

Santa Cruz County Sheriff's Office

Investigations Division Update

Course Outline

4 Hours

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| <u>Course Title:</u> | Investigations Update |
| <u>Course Goal:</u> | The Investigations units will give an overall update, expectations and walk through of cases from initial report to filing with the DA's office. The goal is for staff to have a better understanding of workflow to the Investigations units and what is expected on a patrol level when investigating cases. |
| <u>Audience:</u> | Santa Cruz County Sheriff's Office Patrol staff. |
| <u>Core Competencies:</u> | Same as course goals. |
| <u>Dates:</u> | 07-17-19 / 07-24-19 |
| <u>Total Hours of Instruction:</u> | 4 |
| <u>Location:</u> | Sheriff's Office Headquarters-Community Room |
| <u>Instructors:</u> | Sergeants: Shearer, Ainsworth, Habermehl, Patrick and Baldrige. |
| <u>Mandated Training:</u> | No |
| <u>Method of Presentation:</u> | |

I. Orientation / Instructor / Overview

1. Coroner's Unit Review

- a. Patrol death investigation refresher (15 minutes)**
 - i. Investigative steps to ensure an accurate investigation**
 - ii. When to call the Coroner**
 - iii. Questions and answers**

- b. Patrol death investigation worksheet (5 minutes)**
 - i. Intro to new death investigation worksheet**
 - ii. Utilizing worksheet for hospital deaths**

- c. Question and answers (5 minutes)**
 - i. Opportunity for general questions, if any**

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2. Person's Crimes Review

Student will be provided legal information on the use of gun violence restraining orders, how to accurately complete the forms and the procedures for collecting seized firearms.

Instruction – 30 to 40 minutes

Lecture / exercise (filling out form)

Objectives:

- a. **Discuss what is a GVRO**
- b. **When should / should not be used**
- c. **Types of GVRO**
- d. **Factors the courts must consider when granting GVRO**
- e. **Usefulness of GVRO**
- f. **Procedures**
- g. **Completing form**
- h. **Contacting Judge**
- i. **Service of order**
- j. **Signed order return**
- k. **Testimony**

Additional Information

- a. **The need for photo ID's on warrant requests**
- b. **Refer to "DET" for report disposition**
- c. **Why?**
- d. **What is it that they want us to do?**
- e. **Routing of cases**

3. Sex Crimes Review

Missing Persons: Farotte

Classifications

Legal Requirements (14205pc)

Time frames

MUPS

How to conduct a MP Invest

What detectives will do with MP?

Who is C. Smith, for those that don't know

SARTS: Shearer

Who gets ones?

Where are they done?

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Pink reference cards?
Unfounded based off facts
Time frames pediatric v adults.
Abbreviated recommendations
Sell the exam

Sex Assault role of patrol deputy: Luna
Evidence preservations- prove or disprove
Cell phones (How they help us)
Clothing
Witness interviews are important
Accurate contact information
Don't handle over the phone-
Accurate classification of crime

Child Molest:
Determine exigency?! (use case example)
In home V. access to children
Collecting a disclosure Vs. interview a child

Child interviews: Farotte
Reference cheat sheet
MDI Center
When would patrol interview a child?
Is there an age limit? -dependent on severity of allegation etc.
What to tell a parent about a child interview.

Adult victim interviews: Luna
Fact gathering
Establish crime elements
Documentation of observations
Suspect identification
Services

4. Property Crimes Review

REPORT WRITING:

SYNOPSIS

- A. M.O.**
- B. Report conclusion**
- C. Good documentation of method of entry and photos which show extent of damage close up,**

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CRIME SPREES / IE; multiple victims

- A. Cases involving multiple victims, locations with the same suspect(s) need documentation under separate case numbers. A master case number can often be used but individual case numbers are the only way to accurately record the number of incidents in RMS.**
- B. Cross-reference box**
- C. Uploading of digital evidence**

INCOMPLETE REPORTS:

- A. A synopsis and a few key sentences can assist investigations in jumping on a lead or follow up when it presents itself.**
- B. Uploaded photos and videos with an incomplete cases.**

- **EVIDENCE COLLECTION:**

PHOTO & VIDEO:

- A. If you cannot get the evidence off a server, video the entire event and not just a photo of the suspect. Make every effort to plan to have the video picked up later by you or your beat partner on a different shift. Then email the investigations sergeant and let them know that you have the video.**
- B. Upload the photo or video ASAP**
- C. Consider that the photo or video you may take should document the facts and evidence of the case. This means close up photos with scale for reference to show the size or scale of the pry marks, injury, etc. This will allow investigators to later compare the pry marks, injury, etc. to the type of tool or weapon used. Too often we get overall photos with no item to show scale.**

Consider the significance of the evidence. Some serious cases can be better handled by having the item processed by CSI for evidence. Others can easily be handled by processing for DNA or latent prints in the field.

- **IDENTITY THEFT CASES:**

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Multiple Victims

Book identifiable credit cards separately

Check RMS to determine if they have been a victim.

Remember there is often going to be valuable information on a physical check that has been cashed. IE; DL or ID number, fingerprint, etc.

5. NET Team Review

Lab Requests for narcotics investigations

- a. When a lab request is necessary.**
- b. Process of completing the form and submitting**
- c. When lab requests are not required**
- d. DA "no file" letter on citation cases**

Confidential Informants

- e. Policy 603**
- f. Information vs. informant**
- g. Process for CI documentation**

III. Policy and Procedure Review

IV. Student Evaluations