
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# I-010

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SUBJECT: CRIMINAL INVESTIGATIONS

INDEX AS: CRIMINAL INVESTIGATIONS

EFFECTIVE DATE: 02/15/2006 REVISED DATE:

I. PURPOSE:

To establish guidelines by which the Investigative Division can function efficiently and perform in a manner consistent with established departmental policies and procedures.

- A. Criminal Investigations will be the responsibility of the Captain assigned by the Sheriff and/or the Major. The Captain will maintain case file management and assist with job applicant investigations. The Captain is under the direct supervision of the Major.

II. SCOPE:

These guidelines apply to all Investigative personnel of the Laurens County Law Enforcement Center.

III. POLICY:

It shall be the policy of the Investigative Division to fully investigate and prosecute all misdemeanor and felony crimes committed against the State of Georgia in compliance with Departmental policies and State and Federal Laws.

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IV. ORGANIZATIONAL STRUCTURE:

- A. The Investigative Division shall be managed and directed by a Chief Investigator holding the rank of Captain.
 - 1. It shall be the responsibility of the Captain of Investigations to report to the Sheriff all daily criminal investigations and the results of these investigations.

V. OPERATIONAL PROCEDURES:

- A. A follow-up investigation system shall be maintained by the Captain of Investigations showing the case load for each investigator and for the purpose of showing accountability for each case assigned.
- B. On Call Schedule- Investigators will be assigned by the Captain and the schedule posted on a monthly basis. Investigators may be called out by the Captain Investigator if needed.
- C. Regular Schedule- Regular work schedules will be assigned by the Captain and posted on a monthly basis.
- D. Off Days- The Captain of Investigations will determine off-days for all investigators based upon assessment of activities and coverage needed. Off days will be determined in a fair and systematic manner.
- E. Constitutional Requirements During Criminal Investigations
 - 1. The Investigative Division shall afford to each defendant all of his/her constitutional rights.

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2. At any time a subject is questioned in relation to a crime they may have committed or participated in, they shall be advised of their rights by having the Miranda Warning read to them.
 - a. When there is no reason to suspect a subject of being involved in a crime, and after questioning starts and he makes an incriminating statement, questioning should stop and the subject read the Miranda Warning before questioning continues.
 - b. Each time a subject is questioned, they will be read the Miranda warning prior to questioning.
3. Once the Miranda is given to a subject and the subject requests counsel, questioning must stop and the subject shall:
 - a. Be allowed to contact his/her attorney by phone;
 - b. Be provided with a telephone directory from which he/she may select an attorney;
4. Investigators will be prepared to carry the burden of proof that a waiver of Miranda Rights was voluntary and free of coercion. The use of a written rights advisement form will be used prior to interrogating defendants. Defendants will not be offered any inducement to cooperate in the

interview, or assurances as to what will happen during any phase of the handling of the case.

5. After a subject is formally charged with a crime, it will be the Investigator's responsibility to have all necessary paper work completed and the subject transferred to the County Jail for bond within 72 hours.

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6. The Investigator will refrain from giving any statements or comments to the news media and/or any other means which may prejudice a fair trial.

F. The Investigator will stay in contact with the Communications Center at all times. If the Investigator goes out of service, the Communications Center will be notified. If the Communications Center is unable to contact the Investigator by radio/telephone, the Investigator will be subject to disciplinary action.

G. In the absence of the Captain Investigator, Investigators will be subject to the orders and supervision of the Chief Deputy who will be responsible to the Sheriff in carrying out orders and policies of this Department and the Criminal Investigative Division.

H. The Captain Investigator shall maintain proper Law Enforcement /press relationships regarding release of information consistent with Department general orders.

VI. INVESTIGATIVE PROCEDURES:

- A. Prior to leaving the office, at the beginning of the shift, all Investigators will review the Incident Reports

turned in from the previous shifts.

- B. An Investigator, when assigned a case, will obtain copies of all related reports and any evidence obtained. He/She must review and verify all information received from the preliminary investigating officer.
- C. The Investigator will conduct a complete and thorough investigation into the case assigned, gathering evidence and exhausting all leads.
- D. The Investigator will contact the victim of the assigned case within an eight (8) hour period, and will turn in an investigative report as to the status of the case within a twenty-four (24) hour period.

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- E. Investigators will notify the victim when an arrest has been made and will make notes in their reports of the date and times the victim was contacted. If an arrest was not made, and all leads have been exhausted, the victim will be notified of the status of the case. The date and time the victim was notified of the status will be noted in the Investigative report.
- F. If an Investigator determines that a crime scene requires processing, he/she shall have the primary responsibility for processing all major crime scenes.
- G. Evidence Marking and Transfer:
 - 1. Sex offenses which require the use of the Rape Evidence Kit will be submitted to the Georgia Crime Lab after it has been properly tagged and marked.
 - 2. Physical evidence collected by the Investigator will be properly tagged and whenever evidence is transferred from one party to another, the chain of

custody will be maintained.

VII. CASE FILES:

- A. When an arrest is made, a case file will be made by the Investigator. The case file will be properly labeled and will contain all necessary reports.

The Investigative Secretary will use the checklist to verify that all necessary paperwork is included in the case file.

SEE ATTACHMENT A - CASE FILE CHECKLIST

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- B. The Case File will be submitted to the Captain Investigator for approval. The Captain will forward the case file to the Investigative Secretary for copies to be filed and copies to be submitted to the District Attorney.

SEE ATTACHMENT B- REQUIREMENTS OF DISTRICT ATTORNEY.

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ATTACHMENT A

INVESTIGATORS CASE FILE CHECKLIST

CASE NUMBER _____ DEPT. _____

INVESTIGATING OFFICER _____

DEFENDANT'S NAME _____

_____	INCIDENT REPORT		
_____	VICTIM STATEMENT	WRITTEN _____	TYPED _____
_____	WITNESS STATEMENT	WRITTEN _____	TYPED _____
_____	ARREST WARRANT		
_____	SEARCH WARRANT		
_____	SUSPECT STATEMENT	WRITTEN _____	TYPED _____
_____	SUSPECT MIRANDA WAIVER FORM		
_____	SUSPECT ARREST BOOKING REPORT		
_____	OFFENDER IDENTIFICATION DATA		
_____	INVESTIGATOR'S REPORT		
_____	EVIDENCE SLIPS		
_____	PHOTOGRAPHS		
_____	CRIME LAB REPORTS		
_____	MEDICAL REPORTS		
_____	WITNESS LIST		
_____	OFFICER INPUT		
_____	D.A. BOND FORM		
_____	CRIMINAL HISTORY		
_____	WEAPON IDENTIFICATION DATA		
_____	CO-DEFENDANT INFORMATION		
_____	DAMAGE/RESTITUTIONS FORMS		
_____	MISC. INFORMATION		

DATE CHECKED _____

CHECKED BY: _____

DATE CASE FILED SUBMITTED TO DISTRICT ATTORNEY'S OFFICE _____

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ATTACHMENT B-

CASE FILE REQUIREMENTS OF DISTRICT ATTORNEY'S OFFICE

DEFENDANT'S NAME _____ YOUR CASE # _____

CO-DEFENDANT _____

CHARGE (S) :

RESTITUTION: ___ YES ___ NO AMOUNT: \$ _____

STATEMENT MADE BY DEFENDANT? ___ YES ___ NO

WAS STATEMENT REDUCED TO WRITING ___ YES ___ NO

BRIEF SYNOPSIS OF THE CASE _____

WITNESS NAME/ADDRESS/PHONE

WILL TESTIFY TO:

ADD _____
PH. _____

ADD _____
PH. _____

ADD _____
PH. _____

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ATTACHMENT B CONTINUED

WITNESS NAME/ADDRESS/PHONE

WILL TESTIFY TO:

ADD _____
PH. _____

ADD. _____
PH. _____

PLEASE PLACE ADDITIONAL WITNESS INFORMATION ON BACK OF SHEET

OFFICERS COMMENTS:

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ATTACHMENT B CONTINUED

GUIDELINE REQUIREMENTS:

**** CRIMINAL HISTORY ON EVERY CASE.****

1. Forgeries:

- a. Forgery form filled out will give us information needed.
- b. Original checks- we need these for indictment.
- c. Witnesses home address instead of business will solve problems down the line if they quit their job. Both would be great.
- d. Credit card fraud or forgeries need same as check forgeries (forgery form).

2. Possession of Firearm by Convicted Felon cases:

- a. Criminal history to let us know where to look for convictions.
- b. Information about gun (revolver, auto, brand, length, caliber, and serial #).
- c. Must know where the gun was found.

3. Entering Auto:

- a. Need information on the vehicle (tag number, year, model, make, vin number-if possible). If we do not have a way to identify the vehicle, we can only charge with a misdemeanor theft.
- b. Owner of vehicle, not just driver, not just place being stored to be worked on.
- c. Description of items missing.
- d. Damages.

4. Theft and Criminal Damage Cases:

- a. Need amount of loss.
- b. Detail description of items taken or damaged.
- c. If items pawned, need that person as witness.

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ATTACHMENT B CONTINUED

5. Burglary:
 - a. Intent after entry must be shown.
 - b. A broken glass does not constitute burglary unless there is more evidence.
 - c. If caught in act, still need victims name address, and phone #.

6. Criminal Damage and trespass cases:
 - a. Have to show intent.
 - b. Description of damages.

7. Shoplifting cases:
 - a. Criminal history to show its a felony.
 - b. Description of items taken.
 - c. Certified copies of convictions if city case under \$100.

8. Sex Crimes:
 - a. Criminal history to show similar offenses.
 - b. Rape kit- Chain of Evidence and name, addresses, phone numbers in chain. Must have name of person who did rape kit at hospital or doctors office. This is first person in the chain.
 - c. Physicians full name and address, phone number.
 - d. DFCS report, psychological reports, first person told of crime.

9. Drug Cases:
 - a. Possession of drug cases made by blood or urine test alone are no longer good, because venue cannot be proven. It can be used to corroborate another possession.
 - b. Where were drugs found exactly? This is especially important if there is a co-defendant. If other people are present , we need to know this to know who all to charge.

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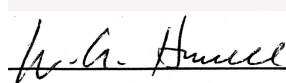
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- c. If blood is drawn, need first person in chain, which is the person who drew the blood.
10. Multi Burglary cases, etc:
- a. A master case file is used. It's very time consuming to sort out what goes to which case. If the items recovered along with the witnesses to each case were put with the incident report on each case, it would help to speed up the indictment of the cases. We have to lay these cases aside until we have time to work on them . Fact of life.
11. Witnesses:
- a. Names, addresses, phone numbers, employment and number. This is important for subpoena purposes.
 - b. People who are present in a vehicle or crime scene even if they are not a co-defendant need to be listed as witnesses.


W. A. HARRELL
SHERIFF

2/15/2007

EFFECTIVE DATE: