

Investigator Standard Operating Procedures

223.1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide members with procedures pertaining to investigating matters which concern criminal investigations and internal affairs investigations. It also ensures members are cognizant of the procedures concerning victim/witnesses related to investigations.

223.2 POLICY

The procedures set forth are consistent with the following Lexipol Policies:

- Maryland Annotated Code Section 11-1001(e)
- Lexipol Policy 1113 – Detectives (Criminal Investigations)
- Lexipol Policy 1010 – Personnel Complaint
- Lexipol Policy 318 – Victim and Witness Assistance

223.3 RESPONSIBILITIES

The investigator's responsibilities vary depending on the type of investigation. The criminal investigator handles cases involving criminal activity, while the victim/witness coordinator provides support to individuals affected by crime who may require assistance. The internal affairs investigator focuses on investigating both internal and external complaints.

223.4 PROCEDURES

Procedures the investigator must adhere to when investigating the following:

1. **Criminal Investigations**
 - (a) Upon receiving an initial report of a crime, the investigator will review the initial report for completeness.
 - (b) Ensure the content of the report reflects the crime listed.
 - (c) Investigators are responsible for thorough investigations of all crimes, including aggravated assaults, major thefts cases, crimes that may require off campus investigations and any other investigation assigned to them.
 - (d) Assist patrol with investigations.
 - (e) Conduct follow-ups.
 - (f) Conduct background checks – MVA, CLEAR, Warrants, etc.
 - (g) Conduct additional responsibilities as assigned (e.g., plainclothes details).
 - (h) Conduct background checks for students and facility for employment purposes, as needed.
 - (i) Participate in Safety Awareness meetings, when requested.

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- (j) Review BWC footage and prepare for distribution upon lawful request (e.g. ASA, MPIA, UMB Legal).
- (k) Conduct administrative investigations.
- (l) Attend BETA hearings.

2. Victim/Witness Assistance

- (a) Review all pertinent reports.
- (b) Ensure contact is made with a victim/witness involved with a crime.
- (c) Make every effort to discuss providing transportation for the victim/witness when necessary (Safe Ride).
- (d) Accompany the victim/witness to court, if applicable.
- (e) Advise to the victim/witness of any external services that may be provided, (e.g., House of Ruth).
- (f) Connect the victim with the Victim's Advocate of the District Court for external victim services and advocacy.
- (g) Ensure documentation is completed related to assistance provided.
- (h) Assist victim's with filing the application for funding with the Maryland Criminal/Injuries Compensation Board, if applicable.

3. Internal Affairs Investigations

- (a) Assist command with administrative cases, where applicable.
- (b) Ensure Blue Team and IAPro are reviewed daily.
- (c) Conduct preliminary investigations to determine if cases will be investigated by the Internal Affairs Section or investigated administratively by the respective command.
- (d) Work in conjunction with external agencies (State's Attorneys' Office, allied law enforcement agencies, Administrative Charging Committee, Police Accountability Board).
- (e) Ensure cases are investigated as expeditiously and accurately as possible according to policy.
- (f) Upon completion, ensure the case is forwarded to the Chief for approval.
- (g) Ensure formal cases investigated by the Internal Affairs Section are prepared for the Administrative Charging Committee and Police Accountability Board, as needed.
- (h) Contact complainants to advise them of case status per policy.