

# COLCHESTER POLICE DEPARTMENT

		SUBJECT: BCI Notification & Referral	
EFFECTIVE DATE: September 17, 2014	NUMBER: G.O. #42		
REFERENCE: updates G.O. #42/rescinds G.O. #19	SPECIAL INSTRUCTIONS:		
REEVALUATION DATE: as needed	APPROVED: <i>J. Morison #190</i>	NO. PAGES: 3	

**POLICY:** The primary purpose of a police investigation is to collect all relevant facts and determine if criminal conduct has occurred. In criminal investigations the identification and apprehension of the responsible party is critically important. Organizing and presenting the facts for successful prosecution is part of the criminal investigation process. There are times when it becomes necessary, because of the nature, duration or complexity of certain cases, to notify the Bureau of Criminal Investigations (BCI).

It is the policy of the Colchester Police Department (CPD) to maintain guidelines for the general conduct of preliminary and follow-up criminal investigations.

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## I. PROCEDURES AT THE SCENE

- A. In all crimes it is the responsibility of the on-scene officer to take the necessary steps to insure the security of the scene and to obtain the initial information pertaining to the crime. Once the crime is determined to fit the parameters of Section B below, the on-call investigator is to be notified immediately by the on-scene officer.
- B. The Bureau of Criminal Investigation or, if after hours, the on-call investigator shall immediately be notified when the following incidents occur.
  - Any death investigation untimely or otherwise (excluding motor vehicle crashes). This will include all deaths reported to police, either formally or informally.
  - Any incident where it is reasonable to believe that the victim or patient's prognosis is likely to be fatal.
  - All robberies.
  - All hostage and kidnapping situations.
  - All assaults with aggravated injuries.

- All sexual assaults, L&L, pornography, or any other serious sex related offenses (This does not necessarily include prank / harassing phone calls of a sexual nature unless mitigating circumstances require immediate action).
  - Fires where arson is suspected (There does not have to be immediate notification in minor incidents where no injuries, no loss of life, or no substantial property damage has occurred).
  - Grand Larceny with circumstances (ie: as part of an embezzlement, a common pattern or scheme, etc.).
  - Burglaries involving; larceny of \$900.00 or more, as part of a continuing pattern or scheme, or some other felony crime.
  - Drug cases where there is evidence of: distribution, the possession of a large quantity (i.e. a felony amount of marijuana, more than 2.5 grams of cocaine, or more than personal use of any other controlled substance), and /or large amounts of cash (refer to current DEA threshold).
  - ANY other instance where the immediate response of an investigator can be crucial in the resolution of a case.
- C. Depending on the investigator's knowledge of a situation and the information provided by the on-scene officer, the on-call investigator may or may not see a need for an immediate response but should still be notified. Whenever possible, the on-scene officer should speak directly with the investigator to ensure the accurate exchange of information.
- D. Crimes involving checks (non-sufficient funds, closed account, or forgery) that are received from retail establishments may be accepted by dispatch and assigned directly to the BCI Supervisor. The BCI Supervisor will review each case to ensure compliance with the current Bad Check policy, established by the Chittenden County State's Attorney's Office, and then re-assigned to an investigator. All other check cases will be reviewed by an officer (either patrol or on-duty detective) to ensure compliance with the current Bad Check policy prior to being accepted, and then may be assigned directly to the BCI Supervisor. The BCI Supervisor may then re-assign the case as necessary.

## **II. TRANSFER OF CASES**

- A. Once the decision to contact BCI is made, the responsible officer should ensure that the investigator is provided with a complete briefing of facts and circumstances known and actions taken. Officers should not assume that just because an investigator is summoned to the scene that the case is automatically transferred to the investigator. Officers should converse with the investigator to clarify responsibility for the case.
- B. In the event that you are unable to make contact with the On-call investigator, the next call will be to the BCI Supervisor. In the event that none of them are available, contact will be made with the Support Services Lieutenant (or his/her designee).

- C. Notwithstanding a requirement to notify a patrol supervisor, in every case, the only person(s) that the on-scene officer needs to contact or notify will be the On-call investigator. The later will assume responsibility for making any further notifications or referrals.
- D. No case or incident will be referred to an outside agency including C.U.S.I., without the express authorization or permission of the Shift Supervisor, the On-call Investigator, or the BCI Supervisor.
- E. Any non-emergent case that an Officer feels should be referred to BCI will be submitted directly to a Patrol Supervisor (using the BCI Request Form). Each referral will be reviewed and decided on a case-by-case basis. When a referral is made, all relevant paperwork and documents will be forwarded with the referral. If it is not possible to have the necessary paperwork completed at the time of the referral, then satisfactory arrangements will be made with the assigned investigator to ensure the timely completion and transfer.
- F. If a BCI referral request cannot be reviewed within a timely fashion then the BCI referral should be submitted to the Operations Lieutenant.
- G. In all cases, a copy of the BCI Referral Form will be sent back to the appropriate supervisor once it is reviewed for action.

### **III. ON CALL GUIDELINES**

The following guidelines will be observed by the individuals who are on-call and those requesting the on-call investigator.

- The BCI Supervisor will maintain an assigned "On-call" investigator, which will be posted in dispatch on the Monday of each week.
- The on-call investigator will endeavor to be available to the department to respond to call-ins by carrying an assigned cellular telephone and / or pager, and providing dispatch with any necessary telephone numbers where he/she may be reached.
- The on-call investigator will be expected to call the department within (15) fifteen minutes of being alerted and will generally be expected to report to the crime scene location within one hour of notification. Some incidents may require an expeditious response by the on-call investigator. If this is not possible, then the BCI Supervisor should be notified immediately.
- Upon being requested to notify the On-call investigator, the dispatcher will place a telephone call to the On-call investigator. If (s)he is unable to make telephone contact via cell phone or pager after at least two attempts over a fifteen minute span, the dispatcher will contact the BCI Supervisor (or his/her designee).

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