check (CCH) of the suspect(s) using division records and LEADS/NCIC.

Execution of criminal background investigations: Criminal investigations frequently involve background investigations of persons particularly as they relate to intelligence, white-collar crime, organized crime, and drug and vice activities. Additionally, the licensing of some businesses requires background investigations of persons. These investigations should be conducted discretely and with special precautions. Prior to beginning a background investigation, the following criteria should be clearly identified:

- Identify the purpose of the investigation
- Potential sources of information
- Use of the information collected
- Control of information and records developed
- Retention and purging of records

The information collected in these investigations shall be reviewed by the Detective Sergeant for possible inclusion in files pertaining to the matter under investigation. Records pertaining to background investigations are subject to record retention policies and public record laws.

H. The officer assigned to a follow up investigation will be responsible for the following:

- Notifying the victim of any change in the status of an investigation.
- The preparation of the case for final disposition and/or court presentation.
- Providing whatever assistance is necessary to the criminal justice system prior to and during prosecution.
- Providing, in a supplemental report, his/her findings and a disposition recommendation.

Preparation of Grand Jury Summaries

Anytime a case is completed where there has been a felony arrest, or a recommendation for felony prosecution a **Grand Jury summary** will be completed.

- It is the **arresting officer's responsibility to prepare a Grand Jury summary.**
- For cases where the defendant is not a flight risk, and there is not an articulable threat of harm posed by the defendant, Grand Jury summaries shall be completed within 10 business days of the arrest, filing of warrant(s), or the conclusion of the investigation. **For cases where a defendant is incarcerated, or a warrant has been filed and he/she is a flight risk or poses an articulable threat of harm to others,** the Grand Jury summary shall be completed and delivered to the court (Grand Jury division, or Abuse unit for cases involving sexual abuse by an adult) within five (5) days of the arrest, or issuance of the warrant. This will be accomplished by following the procedure outlined below under "Procedure for handling completed Grand Jury summaries."

The Grand Jury summary shall include the following information:

- Demographic information about the suspect/defendant

- Names, complete addresses, DOB's, and phone numbers of all victims and potential witnesses
- Expected testimony of each potential witness
- Name, rank, badge number, and phone number of any police officers associated with the case.
- A listing of all physical, and other evidence
- A checklist of the case file enclosures
- Any additional remarks about the case, if necessary
- The name of the officer preparing the case prosecution summary, the date completed, and the officer's assignment.

The Grand Jury summary should include all of the information available to the investigating officer at the time that it is prepared. All documents included in the case investigation should be presented with the Grand Jury summary in the order designated under the "case file enclosures" heading.

After the Grand Jury summary is submitted to the prosecutor's office the investigating officer may submit additional information on the case.

Procedure for Handling Completed Grand Jury Summaries

Once a Grand Jury summary is completed, it will be forwarded to the employee's supervisor for review. After the supervisor's review and approval the case summary shall be **forwarded to the Detective Sergeant**, who will review the summary and approve it or return it for correction.

- After approval by the Detective Sergeant, the Grand Jury summary will be forwarded to the records section. Records will time stamp the **Grand Jury summary and all felony U-10-100's** and will prepare a copy. The original will then be placed in the case packet. The copy of the Grand Jury summary and all felony U-10-100's will be forwarded to the Court Liaison by Records personnel to be logged into the Access case tracking system and into the Division's records management system (H.T.E.). The Court Liaison will be responsible for the delivery of the Grand Jury summary to the Grand Jury.
- It will be the **responsibility of the Court Liaison Officer** to review all felony U-10-100's to ensure all necessary materials have been delivered to court.
- It will also be the responsibility of the Court Liaison Officer to deliver grand jury summaries to the Grand Jury prosecutor's office within five (5) business days of the time stamp.
- If a grand jury summary is not delivered within five (5) business days, the Court Liaison will be responsible for indicating the reason(s) the case has not been delivered, e.g. evidence has not been returned from the laboratory, etc.
- **For cases where a defendant is incarcerated, or a warrant has been filed and he/she is a flight risk or poses an articulable threat of harm to others**, the Grand Jury summary shall be completed and delivered to the court (Grand Jury division, or Abuse unit for cases involving sexual abuse by an adult) within five (5) days of the arrest, or issuance of the warrant.
- If a case is refused for indictment, the Court Liaison will forward the case back to the investigating officer or detective with a copy to the officer/ detective's supervisor and a copy to the appropriate Bureau Commander.
- It will be the responsibility of the Court Liaison Officer to prepare a weekly log indicating grand jury

summaries delivered, cases presented for indictment, dispositions of any felony cases, and any other pertinent court related activities for the week, which will be forwarded to the Operations Bureau Commander or his/her designee.

The Court Liaison Officer will prepare a monthly report detailing the following:

- Grand jury summaries that have been presented to Grand Jury.
- Dispositions of cases presented
- Felony arrests with no case prosecution summary prepared.
- Grand jury summaries prepared but not delivered.
- Pending grand jury indictments delivered with no action for 60 days
- Grand jury summaries delivered but not presented.
- Any other applicable case status information.

Preparation of Cases for Presentation to Municipal Court

Any time an officer completes a misdemeanor case investigation where an arrest has been made, or a warrant has been filed and the case will be adjudicated in municipal court, the arresting officer will ensure that all case information, including copies of the original report, supplemental reports, U-10's, witness statements, etc. is placed in the prosecutor's mailbox before the end of the arresting officer's tour of duty.

42.2.3 CHECKLISTS FOR INVESTIGATIONS

The offense report will normally serve as a checklist for preliminary investigations. An investigative checklist will be attached to those cases assigned for follow-up investigation.

42.2.4 INVESTIGATORS AT ROLL CALLS

Members of the Detective Section will periodically attend patrol shift roll calls to enhance relationships between the sections and to provide for the exchange of information.

42.2.5 INVESTIGATIVE TASK FORCE

A. The Dublin Division of Police currently participate in one (1) formal, long term, multi-jurisdictional investigative task force, the FBI's Violent Crimes Task Force. One detective participates in this task force on a part-time basis. The employee representative shall first and foremost be accountable to his/her designated supervisor within the Division, but shall also be accountable to his/her designated supervisor within the task force, as identified in the agreement(s) between this agency and the task force.

- The employee representative shall be responsible for any reports which are associated with his/her membership on the task force in addition to any reports which may be required and/or requested by his/her supervisor, Bureau Commander, the Chief of Police, or by other regulations.
- The purpose of the Division's participation in this task force is;
 - To provide a means to investigate computer crimes or activities that cross jurisdictional boundaries, in particular, crimes involving internet fraud, and internet predators;
 - Improve communications with other local, regional, state, and federal entities to subvert criminal activity;

- Share resources with other law enforcement agencies that might otherwise be unavailable or impractical to obtain.
- B. Both the agency's and the participating employee(s)' **authority and responsibility** shall be clearly specified in a written agreement among the agencies and between this Division and the employee(s) representing the Division.
- The employee representative will retain his/her authority and responsibility with this agency, and shall also bear the authority and responsibility commensurate with his/her position in the formal, long term, multi-jurisdictional investigative task force. The Federal Bureau of Investigation is the defining authority for the Violent Crimes Task Force. Its responsibilities, as well as those of the Dublin Division of Police, are outlined in the written agreement between the agencies.
- C. On an annual basis, the sergeant supervising the agency representative(s) shall **evaluate the results and continued necessity** of our operation within a formal, long term, multi-jurisdictional investigative task force by:
- Reviewing the written **agreement(s)**,
 - Reviewing the **reports and activities** of the employee(s) (representatives) involved in the task force(s)
 - **Evaluating the results** of the Division's participation in the task force(s)
 - **Reporting on the continued necessity** for participation to the appropriate Bureau Commander and Chief of Police.
- D. The agreement(s) between this Division and the task force shall specify the **resources that will be made available** to and from the formal, long term, multi-jurisdictional investigative task force, including but not necessarily limited to the specified representative(s), equipment, and other support personnel.
- Resources provided to the task force should not negatively impact the ability of this agency to provide services to the citizens of this community.
 - This agency will utilize the resources of the investigative task force as specified in the agreement(s).

42.2.6 DETECTION OF DECEPTION EQUIPMENT

- A. The use of devices such as the Computerized Voice Stress Analyzer (CVSA), polygraph or other detection of deception equipment shall be coordinated and scheduled with the consent of and at the discretion of the Detective Sergeant or, in his/her absence, the Operations or Services Bureau Commander.
- Polygraph examinations shall only be conducted at or by another agency.
 - Examiners shall be graduates of institutions providing training for this purpose and shall be certified by the State of Ohio, if so required by the State.
- B. Only certified examiners will conduct CVSA examinations. These examinations may be conducted in conjunction with criminal investigations, pre-employment investigations and non-police internal investigations.
- CVSA examinations are to be used as a tool in conjunction with other investigative means.

- The CVSA should not be used as the determining factor for offering employment to prospective Division employees, or a final determining factor in investigations.
 - The CVSA is used for truth verification.
 - The CVSA should be viewed as a means to protect the integrity of an investigation and/or the interviewee.
- C. Re-certification for CVSA examiners must be successfully completed every three years.
- D. The CVSA may be used in both overt and covert interviews.
- Any subject being examined in an overt interview will sign a release before the administration of any questioning.
 - The consent must be on the Truth Verification Release Form, and must be in the presence of the CVSA examiner before the beginning of the examination.
 - The examination will not be limited by age, as long as the person being tested can differentiate between right and wrong, and will be at the discretion of the certified examiner.
 - Persons under the age of eighteen must have a parent or legal guardian's consent before testing.
- E. Responsibilities of Officer/Detective requesting a CVSA Examination:
- The Officer/Detective will complete a preliminary investigation and consult with the examiner before a CVSA examination is scheduled. The CVSA is a supplement to, not a substitute for, a through investigation.
 - The examiner, not the Officer/Detective, will contact the subject to set up a date and time for the examination.
 - The Officer/Detective will remain available until completion of an examination if possible.
 - CVSA records may include a rights waiver, truth verification release form, CVSA charts, and/or a statement of examination results.
 - A copy of the CVSA charts and a statement of the examination results will be maintained with the original report.
- F. CVSA examinations may be used in the employee applicant background investigation phase of the selection process for employment.
- The results of the CVSA examination will not be used as the only determining factor in eliminating a prospective Division of Police employee.
 - Admissions that a prospective employee makes during the CVSA process can be used in the hiring process.
 - The questions asked during a pre-employment CVSA will be standardized and approved by the Chief

of Police in conjunction with the Director of Human Resources.

- A copy of the CVSA charts and a statement of the examination results will be included in all applicant background packets.

42.2.7 USING CONFIDENTIAL INFORMANTS

The use of confidential informants must be authorized by the Services Bureau Commander. The Detective Sergeant is responsible for coordination of such use as well as the record keeping of informant files.

- Prior to the approval of the use of a confidential informant, the Detective Sergeant or the Community Impact Unit (CIU) Sergeant shall meet with the potential informant and, at a minimum, consider the 1) Type of crime being investigated; 2) Informant's criminal history; 3) Informant's history related to alcohol or drug abuse; 4) Informant's probation or parole status and restrictions; 5) Informant's history of reliability; 6) Informant's work for other police agencies?; 7) Motivation of the informant; 8) Risk to the informant's safety.
 - A person must meet five criteria to establish him/herself as a confidential informant:
 - The person is in a unique position to help the Division in a present or future investigation.
 - The person will not compromise Division interests or activities.
 - The person will accept the direction necessary to effectively use his/her services.
 - There is no known history of prior unsatisfactory involvement as a confidential informant.
 - The person is not currently working as a confidential informant for another governmental agency.
 - After meeting with a potential confidential informant and/or determining if he/she has met the above criteria the Detective Sergeant or Community Impact Unit (CIU) Sergeant shall make a recommendation to the Services Bureau Commander to approve or disapprove his/her use. The recommendation will include a summary of the person's case history, known past criminal behavior, and will state whether or not they meet the criteria set above.
- A. The Detective Sergeant shall maintain the **confidential informant files**, subject to periodic, unannounced inspections by the Chief of Police, in a **master file** with access limited to the Detective Sergeant and the Chief of Police.
- B. The informant **file shall contain**:
- Biographical and background information of the informant,
 - LEADS/NCIC Printout
 - Informant registration form/questionnaire
 - Criminal history records,
 - Code name(s) or number(s) for informants,
 - A record of funds paid to the informant and signed receipts, using the informants code number/name
 - Photograph(s) of the informant
 - Fingerprints of the informant
- C. The Detective Sergeant shall be responsible for the **maintenance and security of the informant file and any related codes**. Access to the informant file is limited to the Detective Sergeant and the Chief of Police. The files shall be maintained in a separate and secured area from other files.
- D. The Detective Sergeant shall be responsible for other **methods to protect the identity of informants**,

such as changing codes periodically or maintaining a rotating system of identification, if needed. Ohio Public Records law does also provide information (i.e. identity) protection to “confidential sources”.

- E. Only the Chief of Police or a Bureau Commander may **authorize the use of funds** from the Furtherance of Justice fund to pay informants for specific tasks.
- The criteria for paying informants shall be based on the informant’s prior reliability and investigative outcomes.
 - The Detective Sergeant shall review all requests for funds, make recommendations, and forward requisitions to the Services Bureau Commander or in his/her absence the Operations Bureau Commander or Chief of Police.
- F. **Precautions to be taken with informants** generally include:
- Keeping accurate records and documentation;
 - Never provide an informant with knowledge of specific police operations or activities.
 - Informants who are actively being used shall undergo a record and warrant check initially when they are signed up and periodically thereafter.
 - Letting a supervisor or another officer know that the officer intends to meet with his/her informant;
 - The officer should pick the location for the meeting;
 - Contact should be kept on a business level, particularly when dealing with an informant of the opposite sex or one whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties;
 - **The officer shall always have another officer accompany him/her when meeting with a confidential informant.** The presence of additional officers will ensure officer safety, corroboration of information, and integrity of the investigation.
- G. **Juvenile Informants** will not be used.

42.2.8 PROCEDURES FOR INVESTIGATING IDENTITY CRIMES

- A. The agency shall take an initial incident report for any case of alleged identity theft that has either been initiated by a perpetrator within the City of Dublin or has resulted in a person being victimized in the City. As a courtesy to Dublin residents a report may be taken for identity thefts that occur outside of our jurisdiction. If the victim is not able to make the report in person the officer may utilize information taken over the phone to initiate the report (see G.O. 81.2.14).
- B. Officers will use the standard incident report format to report cases of alleged identity theft.
- C. Officers who initiate an incident report from a victim for an alleged crime of identity theft shall provide the victim with the Division’s brochure on victim’s rights as well as an Identity Theft Information Sheet.
- D. If an alleged crime of identity theft is assigned for investigation to a detective or other officer, that

detective/officer's supervisor will be responsible for ensuring that any necessary coordination of investigations is achieved with any agency that may have relevant information to the case.

- E. The agency shall maintain information on identity theft prevention on its website and through the dissemination of the Identity Theft Information Sheet to victims, as well as to the general public.

42.2.9 PROCEDURES FOR INVESTIGATING COLD CASES

- A. A cold case is any unsolved homicide, felonious assault, kidnapping, sexual assault, or aggravated robbery that has been given the disposition of inactive.
- B. The detective sergeant will use the following criteria to establish whether a cold case will be reassigned.
 - Cases that are identified through additional information and/or evidence brought to the attention of the Division.
 - Unsolved cases as described in 42.2.9 A that have witnesses, suspects, and/or victims that are still available for interviews and may provide new information.
 - Any unsolved case as described in 42.2.9 A where technology not available or not utilized at the time of the original investigation may provide new opportunities to solve the case.
 - The detective sergeant shall be responsible to conduct an annual review of agency cold cases to determine if any meet the above set criteria for reassignment.
- C. All investigative actions or activities involved in the investigation of any cold cases shall be recorded in the case packet, as with any other follow up investigation. The progress of an investigation will be reviewed by the Detective Sergeant periodically as a part of his/her case management reviews.

42.2.10 INTERVIEWS AND INTERROGATIONS/INTERVIEW ROOMS

- **Interview:** An interview is a voluntary, non-custodial series of questions and answers that may be conducted by sworn members of this division.
- A person who is being interviewed must understand that their statement(s), either oral or written, are completely voluntary and that the statement(s) are not being made while in custody.
- **Interrogation:** An interrogation is an in-custody questioning about matters closely related to a crime, or suspected crime. When sworn members of this division conduct an interrogation, the suspect will be afforded every right under the U.S. Constitution, the State of Ohio Constitution and the Ohio Revised Code.
- **Places of Detention:** Places of detention include a jail, police or sheriff's station, holding cell, state correctional institution, local correctional facility, detention facility or "Department of Youth Services" facility.
- An officer shall make a reasonable attempt to contact a parent(s) or guardian(s) prior to the interrogation of a juvenile suspect.
- **Miranda Warning:** Persons who are interrogated while in custody shall be given their Miranda rights prior to questioning and shall be afforded the opportunity to obtain counsel.

- There shall be documentation that the defendant(s) has been read and informed of his/her Miranda rights.
 - The question of coercion or the involuntary nature of confessions and admissions will be addressed by requiring a suspect to acknowledge their right before making a statement, indicating that the confession is completely voluntary. The acknowledgement and waiver of their rights shall be documented.
 - All custodial interrogations that occur in a **place of detention** shall be audio and/or audio-visually recorded. Interrogations which occur in places other than a place of detention will be audio and/or audio-visually recorded when practical. Places of detention include a jail, police or sheriff's station, holding cell, state correctional institution, local correctional facility, detention facility or "Department of Youth Services" facility.
 - If a suspect wishes to make a statement, but refuses to sign a rights waiver, the suspect's oral waiver must be witnessed by a second Division employee or another sworn officer, and/or recorded through video and audio recording.
 - **Access to counsel:** Defendants shall not be deprived of counsel. It is incumbent upon the defendant after being advised of his/her rights to affirmatively request the right to counsel if he/she desires to invoke such right.
 - After the arrest, detention, or any other taking into custody of a person, with or without a warrant, such person shall be permitted facilities to communicate as soon as practical with an attorney of his/her choice or to communicate with any other person of his/her choice for the purpose of obtaining counsel.
 - Such communication may be made by a reasonable number of telephone calls or in any other reasonable manner. Such person shall have a right to be visited when practical by any attorney and to consult with him/her privately.
 - No officer shall prevent, attempt to prevent, or advise such person against the communication, visit, or consultation provided for by this section.
 - **Interview rooms:** This agency utilizes several designated interview rooms. They are: the interview room in the rear hallway of the Justice Center, next to the holding area, the conference room in the rear hallway of the Justice Center, and the Court Conference Room adjacent to the lobby of the Courtroom. Video and audio recordings can be made in these three rooms of any interview or interrogation. In addition to these three rooms, an officer or detective that is conducting a Voice Stress Analyzer interview may utilize another room if it is being used for background investigations for hiring purposes.
- A. When any officer conducts an interview in an interview room outside of the temporary holding facility, the officer must be aware of weapons control within the room. Personnel do not need to disarm, but should minimize the presence of weapons for safety reasons (cooperative subjects can quickly turn hostile) and to minimize the likelihood of a subject claiming intimidation from the presence of weapons. When any officer conducts an interview in a room within the temporary holding area he/she must secure his/her firearm prior to entering the interview room.
- B. When conducting interviews or interrogations with potential suspects the officer/detective conducting the interview/interrogation should advise the communications center with his/her location.

- C. There should be no more than two officers in an interview/interrogation room at any time during an interview or interrogation.
- D. In the event of an emergency or other situation where assistance is needed, an officer utilizing one of the Division's interview rooms should utilize the "intercom" button on the wall if the room is so equipped, or his/her portable radio to summon help. These communication modes are monitored by the Division's Communications Center who will summon assistance to the appropriate interview room.
- E. Each interview room will be equipped with at least two chairs and table.
- F. Officers/Detectives who are conducting interviews or interrogations shall provide subjects with reasonable access to restrooms, as well as access to water and breaks.

42.2.11 PHOTGRAPHIC LINEUPS FOR EYEWITNESS IDENTIFICATION

The intent of this policy is to distinguish under what circumstances a photo lineup will be used and how it will be conducted. A photo lineup should be used when a witness has the opportunity to view the suspect during the crime, the suspect is unknown to the victim/witness, when need to identify the suspect is not urgent, and/or when a suspect is not being detained.

Non-suggestive composition of a photo lineup may enable the witness to confirm a suspect and/or provide a lead in a case in which no suspect has been determined and other reliable sources have been exhausted. The investigator/photo lineup preparer shall compose the photo lineup in such a manner that individual photos are not suggestive. In addition, the investigator should ensure the photo lineup is representative of the suspect description provided by the witness as soon as practical following the crime and again just before they view the photo lineup.

A. Definitions:

- **Administrator:** An administrator is the person conducting a photo lineup or live lineup.
- **Blind Administrator:** A blind administrator is one who does not know the identity of the suspect.
- **Blinded Administrator:** A blinded administrator is one who knows the identity of the suspect, but does not know which line-up member the eyewitness is looking at because a folder system or substantially similar system is used. A blinded administrator **shall** complete the photo lineup form and use the **Folder System** when conducting the photo lineup.
- **Eye Witness:** An eye witness is a person who observes another person at or near the scene of an offense.
- **Filler:** A "filler" is either a person or a photograph of a person who is not "suspected" of an offense and is included in an identification procedure.
- **Perpetrator:** A perpetrator means the person who committed the offense.
- **Photo Line Up:** A photo lineup is an identification procedure in which an array of photographs, including a photograph of the "suspected perpetrator" of an offense and additional photographs of other persons not "suspected" of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the "suspect" as the "perpetrator" of the offense.

- **Suspect:** A suspect is the person believed by law enforcement to be the possible perpetrator of the offense.
- B. The investigator and/or preparer shall compose the photographic line up in such manner to ensure the photo lineup is not suggestive of a specific individual by adhering to the following guidelines:
- Whenever practical, a **Blind or Blinded Administrator** should administer the photo line-up. If it is not practical to have a blind or blinded administrator conduct the photo line-up, the administrator must document the reason.

Procedure for conducting a Single Page System photo lineup:

A Single Page System may only be conducted when a Blind Administrator is available. The blind administrator shall:

- Complete the photo lineup form.
- Group photos by format (e.g., color or black and white; Polaroid, 35mm, digital or video) to ensure that no photo unduly stands out.
- In cases where there are multiple suspects, only one suspect photo should appear in each photo lineup. Subsequent line ups for additional suspects will contain all new photos.
- Obtain the suspect photo, five photos of non-suspects who match the suspect’s description and print them on the reverse side of the photo lineup form. Photos should be selected that are uniform with regard to general physical characteristics (e.g., race, age, sex)
- Place one of the non-suspect photos in the number 1 position in the photo lineup.
- Randomly place the suspect photo and the remaining non-suspect photos in each of the remaining five remaining positions.
- Advise the witness that the alleged perpetrator may or may not be in the photos.
- Tell the witness they are to identify that person by number only.
- Say nothing to the witness about the witness’ identification until the lineup has concluded and has been documented and recorded.

Procedure for conducting a Folder System photo lineup:

A Folder System may be conducted when a Blind or Blinded Administrator is available. The administrator shall:

- In cases where there are multiple suspects, only one suspect photo should appear in each photo lineup. Subsequent line ups for additional suspects will contain all new photos.
- Obtains the suspect photo, five photos of non-suspects who match the suspect’s description and four blank photos that contain no images. Photos should be selected that are uniform with regard to general physical characteristics (e.g., race, age, sex)
- Places one of the non-suspect photos in a plain manila folder and marks the folder as Folder 1.
- Places the suspect photo and the remaining non-suspect photos (one photo in each folder), in five empty manila folders, shuffles them and marks them Folders 2 through 6.

- Places the four blank photos (one photo in each folder) in four empty folders and marks them Folders 7 through 10.
- Advises the witness that the alleged perpetrator may or may not be in the photos.
- Tells the witness they are not to show the administrator any of the images and that if they see the alleged perpetrator, they are to identify that person by number only.
- Hands the witness each of the 10 folders individually without looking at the photos. Each time the witness views a photo, he is to indicate if it is the person he saw and his degree of confidence in that identification. He is then to return the folder to the administrator.
- Follows the same procedure if the witness asks for a second viewing. There can be no more than two viewings.
- Says nothing to the witness about the witness' identification until the lineup has concluded and has been documented and recorded.

B. The agency will not require the investigator to video or audio record the presentation of a photo lineup.

C. When multiple witnesses are available, the investigator should ensure witnesses are separated and instruct them to avoid discussing details of the incident with other witnesses. Each witness will be shown a different photo lineup using the same photographs arranged in a different sequence.

D. Prior to presenting the photo line up to a witness, the investigator will complete the investigator's section of the Photo Line Up form. The investigator will give instruction to the witness and have the witness complete his/her portion of the Photo Line Up form outside the presence of other witnesses.

E. The level of confidence expressed by a witness after viewing a photo lineup will be recorded on the Photo Line Up form and signed by the witness.

F. The investigator presenting the photo lineup is prohibited from taking any action that would bias or influence the witness's selection.

G. The presentation of the photo lineup and its results will be documented on an agency supplemental report with the completed Photo Line Up form and photos attached.

- When it is impracticable for either a blind or blinded administrator to conduct the live lineup or photo lineup, the administrator must state in writing the reason for that impracticability.
- The administrator conducting the lineup must document the following in a supplemental report:
 - All identification and non-identification results obtained during the lineup, signed by the eyewitnesses, including the eyewitnesses' confidence statements made immediately at the time of the identification.
 - The names of all persons present when the photo lineup is conducted.
 - The date and time of the lineup.
 - Any eyewitness identification of one or more "fillers" in the lineup.

- The names of the lineup members and other relevant identifying information, and the sources of all photographs or persons used in the lineup.
- The source of all photos used in the photo lineup.

42.2.12 SHOW-UPS IN EYEWITNESS IDENTIFICATION

The intent of this policy is to distinguish under what circumstances a show up for field identification will be used.

- A. A show up should be used when a witness had the opportunity to view the suspect during the crime, when a suspect matching the general description of the witness is being detained, and when the need to identify the suspect is urgent. The show up should be conducted in a reasonable time period following the crime, when a suspect is apprehended and/or detained.
- B. The suspect should not be moved from his/her location. The investigator should transport the witness to the location of the detained suspect to limit the legal impact of the suspect's detention.
- C. When multiple witnesses are available, the investigator should ensure witnesses are separated and instruct them to avoid discussing details of the incident with other witnesses.
 - If a positive identification is obtained from one witness, consider using a photo lineup for remaining witnesses.
- D. Prior to conducting a show-up for identification, the investigator or the officer transporting the witness should instruct the witness to avoid discussing details of the incident with other witnesses and caution the witness that the person he/she is looking at may or may not be the perpetrator.
- E. When conducting a show-up, the investigator should ask the witness' in his/her own words, the level of certainty of the identification. This level of certainty should be included as part of the witness' written statement.
- F. The investigator or other officers involved in conducting the show up are prohibited from taking any action that would unreasonably bias or influence the witness' identification of the suspect.
- G. The investigator will document the show up and its results on an agency supplemental report with the signed witness statement completed and attached.
 - The supplemental report should include the date, time and location of the show up and any recorded statements from the witness(s).

42.2.13- Community Impact Unit (CIU)

- A. The mission of the Community Impact Unit (CIU) is to assist and supplement the Patrol and Detective Sections in their response to crime patterns, crash hot spots, neighborhood traffic complaints, and other identified issues of community concern. The Community Impact Unit will utilize crime and crash analysis, criminal intelligence and review of other informational sources as part of a systematic identification of of these issues.
 - CIU Investigators will engage in proactive investigations using a combination of criminal intelligence, human and technical surveillance, undercover operations and standard investigative

techniques to solve crimes, prevent additional crimes, and to identify, locate, and apprehend offenders.

- CIU Traffic Officers will engage in proactive traffic enforcement, education, partnership with other city departments, and community outreach activities in an effort to;
 - Reduce crashes in high crash areas (crash hot spots)
 - Reduce speeding in areas identified as having a speeding problem
 - Successfully resolve traffic complaints

B. Definitions:

- **Crime Pattern** - Involves two or more crimes or more serious incidents that seem to be related by: victim, offender, location, time, target, and/or property that typically occur over days, weeks, or months. Types of crime patterns include:
 - **Crime Series** - A group of similar crimes thought to be committed by the same individual or group of individuals acting in concert against one of varying victims or targets (e.g., robbery of convenience stores by one offender).
 - **Crime Spree** - A run of crime activity characterized by such high frequency that the activity appears almost continuous and seems to involve the same offender, usually over a short time span with no "cooling off" period (e.g., multiple theft from vehicles along the same street in one night).
 - **Crime Trend** - When crime levels exceed what is considered to be "normal" a crime trend is occurring. A crime trend does not necessarily have a pattern and it may not be limited to a single crime type. It is simply an unusual increase in criminal activity (e.g., increase in property crimes or crimes of violence across the city).
 - **Hot Spot** - A specific location or small area where an unusual amount of criminal activity occurs, committed by one or more offenders (e.g., residential burglaries in a 3 block area, theft from vehicle from a specific business complex).
 - **Hot Product** - A specific type of property targeted in same or different types of crime (e.g., flat-screen TVs taken in commercial and residential burglaries, copper thefts from construction sites, smartphones and tablet thefts from vehicles).
 - **Hot Target** - A type of place frequently victimized but not necessarily in the same area (e.g., cell phone stores where merchandise is stolen, theft of credit cards from purses at restaurants).
 - **Crime Pattern Advisory** - A Crime Pattern Advisory Report informs an end-user of crime patterns, series, sprees, or problems which have been identified and are used to request and provide additional information pertaining to suspects, vehicles, or anything else specific to the identified problem.
 - **Criminal Intelligence** - Information compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor suspicious incidents, criminal activity, and/or homeland security activities.
 - **Community Impact Unit (CIU) Projects** - Crime Pattern Advisories, criminal intelligence reports and other requests for investigative assistance which have been reviewed by the CIU

Sergeant or his/her designee and assigned to a CIU Investigator.

- **Crash Hot Spots** – A specific location or area where an unusual amount of crash activity occurs during a specified time period.

C. Policy:

The Community Impact Unit (CIU) Investigators and the Law Enforcement Planner will be primarily responsible for the systematic study of crime and disorder problems as well as other police related issues.

The Community Impact Unit (CIU) Sergeant or his/her designee, Detective Sergeant or his/her designee, and/or the Law Enforcement Planner have the authority to issue a Crime Pattern Advisory.

The Community Impact Unit (CIU) Sergeant or his/her designee will screen all issued crime pattern advisories, criminal intelligence reports, and other requests for investigative assistance to determine assignment based on the following criteria:

- Seriousness of the Offense(s)
- Goals of the Police Division
- Existence of a Crime Pattern (i.e. crime series, crime spree, crime trend, hot spot activity)
- Existence of Linked Cases (i.e. repeat offender, hot targets, hot products etc.)
- Availability of Investigative Resources
- Investigative Leads (i.e. suspect description, suspect vehicle description, etc.)
- Required Proactive Action (i.e. surveillance, pawn shop check, etc.)
- Issues of Significant Community Concern
- Other Factors that the CIU Sergeant or his/her designee may be aware of or circumstances that would require further investigation.

The Community Impact Unit (CIU) Supervisor, CIU Traffic Officers and the Law Enforcement Planner will be primarily responsible for the systematic study of traffic crash problems as well as traffic complaint issues.

The Community Impact Unit (CIU) Sergeant or his/her designee will follow the guidelines specified in General Order 61.1.1G for the assignment and investigation of all traffic complaints received by the Division.

The Community Impact Unit (CIU) Sergeant or his/her designee will direct and supervise the deployment of CIU Traffic Officers in efforts to reduce traffic crashes in identified crash hot spots.

D. Procedure:

All assignments to Community Impact Unit (CIU) Investigators will be documented and referred to as "Projects" by the CIU Sergeant and/or his designee. For each CIU project, the CIU Sergeant or his/her designee, will identify the principle CIU investigator.

- A CIU assignment cover sheet will be distributed to the CIU investigator who is assigned to the project and each CIU project will have its own sequential numbering system.

- Each CIU project will have a primary case or call for service number associated with the Project. Project documentation will be maintained under the primary case number or call for service number during the course of the project.
- The principle CIU investigator will be responsible for communication with the Project's initiating entity (the officer, detective, crime analyst, outside agency assigned to the case(s), call for service, criminal intelligence report, etc.) that he/she has been assigned the Project.
- The initiating entity will serve as the CIU investigator's liaison for the assigned Project.
- The principle CIU investigator will be responsible for the coordination and documentation of the agency's response efforts.
- CIU Investigators assigned to projects will normally use copies of case materials to proceed with their investigation, while leaving original documents in the case file.
- Original case files that are removed from the records section shall be signed out by the investigator indicating the case file number, who has the file and date of removal.
- All original documents are to be filed in the records section upon completion of the investigation.
- CIU project documentation (i.e. supplemental reports) will be entered into all linked cases at the using the supplemental report module in the police division's electronic report management system.

The Community Impact Unit (CIU) Sergeant will employ a project monitoring system so that he/she may check on project status during the course of the investigation. CIU Investigators will be expected to effectively investigate and follow-up on projects and come to a conclusion within 60 days of project assignment. If the CIU investigator requires a time extension, he/she shall meet with his/her supervisor to obtain approval for the time extension. The time extension should be noted on the CIU assignment cover sheet.

The Community Impact Unit (CIU) Sergeant will prepare a monthly report that includes:

- Project Information: Project number, primary case number, CIU Investigator assigned, Date of assignment, type of assignment, and project status
- Number of Projects active at the start of the month
- Number of New Projects assigned during the month
- Number of Projects cleared during the month
- Number of Projects cleared successfully during the month (successful clearance includes any project with a disposition of "cleared by arrest" or that is "exceptionally cleared")
- Project clearances for the month
- Number of Projects active at the end of the month

The CIU monthly report will be distributed to the Chief of Police and the Services Bureau Commander.

Administrative designators: All completed projects submitted to the Community Impact Unit (CIU) Sergeant for review shall be classified as one of the following:

- **Unassigned:** Crime pattern advisories which have been reviewed by the Community Impact Unit Sergeant or his/her designee and not designated for assignment based on the information provided or lack thereof.
- **Unfounded:** If an investigation into the project shows that no offense occurred nor was attempted, the project can be classified as unfounded. If a project is determined through law enforcement investigation to be false or baseless, it can be classified as unfounded.

- **Cleared by Arrest:** A project may be “cleared by arrest” or solved when at least one person is: 1) arrested; 2) charged with the commission of an offense; and/or 3) turned over to the court for prosecution (i.e. arrest, court summons, warrant filed, or direct indictment). Although no physical arrest is made, a clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.

- **Exceptionally Cleared:** The project may be considered to be cleared by exceptional means if the investigation has definitely established the identity of the offender; if there is enough information to support an arrest, charge, and turning over to the court for prosecution; if the exact location of the offender is known so that the subject could be taken into custody now; and if there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender.
 - Projects classified as Exceptionally Cleared or Cleared by Arrest may remain active if continued investigation is expected to lead to the identification and/or arrest of additional offenders.

- **Inactive:** Assigned and completed project in which it is determined that the crime(s) cannot be investigated and/or solved based on the information provided or lack thereof, all reasonable leads have been exhausted and investigative follow-up would not provide any further leads, the project can be classified as inactive.

- **Administratively Closed:** During the course of the project, the complainant/victim elects to cancel the investigation or elects not to pursue the investigation or after a review of the offense/investigation, it is forwarded to another agency for follow-up and/or investigation (i.e. FBI, prosecutor’s office, etc.)

B. The Community Impact Unit (CIU) Sergeant will maintain a file of all completed assigned project coversheets.

CROSS REFERENCE TO STANDARDS AND POLICIES: General Orders 1.2.3, 2.1.3, 82.1.5, 42.2.1, 42.2.2, 1.2.3, 82.1.1, 82.2.5, 83.1.1, 16.2

CROSS REFERENCE TO FORMS: Offense Report, Supplemental Investigation Report, Detective Section Monthly Reports, Inactive (IA) Letter, Investigation Checklist Coversheet, Informant Questionnaire, Informant Biographical Summary, Confidential Funds Request, Patrol Investigative Notification Form, Ohio BCI Physical Evidence Manual, U.S. Department of Justice National Guidelines for Death Investigations, Franklin County Sexual Assault Protocol, Conducting Death Investigations Stand-alone document, Photo Line up Form.