

BATON ROUGE POLICE DEPARTMENT

General Order
No.306

Effective Date
05-01-1996

Revised Date
09-01-2016

Subject: Felony Investigations

Reviewed 9/1/16

POLICY

It is the policy of the department that responsibility for the investigation of felony crimes, as defined in the Louisiana C.Cr.P, rests with the Criminal Investigation Bureau. This does not include felonies where arrests are made on scene, except as defined in the General Order titled **Incidents Requiring Immediate On Scene Investigation by CIB.**

The following offices within the Criminal Bureau have been developed to investigate crimes requiring certain expertise:

Financial Crimes Division

The follow up investigation for all forgeries, internal thefts, issuing worthless check cases and counterfeiting cases will be the primary responsibility of the Financial Crimes office. This unit also investigates identity theft cases.

Burglary Division

The follow up investigation for all burglaries will be the primary responsibility of the Burglary Division.

Auto Theft Division

The follow up investigation for all auto thefts will rest with the Auto Theft Bureau.

Special Victims Unit

The follow up investigation for all sex related crimes and all matters pertaining to juveniles will rest with the Special Victims Unit.

Narcotics Division

The Narcotics Division will have primary responsibility for investigating narcotics related crimes.

Homicide Division

The Homicide Office will investigate all deaths, except vehicular homicide.

Detectives from this section will respond to the scene of all life threatening criminal calls where an injury so severe as to make death of the victim a distinct probability, all reported suicides, any attempted murder of a police officer.

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Robbery Division

Detectives from this section will respond to bank robberies, any armed robbery where an attempted murder has occurred and all simple and armed robberies where the victim has sustained injury.

Major Assaults Division

The Major Assaults Office will investigate all non-life threatening felony personal crimes such as: aggravated battery, aggravated criminal damage to property, kidnappings, etc.

CIB Investigative Support

- FBI Task Force (liaison)
- ATF Task Force (liaison)

PROCEDURES

I. Case Management

- A. The commanders of each division of the CIB will determine a procedure by which cases are indexed as to their relative solvability and degree of seriousness. Cases will then be distributed to the investigators under their command. Investigations requiring special skills may be assigned to investigators with that expertise.
- B. A log of all open cases indicating to which investigator assigned, the nature and date of last activity will be kept in the respective offices within the Criminal Bureau (on computer or hard copy).
- C. Each case will be designated by one of the following terms:
 1. Open - a case has been assigned to an officer and investigative efforts are active.
 2. Suspended - All investigative leads have been exhausted, but the case has not been concluded and investigation may be resumed.
 3. Closed - The investigation has been concluded.
- D. After an investigation has been in progress for thirty (30) days, the supervisor within each investigative unit will review the progress of the case with respect to solvability and degree of seriousness factors and determine if the case designation will be changed. Prior to making the change he will consult with the officer assigned to the case.

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E. Investigations will only be suspended for one or more of the following reasons:

1. Lack of further leads or solvability factors.
2. Lack of investigative resources and/or;
3. Insufficient degree of seriousness.

F. Investigations will be closed when:

1. Complaint is withdrawn at the request of the victim.
2. Statute of Limitations as defined in the La. Code of Criminal Procedure Title 17 has expired.

II. Follow up Investigation

A. Only one investigator will be assigned as principal investigator for each case. In those cases where more than one investigator is assigned to a case, one will function as case coordinator.

B. Each investigator, when assigned a case, will receive a copy of the initial or preliminary report. He will file a report, written or verbal, with his supervisor every ten (10) days the case remains open for the first thirty (30) days. A unit commander must review an open case every 30 days until the case is closed or the investigation suspended.

C. **Homicide files will remain open pending further investigation until the perpetrator is apprehended or a warrant issued.**

D. The following steps will serve as a guide when conducting follow up investigations. Not all of these actions will be required on every case and some cases will require actions other than those listed. In certain types of investigations checklists may be used to assure all aspects of the case have been covered.

1. Reviewing and analyzing all previous reports prepared in the preliminary phase.
2. Conducting additional interviews and/or interrogations.
3. Reviewing departmental records.
4. Seeking additional information from informants, uniformed officers, etc.
5. Reviewing results from laboratory examinations.
6. Arranging for dissemination of information to uniform officers, the public and department/city officials.
7. Planning, organizing and conducting searches.
8. Arranging for the collection of physical evidence.
9. Identifying and apprehending suspects.
10. Preparing cases for court presentation.
11. Assisting with prosecution.
12. Checking suspect's criminal histories.
13. Determining suspect's involvement in other crimes.

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- E. Whenever possible, investigators will make a second contact with victims and witnesses after the initial or preliminary investigation.
- F. Investigators will prepare a daily summary of their activities for supervisory review.

III. Identity Theft

- A. Taking identity theft reports.
 - 1. Reports of identity theft can be handled via telephone (per GO 276), the initial report will detail the nature of the crime. Identity theft reports will be documented in an offense report.
 - 2. Identity theft reports will be forwarded to the investigative unit (Financial Crimes).
 - 3. If the report was taken by our agency and the detective determined that the crime was committed in a different jurisdiction, the detective conducting the investigation shall indicate such in their report. The detective will have said report forwarded via criminal records to the local jurisdiction in which the alleged crime was committed, for an investigation of the facts. The investigating division forwarding the report will advise the victim that said report was forwarded. The agency receiving the case will be documented in the investigator's report.
- B. Specialized report forms.
 - 1. Victims must complete a notarized ID Theft Affidavit which can be located on the Federal Trade Commission website, or an ACH Dispute form which can be obtained from their financial institution.
 - 2. Victims will be encouraged to complete a written statement and provide officers/detectives with necessary documentations to complete the investigation that includes:
 - a. Copy of checks,
 - b. credit card information,
 - c. copy of bank statement showing unauthorized transactions.
- C. Providing information and assistance to identity theft victims.
 - 1. The employee taking the report will be responsible for providing the website address to the Federal Trade Commission: www.ftc.org. The Federal Trade Commission provides the most comprehensive information for victims regarding Identity Theft. The website refers victims of this crime to the appropriate resource(s), to include:
 - a. Information for contacting credit reporting agencies;
 - b. How to place fraud alerts on their credit report; and
 - c. Additional actions the victim needs to take in recording important information related to the crime.

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- D. The Investigators will be responsible for coordinating and sharing information with other agencies as needed to further the successful apprehension of identity theft suspects.
- E. Providing public information on prevention of identity crime.
 - 1. The department will be responsible for providing identity theft presentations/information when requested.
 - 2. Information related to identity theft will be made available through the Baton Rouge Police Department website.