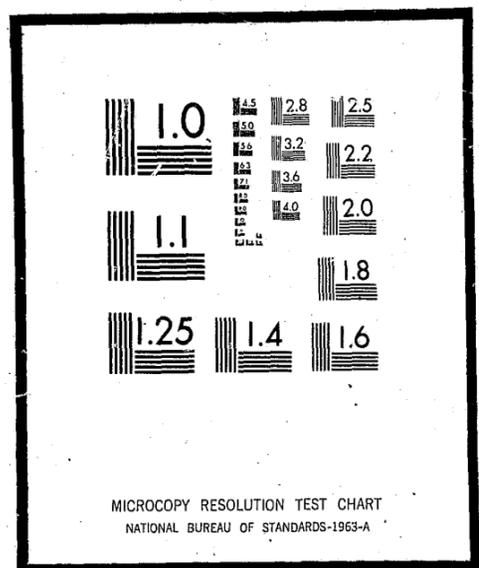


NCJRS

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U.S. Department of Justice.

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed

2/18/76

REGIONAL INVESTIGATION SQUAD

CHIEF JOHN SWAN, P.D.

Lynchburg, Virginia
24505

Central Virginia Regional Investigation Squad -

MANUAL OF
INSTRUCTIONS
AND
PROCEDURES

CENTRAL VIRGINIA
REGIONAL INVESTIGATION SQUAD

REGIONAL INVESTIGATION
SQUAD ADVISORY COMMITTEE

- | | | |
|---------------------------|---|---------------|
| CHIEF JOHN SWAN | - | CHAIRMAN |
| SHERIFF MAHLON BRYANT | - | VICE-CHAIRMAN |
| SHERIFF J. E. RICHARDSON | | |
| CHIEF M. T. HARRISON, III | | |
| SHERIFF JACK CUNDIFF | | |
| SHERIFF CHARLIE HODNETT | | |

TABLE OF CONTENTS

	<u>PAGE</u>
Regional Investigation Squad Advisory Committee	i
Purpose of Squad	1
Advisory Committee	3
Membership	4
Procedures for Activation of Squad	6
Officer in Charge	9
Administration and Organization of Personnel	12
Appointment of Staff Officers	13
Personnel Officer	14
Equipment Supervisor	16
Report Supervisor	19
Evidence Officer	21
Investigative Supervisor	22
Press Officer	24
Sample Forms	25

BY-LAWS

REGIONAL INVESTIGATION SQUAD

Purpose of Squad

This Squad was conceived as law enforcement's cooperative challenge to the criminal elements operating in the multi-jurisdictional Central Virginia Planning District. Our hope is that it will assist in providing an expeditious solution to the more serious types of crime, especially homicide. It is a recognition that the law enforcement investigative staff in some jurisdictions cannot be sufficiently staffed to provide the saturation type of investigation which may be necessary to effect a solution in homicide cases.

We feel that larger jurisdictions in the Central Virginia Planning District, with their greater police facilities, should make them available to the smaller jurisdictions as a cooperative gesture, inasmuch as:

1. A small jurisdiction rarely is sufficiently staffed or equipped to investigate a major homicide case.
2. The perpetrator in many cases resides or takes refuge in one jurisdiction while he may be preying on another.
3. Witnesses, leads and evidence may be found in more than one jurisdiction.

ADVISORY COMMITTEE

To oversee the Area Regional Investigation Squad an Advisory Committee will be established. This Committee will be selected by the Central Virginia Planning District Commission Criminal Justice Advisory Committee. It will consist of six members, one from each of the major jurisdictions of the Central Virginia Planning District.

Once selected, this newly formed Area Regional Investigation Squad Advisory Committee will select from within its own Chairman, Vice-Chairman, and Secretary for terms of one year each.

4. The general pooling of resources seems to be the only answer to fight against crime, and with our already expanded cooperative functions this measure is a logical development.

We strongly emphasize that no city or county will assert jurisdiction where none exists, and that this Squad will not operate at cross purposes with any existing agency. In view of the fact that some cases comprise a Federal violation as well as a State violation, the use of this Squad will not be extended where such dual jurisdiction exists.

MEMBERSHIP

The membership goal of the Squad has been established at a minimum of 35 and a somewhat larger number is desirable if the participating agencies can provide the manpower. It is made up of law enforcement agencies in the City of Lynchburg, City of Bedford, County of Amherst, County of Appomattox, County of Bedford, County of Campbell, Town of Altavista, Town of Amherst, Town of Appomattox and Town of Brookneal, Virginia. It will be necessary for participating agencies to inform the Personnel Officer of changes in Squad membership. Membership changes or additions should be provided to the Personnel Officer as soon as effected.

Membership should be predicated on knowledge of investigative techniques, ability to secure citizen cooperation, skill in report writing and willingness to function as a team member. Those selected must accept assignments as given, follow prescribed procedures, and be able to offer loyalty, energy and enthusiasm to their supervisor in no less degree than would be afforded their home agency.

Members of the Squad will be trained so that each will be able to handle any facet of an investigation. The training will be under the auspices of the Amherst County Sheriff's Department, and in the preliminary stage will consist of 48 hours of classroom work, including a night photography course. New members

may possibly receive on-the-spot training but such members will later be given training comparable to that provided other members. It is contemplated that refresher courses will be held from time to time in order to keep the Squad abreast of recent developments in criminal investigation.

If at any time the Officer in Charge learns of incompetency or misconduct of a member, rendering him ineffective, this should be brought to the attention of the Directors for appropriate action.

PROCEDURES FOR ACTIVATION OF SQUAD

1. If the crime comes within purview of the Metro Squad's purposes, and circumstances indicate outside help is needed, a call should be made to the officer designated in charge of the Squad and a request made at that time.
2. Any request for assistance of the Squad should come as soon as possible after the requesting jurisdiction learns of the crime. Except under most unusual circumstances, a request received more than eight hours after discovery of the crime will be sufficient grounds to withhold Squad assistance.
3. The man receiving the call should in all cases get the following information:
 - a. Name, rank, address and telephone number of the officer requesting assistance;
 - b. Location of the gathering place or building where the Squad is to convene;
 - c. Type of crime, time of the crime and time discovered;
 - d. A resume of the facts including type of terrain, equipment needed, whether Federal jurisdiction is involved, evidence known and other helpful data;
 - e. The number of men the caller feels would be desirable to handle this investigation;

- f. He should inform the calling authority that the crime scene should be protected at once and that it would be expected that the scene will be preserved so that Squad members might handle the crime scene search without it having been previously gone over;
 - g. The man receiving the call should, after terminating the call, immediately phone back and verify that this was an authentic call requesting assistance.
4. The officer receiving the call shall consult with one of the Regional Investigation Squad Advisory Committee members before calling the Squad into operation. The Committee has authority to limit the number of personnel to be provided.
 5. Members of the Squad will be assigned to duty in proportion to the percentage of representation of the Squad by individual agencies or municipalities. The Committee and the requesting agency will determine the number of Squad members that need to be activated.
 6. Squad members called to duty should be informed to report as quickly as possible.
 7. Each agency should make prior arrangements, if necessary, to provide a suitable headquarters for the Squad, should it be needed in that jurisdiction. The quarters should contain office space for the supervisor, conference area, report writing

facilities, interrogation space, and telephone communication. The quarters may be located in the existing facilities of the requesting agency, if they are adequate.

8. Within two days after the Squad has entered a case, two (2) or more of the Committee members shall review the evidence and scope of the investigation to afford direction and guidance. Reviews will be conducted at frequent intervals to ascertain the progress of the investigation.

9. The Committee members shall have full authority to obtain the assistance of consultants or experts for the purpose of clarifying problems that may arise during the course of the investigation.

10. No investigation by the Squad will extend over five days, except where unusual circumstances warrant an extension. Any question concerning extension should be referred to the Committee for decision.

OFFICER IN CHARGE

1. The ranking officer of the requesting agency will also be in full charge of Squad members assigned to assist.
2. He will retain this authority throughout an investigation unless he relinquishes it to a Squad member or supervisor, in writing, and with the approval of a Committee member.
3. His supervision is to be considered absolute and all members of the Squad are to clearly understand that they are to work in the assignment given them, and his decisions on this as well as other matters are to be construed as if the order were to come from the Squad member's home agency head.
4. Together with the agency he represents and designated Squad officers, he should:
 - a. Arrange for office quarters for the Squad.
 - b. Provide proper equipment for the investigation.
 - c. Provide necessary sources of information needed.
 - d. Make arrangements for vehicle maintenance and repair, and purchase of gas and oil at any time of the day.
 - e. Arrange for transportation and communication facilities needed.

- f. Arrange for special equipment needed, such as helicopters, airplanes, diving suits, etc.
 - g. Establish liaison with criminal investigative laboratories or other public or private firms which can aid in the investigation.
 - h. Make general preparation for introducing into an area a large investigative group and their attendant needs, both personal and official. This would include location of restaurants, etc.
5. He should maintain constant liaison with the prosecuting attorney for solution of legal problems which might prejudice the case.
6. He should provide the squad members with identification authenticating their temporary but official duties in the area. This should be in the form of a card limited to a specific span of time, and identifying the officer's home agency, and certifying his official capacity in the jurisdiction.
7. He should call meetings, or use other appropriate means, from time to time, to brief members on the progress of the case.
8. He should stress that no member should begin investigation of a new suspect or lead without first receiving approval for such action.

9. He should prepare reports of difficulties encountered with regard to administrative, legal or logistical problems, and provide copies to the Directors.

10. He should, on the third day of the investigation, meet with the Advisory Committee and Staff Personnel for a briefing and discussion of the progress of the case.

ADMINISTRATION AND ORGANIZATION

OF PERSONNEL

General Supervision

The overall supervision of the Squad is vested in the Committee hereinbefore named. This group will determine major policy, establish necessary operating principles for the Squad, and shall have authority for assignment or withdrawal of Squad personnel from any case or area of a participating agency.

The requesting agency will be in full charge of any investigation arising from its jurisdiction. This accountability cannot be delegated to a Squad member by the requesting agency without the approval of a Committee member, and such approval, if granted, shall be in writing and a copy given to the Squad member assuming such accountability.

It is anticipated that a major case investigation will be conducted on a twenty-four hour basis over a span of several days. The Squad will therefore be divided into two shifts, from 9 a.m. to 9 p.m. and from 9 p.m. to 9 a.m., at the discretion of the officer in charge of the investigation.

APPOINTMENT OF STAFF OFFICERS

The Committee will appoint the following staff personnel, and an alternate for each:

1. Personnel Officer
2. Equipment Officer
3. Report Officer
4. Evidence Officer
5. Investigative Supervisor
6. Press Officer

The Chief/Sheriff in charge of the investigation may appoint such supervisory personnel as he deems necessary for proper handling of the investigation.

PERSONNEL OFFICER

1. Upon notification from the Officer in Charge, the Personnel Officer will select and dispatch the designated number of Squad members to the agency requesting assistance. The Investigative Supervisor, Evidence Officer and crime scene search personnel will report directly to the scene but all other assigned personnel will report to the Squad headquarters. The Personnel Officer will see that all personnel are informed of the Squad headquarters location and telephone number, and that the Prosecuting Attorney of the jurisdiction is informed of the Squad's activities and the location of the crime scene.

2. Upon completion of case assignments the Personnel Officer should report to the Squad headquarters immediately and advise the Officer in Charge of each arrival and his duty status and availability.

3. Explain police, press relations and other local conditions and situations to Squad, furnish Squad with list of pertinent telephone numbers, city maps, eating places and any other pertinent information. Inform Squad of established locations where gas can be obtained locally, explain parking hours and space, and periodically advise Squad members of local problems pertinent to them.

4. Handle personal problems of Squad members.

5. Aid in mobilizing personnel for conferences or for other purposes.

6. After organization and complete assembly of Squad, assist Officer in Charge in any other duties he desires.

EQUIPMENT SUPERVISOR

1. Has responsibility for the condition and availability of all property and equipment which may be used. Any expenditures must be approved by Officer in Charge.

2. Must coordinate closely with the Officer in Charge as to how the investigation is proceeding in order that needs may be anticipated as to equipment needed.

3. Will take all necessary action dictated by the circumstances to see that needed property will be on hand whenever a need arises. Will immediately set in motion efforts to:

a. Inventory and record pertinent equipment available for use. Equipment lists should contain location of equipment and person to authorize its use. Separate lists for each department and equipment available should be maintained and kept current.

- (1) Firearms, gas equipment, restraining devices.
- (2) Compasses, binoculars.
- (3) Lights; flash, signal, search, mileray.
- (4) Photographic equipment and supplies.
- (5) First-aid kits and other medical supplies.
- (6) Copy equipment and supplies.
- (7) Ropes and cord.
- (8) City, County, State and area maps. Look for aerial survey maps.

- (9) Gasoline credit cards or vehicle servicing facilities.
- (10) Thermos jugs.
- (11) Technical equipment in sufficient quantity.
- (12) Two-way radio cars and other communications equipment such as Handi-talkies and batteries.
- (13) Boots, picks, crowbars, axes, shovels.
- (14) Sterno sets and food on a 24-hour basis.
- (15) Blankets - stretcher.
- (16) Autos-Borrow from other agencies or firms, arrange for rentals if absolutely necessary.
- (17) Desks, typewriters and other office equipment, if necessary, to set up temporary headquarters.
- (18) Timetables for all common carriers in the area.
- (19) Airplanes (or helicopters) with all facts such as capacity, range, experience of pilot, descriptive data as to craft.
- (20) Same as above for boats and skin divers.
- (21) List of doctors for immediate medical attention, including doctor skilled in performing autopsy.
- (22) Blackboard and chalk.
- (23) Extra batteries for all battery-operated equipment.
- (24) Storage area for extra property used in the investigation.
- (25) Room in or near office with cots for brief rests by detectives.

b. In addition to the above, the Equipment Supervisor should consider the advisability of:

- (1) Arrange for 24-hour photographic service.
- (2) Establish extra phone service or setting up same if temporary headquarters are being established.
- (3) Telephone service should by-pass switchboard.

c. The Equipment Supervisor should prepare and maintain a list of:

- (1) Evidence Officers and equipment in each jurisdiction.
- (2) Sound recording equipment in each jurisdiction.
- (3) Polygraph examiners and equipment in each jurisdiction and indicate if equipment is portable or fixed.

REPORT SUPERVISOR

The Report Supervisor will be responsible for receiving, editing, indexing, filing, summarizing and reviewing all case reports and for supervising assigned clerical employees. He should also:

1. Require each investigator use and properly complete the forms provided for reporting. (See sample forms section.)
2. Require reports in triplicate, one copy forwarded to prosecuting attorney, (original to prosecutor in the area where the Squad is working), two to officer in charge of the investigation. Additional copies may be made if necessary to assist the investigative staff in its duties.
3. Require investigators to submit individual reports for each suspect investigated.
4. Place only productive information in the main case file. No report of elimination of suspects should be included in this file.
5. Place all non-productive information (elimination of suspects, etc.) in a secondary (or bulky exhibit) file. All extraneous investigative data, including extra copies of reports, is placed in this file.
6. Prepare a daily or general progress report as determined by the Officer in Charge.

7. Upon termination of the Squad's participation in the investigation, prepare a general report of the findings, (with a resume introduction) which is indexed and divided according to chronology of events and categories of investigation.

8. Upon successful solution of a case by the Squad, prepare an indexed prosecutive summary, listing the facts of the crime, the criminal history of the defendant, and the evidence to be presented and by whom.

9. Typing will be done by the jurisdiction in which the Squad is working.

EVIDENCE OFFICER

The Evidence Officer will be responsible for:

1. Crime Scene Examination.
 - a. Photography of scene and each article of evidence.
 - b. Scale drawing of scene.
 - c. Gathering, identification and preservation of all physical evidence.
2. Laboratory analysis of physical evidence, and preparing for registered mailing of exhibits to appropriate laboratory for examination.
3. Maintaining a register of mailed exhibits in order to trace lost or mislaid packages.
4. Protect the chain of custody for all evidence.
5. Instruct all Squad personnel in handling or preservation of evidence brought to their attention.
6. Prepare reports setting out in detail his activities and findings.
7. Proper preparation for availability of equipment for marking and preservation of evidence.

INVESTIGATIVE SUPERVISOR

1. Must be an experienced officer, skilled in the actual direction of a criminal investigation, in supervision of personnel and in reading comprehension, retention and logic.
2. Will serve as the chief assistant to the Officer in Charge of the case by taking direct charge of the crime scene and all follow-up investigation.
 - a. Supervise the actual crime scene search after preliminary review of the physical circumstances. He will direct the activities of the Evidence Officer in photographing, gathering, identifying and preserving all the physical evidence.
 - b. In murder cases he will insure that the crime scene is preserved after the body has been removed until an autopsy has been performed and a re-inspection of the scene has been made with the pathologist.
 - c. Will recommend to the Officer in Charge the use of technicians and equipment beneficial to the investigation.
3. Review all reports, including those considered non-productive, to make certain that no leads are overlooked.

4. Upon discovery of leads, will prepare lead cards, assign leads for investigation and follow up on the results obtained.
5. Insures that prospective witnesses not located or interviewed initially are re-scheduled for interviews.
6. Consults with Officer in Charge regarding legal problems which may be encountered.
7. Keeps Officer in Charge fully informed as to progress of the investigation.
8. Control activities of all investigative personnel, insuring that they report their progress in assigned tasks before following any new line of inquiry.

PRESS OFFICER

1. Handle all phases of possible news coverage as directed by the Officer in Charge.
2. Serve as an historian for the entire case.
3. Relay to the agency of jurisdiction, through the Officer in Charge, pertinent facts at hand.
4. Should exercise discretion in preventing disclosures possibly hampering future investigation or endangering witnesses.
5. Maintain memoranda containing facts of the case, background of suspect and victim, including biographical data and photographs, and relevant items of human interest.
6. Maintain file of case news clippings for use as required.
7. Serve as liaison officer between Officer in Charge and the press, and suggest means of using press facilities to assist the investigators.

FORM 145 (1.64)	LEAD INFORMATION
CASE: _____	COMP.# _____
LEAD: _____	

ASSIGNED TO: _____	DATE: _____
DISPOSITION: _____	

Regional Investigation Squad

PROSECUTIVE SUMMARY

DEFENDANT: _____ P.D.# _____
Address: _____ Phone _____

Record: _____

OFFENSE: _____ Comp.# _____
Date: _____ Time: _____ Location: _____

CHARGE: _____

VICTIM: _____
Address: _____ Phone _____

SYNOPSIS:

WITNESSES:

WITNESSES: (Cont'd)

EVIDENCE:
PHYSICAL:

OTHER:

POSSIBLE DEFENSE:

CASE FILE ENCLOSURES:

REMARKS:

DISPOSITION:

END