

It is the Vernon Police Departments goal to provide the highest level of service to the community. Therefore, providing an organized training program, designed specifically for the newly assigned Detective will assist in accomplishing that goal by insuring properly trained Detectives who are sufficiently prepared to provide that service.

This program will utilize training material in conjunction with experienced Detectives acting as training officers and the close supervision of the Detective Sergeant and Detective Lieutenant to assist the new Detective with learning the basic tasks of a Detective. The program is designed to develop a better-trained and more effective Detective Bureau capable of working as a well-organized team, which in turn assists the Vernon Police Department in reaching its goals.

### **GOALS**

To introduce the newly assigned Detective to a basic overview of their assignment and the policies and procedures used, to conduct proper and successful follow up criminal investigations.

To develop a motivated, successful and responsible Detective, through comprehensive and consistent training.

To develop consistency and teamwork through the use of experienced Detectives as training officers.

To assist the supervisors in their efforts to evaluate the new Detective's competency based on their ability to accomplish the identified objectives and tasks.

### **TOPICS**

This manual will identify specific tasks and procedures, which are used by the Vernon Police Department to conduct follow up criminal investigations, work with other law enforcement agencies, complete court related duties and make use of information sources. It will also provide helpful hints on the things that should or should not be done in order to complete a successful investigation. The development of this manual is an ongoing process. The manual will be monitored for any updates necessary as tasks, procedures and other related and established Vernon Police Department Policies and Procedures may change. A list of topics is covered in the table of contents.

## **ROLES**

### **NEW DETECTIVE**

The newly assigned Detective's primary role is that of a student. They must be willing to develop the mind set of taking part in a learning process based on the foundation of textual instruction through the use of this manual and verbal instruction provided by their peers and mixed with practical application. Knowledge based on previous experience will vary, so all must be willing to learn new techniques or develop some of their old ones. The newly assigned Detective must possess or develop a high level of self-motivation necessary to successfully maintain and manage the large number of cases assigned to them.

Responsibilities of the new Detective:

- They shall review and discuss with their training partner all material in the training manual.
- They shall review the different tasks with their training partner. The trainee and training partner will then sign off each task by signature and date, indicating that they understand the instructions.
- When the trainee completes one of the identified tasks, they shall have it signed off by signature and date.
- Ask questions of their training partner, peers and supervisors to help in developing that working knowledge.
- Be motivated and willing to implement the information and training they receive into their current investigations
- Provide feedback for the use in developing future needs of the training process.

Training Manual Responsibilities and Disposition:

- It will be the trainee's responsibility to provide the task list and completed objectives for review by the Sergeant, Lieutenant or Division Commander at any time. This list will be kept in the trainee's manual.

## **TRAINING DETECTIVE / PARTNER**

The Detective assigned as the training officer and partner is key to a successful training process. Their desire to train and teach new Detectives is essential to developing highly skilled and motivated members of the Detective Bureau.

Responsibilities of the Training Detective:

- Exhibit a high level of responsibility and accept their role as a teacher, coach and mentor.
- Exhibit patience and motivation while giving constant guidance to the trainee.
- Actively discuss all training information with the trainee and, when applicable, identify problems they have encountered.
- Make use of practical application whenever possible.
- Constantly review the trainee's manual and sign off on tasks identified in the tasks list as they are discussed and performed.
- Interact with other Detectives so as to keep updated on current cases that may have practical application toward learning various training tasks and procedures.
- Review active cases with the trainee and, when applicable, allow them to assist with the investigation.
- Objectively assess, evaluate and identify areas of deficiency in the trainee's progress.
- Effectively communicate any deficiencies or areas of improvement either orally or in written form to the trainee and/or supervisor.

## **SERGEANT**

As the first line supervisor, it is incumbent upon the Sergeant to insure the complete and proper training of the new Detective. The Sergeant will also share the role of teacher, coach and mentor.

Responsibilities of a Sergeant:

- Assign a training partner to the trainee.
- Carry out frequent discussions with the training partner to monitor the trainee's progress.
- Carry out periodic discussions with the trainee to assess progress, offer encouragement, mentor and allow for feedback on the training.
- Review and evaluate the trainee's practical work. Review progress by monitoring the signed off task lists in the trainee's manual. Review and evaluate the training partner's training techniques and willingness to complete their duties as a training officer.
- Monitor department policies and procedures for any needed changes to the training manual and/or program.
- Be responsible with providing or obtaining additional training that may be needed to assist the trainee to overcome deficiencies or in their development to investigate crimes involving their area of responsibility or expertise.
- Confer with the lieutenant on the trainee's progress, obtain feedback and institute any necessary changes to the training manual or program.
- Complete a monthly evaluation for the first six months of the new Detectives reassignment.

## **LIEUTENANT**

- As a Bureau head, the Lieutenant has overall responsibility with the organization and practical application of the training manual and program.
- Carry out periodic discussions with the trainee to assess their progress.
- Confer with the Sergeant on the trainee's progress and keep the Division Commander informed as to the application of the training program and the new Detective's progress.



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## **EQUIPMENT INFORMATION**

### **WORKSTATION**

Detectives will spend a major portion of his or her time, conducting case reviews, conducting investigations, preparing court documents, report writing and telephone interviews. The work areas have been designed to provide each Detective with the maximum amount of cabinet and desk space.

Detectives should keep their workstations organized, clean and orderly. Detectives should not use the floor around their desks as a storage area.

Detectives should **Never** store evidence overnight at their workstation, either on the floor or locked in a desk.

Detectives should **Never** leave any firearms unsecured at their desk overnight or when they are away from their workstation.

### **UNMARKED POLICE UNIT**

An unmarked police unit will be assigned to each Detective and can be used by other members of the Detective Bureau. All the assigned Detectives are responsible for the care and reporting needed maintenance for all assigned unmarked police units and should follow the established departmental policy at all times.

Detectives who are assigned to a unit will ensure that it is kept washed, clean of trash and properly fueled. If a Detective borrows a unit assigned to another Detective, they shall ensure that upon return, the unit is clean, free of trash and fueled. When the unit is not in use, the assigned Detectives will leave their keys at their workstations in case another Detective or member of the department has a specific need to use the vehicle.

Detectives shall not take their unit keys home or lock them in their desks. Keys should be placed somewhere visible at their workstation in case another member of the department needs the vehicle.

If a Detective needs to use another on-duty Detective's unit, they should make all attempts to notify the Detective assigned to that vehicle. If they are not able to contact him or her, they should notify the Sergeant or Lieutenant about their need to take a different vehicle.

### **CELLULAR TELEPHONE**

Detectives will be given a cellular telephone while assigned to the Detective Bureau. The following guideline should be followed when using cellular telephones or recorded workstation telephones. New Detectives need to set up their voice mail.

Assigned cellular telephones are to make only work related calls and should not be used to make personal calls. It should be understood that the cellular telephones are an added cost to the City of Vernon and the privilege should not be abused.

### **PORTABLE RADIOS**

Detectives will maintain the same portable radio that was originally assigned to them, whether they return to patrol or they are reassigned. New Detectives will use the same portable radio in the Detective Bureau that was originally issued to them on patrol. Detectives will follow previously established departmental policy and procedures in regards to the portable radio. On the desk of each workstation there is a charger for the portable radio. This charger is assigned to the workstation.

### **DIGITAL VOICE RECORDERS**

Detectives will maintain the same Olympus digital voice recorder that was originally assigned to them, whether they return to patrol or they are reassigned. New Detectives will use the same digital voice recorder that was originally issued to them on patrol. On the desk of each workstation there is a charger for the digital voice recorder. This charger is assigned to the workstation.

### **UNIFORM REGULATIONS**

The department allows Detectives to wear an approved black polo shirt with a black tee shirt underneath. Detectives will wear "Docker" style slacks and a business casual shoe. Detectives can wear jeans in situations deemed appropriate by the Detective Sergeant or Detective Lieutenant. Detectives will follow previously established departmental policy and procedures dealing with personal appearance standards and uniform regulations for court appearances.

### **COLT M4 RIFLE**

Detectives will maintain the same M4 rifle that was originally assigned to them, whether they return to patrol or they are reassigned. New Detectives will use the same M4 rifle in the Detective Bureau that was originally issued to them on patrol. Each Detective unit is outfitted with a rifle rack either in the trunk, rear storage area or inside the cab. The M4 rifle, if not stored in the Detective unit, can be kept in the Detective closet green gun cabinet.

## EQUIPMENT CHECK LIST

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When a Detective is first assigned to the Detective Bureau, the Sergeant will provide the new Detective with a workstation and an unmarked police vehicle. Each Detective will be issued the following equipment and will be responsible for each item. Detectives are responsible for advising the Detective Sergeant or Detective Lieutenant when equipment is lost or damaged. Each Detective will initial the equipment list showing receipt of each item. A Detective supervisor will also sign the checklist and maintain a copy.

- \_\_\_ 8" Streamlight w/charger
- \_\_\_ Black Detective jacket
- \_\_\_ Keys for designated workstation and other cabinets
- \_\_\_ Laptop computer w/carry case/back pack
- \_\_\_ Olympus digital voice recorder docking station
- \_\_\_ Black nylon gear bag
- \_\_\_ Binoculars with case
- \_\_\_ Earphones and memory stick for the laptop computer
- \_\_\_ Computer air card (issued to only one Detective)
- \_\_\_ Entry vest
- \_\_\_ Nylon Sam Brown belt w/drop down holster, cuff case, radio holder, magazine holder, pepper spray holder
- \_\_\_ Sony Cyber Shot Digital Camera w/memory stick and holder
- \_\_\_ Motorola cell phone and carrying case
- \_\_\_ Black leather holster for the Department issued firearm

\_\_\_\_\_  
Detective Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature



## FILING CRIMINAL CASES

### PREPARING ARREST PACKAGES

When a Detective prepares a case to be filed at the District Attorney's Office the following instructions apply. A package starts with the following items:

- Arrest report
- Incident report
- Photos and/or Paper Evidence

A **FELONY** requires three packages.

A **MISDEMEANOR** requires two packages.

A **JUVENILE PETITION** requires four packages.

The Detective will add one additional package if the following applies:

- One package per additional defendant
- Warrant request
- H&S violation
- When the case is filed at the Norwalk Court. All personal information in regards to the victim must be redacted from the additional package.

Also included in each package are three copies per defendant for each of the following headings:

- Booking Photo
- Live Scan
- Warrants/Holds/Probation/Parole/Bail & DUI information
- Raps
- DMV
- CCHRS

The District Attorney's Office requires the following paperwork to complete each package. The District Attorney's Office requires one copy per defendant for each of the following headings;

- CWS form
- Probation form
- Disposition form

When a case is completed and ready to file the Detective will drop off the case or cases with the respective misdemeanor or felony filing District Attorney. The District Attorney's Office is located on the second floor of the Southeast Municipal Court House.

The Detective will wait until the case is reviewed and the filing D.A. gives the case to a records clerk to type up the complaint. The Detective will then take the completed case "complaint" to the first floor clerk's office to be filed, signed and time stamped. After the Detective time stamps the complaint the Detective will then place the file in the in-custody basket and get a court case number from the filing clerk. The court case number will be written down on the disposition form by the Detective and returned to the Detective Lieutenant. It should be noted that the statute of limitations for a felony is three years and one year for a misdemeanor.

**FELONY CASE FILINGS**

An in-custody case needs to be filed at the District Attorneys Office by 0830 hours. When an Officer or Detective makes a felony arrest and, on occasion, a special circumstances misdemeanor arrest, the in-custody must be transported to court for their arraignment date. Below is a chart showing an in-custody's arraignment date depending on the date and time they are arrested.

<u>ARREST DAY &amp; TIME</u>		<u>ARRAIGNMENT DAY</u>
Sunday	0001-2400	Tuesday
Monday	0001-2400	Wednesday
Tuesday	0001-2400	Thursday
Wednesday	0001-2400	Friday
Thursday	0001-2400	Monday
Friday	0001-2400	Tuesday
Saturday	0001-2400	Tuesday
Holiday	0001-2400	Second Court Day

**MISDEMEANOR CASE FILING**

When putting together misdemeanor filings use the misdemeanor filing worksheet. A misdemeanor-filing package requires the same paperwork as a felony filing except for the filing work sheet and you will need two copies of the arrest report, incident report and photos/paper evidence. Most misdemeanor arrests (DUI, 484 PC and 594 PC) are in-custodies that will be cited out so the case needs to be filed by the court date set on the citation. The same rule applies for an in-custody that bails out.

### **CASE DISPOSITION FORM**

After a Detective completes the case disposition form, the form should be given to the Detective Lieutenant so he can record the information and remove the case from the Detective's audit.

### **JUVENILE PETITION FILING**

When putting together a juvenile petition package use the application for juvenile court petition form and the juvenile petition request witness list form. A juvenile petition package requires the same paperwork as a felony or misdemeanor filing except for the juvenile petition forms and four additional copies of the arrest report, incident report and the photos/paper evidence.

### **FILING FOR AN ARREST WARRANT**

When filing for an arrest warrant you would use the same paperwork as a felony or misdemeanor filing except you would add one additional copy of the arrest report, incident report and photos/paper evidence. Requesting a warrant is typically requested for misdemeanor cases although there are times when a warrant request is used for a felony case. A warrant request can be dropped off at the clerk's office for review to be picked up later or the warrant request can be walked through.

There are several reasons for walking through a warrant request one of which would be that the suspect is a flight risk. When walking through a warrant request you would first have the respective felony or misdemeanor filing D.A. review the package. After reviewing the package the D.A. will give the case to a records clerk for typing. After the case has been typed the Detective will then take complaint to the assigned on-duty judge for review. Once inside the courtroom you would hand the complaint to the bailiff who, in return, will hand the complaint to the court clerk. The court clerk will then hand the complaint to the judge for review. After the judge reviews and signs the complaint it is handed back to the court clerk who will stamp the complaint and give you a copy of the warrant.

After getting the complaint signed and receiving a copy of the warrant, the Detective would take the complaint to the court office located on the first floor. While in the court office the Detective will sign and time stamp the complaint and then hand the complaint to a clerk. The Detective will place the warrant number/case number on the disposition form and give the disposition form to the Detective Lieutenant.

Before executing the arrest warrant the Detective should verify through dispatch that the warrant has been put into the system.

### **DISTRICT ATTORNEY'S OFFICE AND FORMS.**

The Training Detective will be responsible to introduce the New Detective to the different procedures at the District Attorney's Office and to review all forms currently being used by the Detective Bureau.



## **CASE MANAGEMENT**

### **ACTIVE AND REVIEW CASES**

At the end of each day the Detective Lieutenant will e-mail each Detective assigned cases listing each case as either "Active" or "Review. An active case has immediate follow up information that the Detective can start running down. A review case has no suspect information but still requires the Detective to read the report and follow up with the victim or reporting party to see if there might be any additional information that would make the investigation active. A case assigned as "Review" does not relieve a Detective of the responsibility to do additional work or investigation on that case if it is apparent that additional work is necessary or can be done. If the Detective discovers there are leads that can be developed and additional investigation is necessary, it is incumbent upon that Detective to notify a supervisor and request the case be reassigned as "Active."

### **CASE AUDIT**

At the end of each day the Detective Lieutenant also e-mails each Detective a case audit that lists all the active cases that have been assigned to each Detective and to the Detective Sergeant. As the Detective turns in completed investigations, arrests, complaint refusals or court disposition forms, the Detective Lieutenant will remove inactive case numbers from the audit. On the case audit, there is a column titled "Due Date." When a case is assigned as "Active", there will be a date in that column. The due date is the date that the Detective should attempt to complete the investigation by or submit a follow-up report. A follow-up report is due every fourteen days while the case is "Active." When a case is assigned as "Review", it will not have a due date designated unless additional work is required on that case. A review of the case is required as soon as possible.

Listed on a Detectives case audit will also be a record of cases or arrest warrant requests submitted to the D.A.'s Office. Each Detective is responsible to follow up with the D.A.'s Office to make sure the cases are addressed in a timely manner.

### **CASE MANAGEMENT**

Case management is an important part of being able to successfully handle a large caseload and continue to remain proactive with ongoing cases or assisting other Detectives. Detectives should be able to organize and prioritize their cases using a certain criteria such as "in custody" cases, the seriousness of the offense, any information identifying the suspect, information and evidence that can lead to identifying the suspect, the possibility evidence may be destroyed due to a delay and cases with no information, leads or evidence at all. In many ways, case management is nothing more than the ability to properly manage time. Detectives must be able to organize and work their cases in such a way that they are able to properly use the time available each day to conduct thorough and complete investigations in a timely manner.



Detectives must also develop an ability to direct other investigators when the investigation requires teamwork or multiple Detectives. The "Case Detective" should be able to delegate assignments to other investigators who are assisting in the investigation.

### **TIME MANAGEMENT**

A Detective's ability to manage the time available each day is critical to completing their assigned cases in a timely manner. Detectives must be able to remain focused on organizing and working their cases.

Detectives must be able to:

- Conduct thorough, but timely reviews of each assigned "active " or "review" case.
- Prioritize cases by the need for immediate follow up investigations.
- Use all available information resource systems to help complete their investigations.
- Provide accurate advice and direction to patrol officers during their investigations.
- Consider and prioritize a request to become involved in a patrol investigation, such as a clearly identified immediate danger to the public, locating witnesses or suspects in another jurisdiction, preventing the destruction of evidence and the need for a search warrant.
- Correctly balance the responsibility to work assigned cases and the need to assist patrol, other members of the Detective Bureau or other law enforcement agencies.
- Correctly utilize the Court Officer to file cases and coordinate subpoenas.
- Organize completed cases and evidence for court.

Detective can get behind quickly by following these poor time management skills:

- Failure to organize and prioritize cases.
- Failure to properly review "In Custody" cases for identification of critical evidence or information resulting in a refused filing and/or a request for additional investigation.
- Ignoring cases until just before the first follow up report is due.
- Failure to properly organize and balance daily schedules with the need to make victim, witness and suspect contacts and the need to complete reports.

### **DETECTIVE ROUND TABLE**

The Detective Sergeant will schedule a round table meeting every Tuesday morning unless there is an active investigation or Detectives are in training. The round table has proven to be very successful as Detectives go over their case audits and exchange information. Each Detective needs to have their active cases in order and be prepared for the round table discussion. Each Detective is expected to participate whether the discussion pertains to their cases, another Detective's case or debriefing a team's investigation.