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	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 8 - Criminal Investigations		04-14-2008
			ORIGINATOR/REVIEW
DISTRIBUTION		Investigative Division	
ALL		CALEA: 11.1.1, 43.1.1, 43.1.2, 43.1.4, 46.3.1	
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

To establish guidelines for members of the Virginia Beach Police Department in receiving, processing, and investigating vice, drug, computer crimes, and organized crime complaints and to establish protocol in requesting assistance in investigative matters from Special Investigations.

Policy (CALEA 11.1.1)

The Virginia Beach Police Department Special Investigations is responsible for investigating organized crime, subversive activities, terrorism, extremist groups, narcotics, and vice violations, computer crimes, and other criminal investigations as designated by the Chief of Police or his designee. Special Investigations is comprised of the Narcotics Unit, Vice Unit, Criminal Intelligence Unit, Computer Crimes Unit, Diversion Unit, and the Interdiction Unit. The success of Special Investigations is often dependent on information provided by the community. Members of the department who receive information relating to the investigative purposes of Special Investigations shall take the appropriate action to ensure that the information is properly relayed to Special Investigations.

Receiving Information (CALEA 46.3.1)

Members who receive complaints regarding the investigative responsibilities of Special Investigations shall forward the information to Special Investigations for analysis, processing, and investigation in accordance with the following:

- Accept and document the complaint or information. Complainants often make only one attempt to report criminal activity and become frustrated with being transferred to other call takers, investigators, or voice mail systems. Collecting the information courteously at the time of the complaint minimizes the potential for losing valuable information.
- In lieu of capturing all of the information of the complaint, members may refer the complainant to a member of Special Investigations under the following conditions:
 - The complainant prefers to speak with a detective;
 - A member of Special Investigations is available to speak with the complainant at the time of the complaint;
 - The complainant agrees to provide information that would enable contact from a member of Special Investigations at a later time;
 - A member of another law enforcement agency provides the information.
- Should the complainant wish to provide information at the time of the complaint and not be referred to Special Investigations the member accepting the information should collect the following information if possible:
 - Source of the information
 - Identity of the source and biographical and contact information (if applicable)
 - Type of criminal violation alleged

- Location of the criminal activity
- Suspect information and identifiers
- Vehicle information
- Initial narrative of the allegation
- Information shall be transferred via memorandum, e-mail, or telephone to Special Investigations for processing.
- All information pertaining to or relating to terrorism should be immediately relayed to Special Investigations so that the intelligence/information can be evaluated and acted upon as soon as possible.

Processing Information (CALEA 43.1.1)

In processing information, Special Investigations personnel shall:

- The detective/supervisor receiving the information will attempt to obtain, at a minimum, but not limited to, the following information for documentation on the SID-1.
 - Source of the information
 - Identity of the source and biographical and contact information (if applicable)
 - Type of criminal violation alleged
 - Location of the criminal activity
 - Suspect information and identifiers
 - Vehicle information
 - Initial narrative of the allegation
 - Receiving/Submitting detective who initiated the SID-1
 - Miscellaneous
- The submitting detective/supervisor will submit the completed SID-1 to the Criminal Intelligence Unit supervisor for analysis to determine the need for further action;
- Upon approval, the CIU detectives will assign a specific case number to the allegation and enter the information into the Special Investigations' Records Management System;
- This process will involve a preliminary investigation of the allegations to confirm or substantiate the information received;
- Upon completion of the processing and analysis procedure, the CIU supervisor will assign the report to the appropriate SI squad for further investigation and disposition.
- The investigating detective will document the investigation and attach those details to the SID-1, to include any arrests, seizures, and disposition.
- The SID-1 and related documents will be returned to the CIU for processing and filing. The CIU will document all information received and disseminated within the Department and to other Law Enforcement Agencies.

Assistance From Special Investigations (CALEA 43.1.4)

Information collected and disseminated by Special Investigations is used for law enforcement purposes and is available to sworn members of the Virginia Beach Police Department and other law enforcement agencies. The standard for the dissemination of investigative or intelligence information is two fold:

1. The right to know
2. The need to know

Requests for information may be made to members of Special Investigations directly on time sensitive matters. For routine investigative or background information, requests should be made to the Criminal Intelligence Unit for processing during normal business hours.

Special Investigations maintains an inventory of surveillance equipment for use in documenting investigations. Sworn members requiring this type of equipment for the investigation of criminal or administrative investigations may request assistance from Special Investigations in this regard. Due to the nature, sensitivity, cost and the legality of using this equipment, a trained Special Investigations equipment officer will assist in the use of the equipment.

Records (CALEA 43.1.2)

Due to the need for confidentiality in the work accomplished by Special Investigations, criminal investigative files are securely stored at the Special Investigations facility, both physically and in the Virginia Beach Police Department Records Management System. Criminal Investigative Records are maintained separately from The Records Unit, but are subject to the retention requirements set forth by the Code of Virginia and General Order 4.01 (Records Management.)

Criminal Intelligence information is stored within a Special Investigations Records Management System that is maintained separately from other Virginia Beach Police Department Records Management Systems, with password controlled access limited to Special Investigations personnel. Retention of criminal intelligence information is governed by State and Federal codes delineated in Special Investigations directives.

Reporting (CALEA 43.1.1 D)

Special Investigations is responsible for the quarterly and annual reporting of all criminal intelligence and known threats to public safety collected, as well as, the criminal investigations conducted, to the Chief of Police.